

Tri-Valley Developmental Services, Inc.  
Board of Director's Virtual Meeting  
Tri-Valley Developmental Services Administrative Office, 521 W. 35 CH Pkwy, Chanute, KS 66720  
December 9, 2021

Present: John McRae, Susan Jones, Karen Vallier, Steve Sewell, Nikki Jacobs, Anna Methvin, Van Bettega, Angie Morrison, Derrick Payne, Jim Hogan, Janet Rash, Connie Hey

Not Present: Mark Ward, Devin Johnson, Rita Cornett, Sharon Suske

Staff Present: Bill Fiscus, Joe O'Rourke, Rachel Crigger, Tricia Campbell

1. Call to Order

Chairman John McRae called the meeting to order at 6:00 pm.

2. Adoption of Agenda

Motion made to adopt agenda as presented with one change, removal of item 3 (Introductions) (Connie Hey/Angie Morrison). Motion passed.

3. Minutes of Last Meeting

The minutes from the October 28, 2021 meeting were presented. Motion made to accept minutes as presented (Derrick Payne/Janet Rash). Motion passed.

4. Treasurer's Report

Bill Fiscus presented the financial report for the period ending on October 31<sup>st</sup>. Motion made to accept report as presented (Van Bettega/Angie). Motion passed.

5. Staff Reports

A. CEO Report

- i. Bill reported that the field work portion of the FY21 audit was completed on November 30<sup>th</sup>. Both Bill and Lea Chickadonz, Director of Finance and HR, feel that things went well. A representative from Jarred, Gilmore & Phillips will present the audit findings at the February 25<sup>th</sup> board meeting.
- ii. Currently, Tri-Valley has 42 job vacancies. It is starting to put a strain on staff. As a result, we have put a cap on residential services. Once things turn around and staffing is back to normal, we will remove the cap. Other providers are putting caps on services as well.
- iii. InterHab is looking at ways to help providers. One such idea is "remote monitoring." Electronic sensors, cameras, smoke detectors, and personal emergency response systems are utilized at individual homes with the equipment monitored by staff at an off-site location. InterHab is presenting an online seminar on remote monitoring that several Tri-Valley staff plan to attend. Tri-Valley might be interested in remote monitoring for sites that do not need overnight support but some type of monitoring is required. Bill may bring remote monitoring back to the board in the future.

B. Program Report

- i. Rachel Crigger, VP of Programming, updated the board on our COVID 19 response. All six service centers are now open. The number of COVID cases is under control. Since the start of the epidemic, two staff were seriously ill and five individuals were either seriously ill or passed away.
- ii. The vaccination and weekly testing requirement from the federal government is on hold at the moment. Since COVID testing is no longer covered by insurance, we are working on

ways to maintain our testing protocol and cover testing costs. Joe O'Rourke, VP of Operations, is working on a grant to purchase over the counter tests. CMS has put out funding to help rural sites with testing. The state has also contract with Midwest Consultants for COVID testing. I/DD providers can utilize this service. We have staff going through the training process with Midwest Consultants. They will send us testing supplies for trained staff to administer. The results would be back within 72 hours. At this time, as stated above, we are on hold for required vaccination or weekly testing.

- iii. Staff have submitted our license application to KDADS. We are waiting to hear back.
- iv. All day and residential sites have been busy with the holidays.

#### C. Operations Report

- i. Joe gave the board an update on the bus that was purchased in New York State. We had a few issues to work out, but it is running nicely now.
- ii. Staff are preparing for the annual state fire marshal visit. At this time, no date has been set.
- iii. At the moment, staff have begun installing keypad entries at Foundation owned residential sites. It is hoped that the keypads will be cost effective. Currently, we change keys whenever there is staff turnover. We have run into a snafu, however, with the keypads. Staff are working on a solution.
- iv. Advantage Metal in Fort Scott is donating their old bailer to the Fort Scott Service Center. The machine needs a few minor repairs before they will deliver the bailer; they have had trouble finding a repair person. Joe applied to the Fort Scott Community Foundation for funding to install electricity at the Fort Scott Service Center for a new bailer. Our application was denied.
- v. We did receive good news on a grant from the Heartland Rural Coop. Tri-Valley was awarded a \$1,300 grant to purchase AEDs (automated electric defibrillators).
- vi. Earlier in the year, catalytic converters were removed from buses in Chanute and Fort Scott. This past week, two more converters were stolen from buses in Fort Scott. Staff were able to review the footage from a security camera. However, due to bad resolution, we were unable to identify the person or vehicle. A report was made to law enforcement. Staff were able to take a screenshot from the footage and place it on Facebook. An individual in Pittsburg was able to get a license plate for the vehicle; that information has been sent to law enforcement. Steve Sewell suggested that staff look at higher resolution cameras for sites. Joe would like to add more lighting as well. The plan would be to place the cameras in high priority areas. Insurance does not cover replacement of the converters since the cost to replace is below our deductible.
- vii. Joe gave an update on building maintenance. Tri-Valley's building committee meets weekly. Before any physical changes may be made to Tri-Valley buildings, a code footprint must be submitted and approved by the State Fire Marshal's office. We have a couple code footprints waiting on approval and will soon send another to Topeka. Once we have approval, work will start at Norris House in Neodesha; we are replacing the flooring.

#### D. Friends of Tri-Valley Foundation

- i. Tricia Campbell, Special Projects Coordinator, reported that the 22<sup>nd</sup> annual Friends of Tri-Valley Foundation raffle drawing is underway. We have sold 205 tickets.
- ii. The annual Holiday Card sales are wrapping up for 2021. One hundred and sixty-four sets were sold: making 2021 one of our better years for sales. All money raised from the cards goes to the Life Enrichment programs at the Service Centers.
- iii. The annual Poinsettia sales in Chautauqua, Elk, Greenwood, and Wilson counties also came to close. Six hundred plants were sold with buyers having the option of delivery on

November 15<sup>th</sup> or December 8<sup>th</sup>. We sold out of all but 24 of the small red plants. Money raised from this fundraiser will go to purchase supplies and pay for trips or parties; the individuals at the Service Centers decided how the money is spent. We used a new supplier this year: Neosho Gardens in Council Grove. Individuals who participated and sold plants received a Walmart gift card. The top seller will have their name engraved on the trophy.

- iv. We have begun planning for the 2022 Cruise Night fundraiser. The date of the event will be April 12<sup>th</sup> at Central Park Pavilion in Chanute. More information will be forthcoming.
- v. Plans are also underway for the annual Foundation golf tournaments. The dates are Erie's tournament will be June 11<sup>th</sup>; Fredonia's tournament will be July 23<sup>rd</sup>; and Fort Scott's tournament is to be determined. Staff are also plan to hold a new golf tournament in Chanute. No date has been set.
- vi. Tri-Valley staff have begun planning for an Awards Ceremony that will be held in March.

E. CDDO Report

- i. Bill reported that the CDDO staff continue to hold Zoom meetings for assessments as well as for affiliate and community council meetings. Individuals are given the option to meet either in person or via zoom.

6. Old Business

6.1 Board Member Update

Bill reported that the Bourbon County Commission has approved Lindsay Madison as their newest representative for the Tri-Valley Board. Lindsay is Director of the Fort Scott Chamber of Commerce.

6.2 Policy Approval

At the October 28<sup>th</sup> meeting, the board reviewed Administrative Policy 24 (Communicable Diseases – Employees). Since that review, language has been added to address testing for communicable diseases. Motion made to approve amended policy (Derrick/Angie). Motion passed.

7. New Business

None

8. Comments for Groups or Individuals

None

9. Announcements

The next board meeting will be February 25, 2022.

10. Adjournment

Motion made to adjourn meeting (Janet/Susan). Motion passed.

Respectfully Submitted

Karen Vallier                      1/9/2022  
Secretary                              Date