Tri-Valley Developmental Services, Inc.
Board of Director's Meeting
TVDS Administrative Office, 521 W. 35 Ch Pkwy, Chanute, KS/Zoom
June 26, 2025

Present: John McRae, Anna Methvin, Susan Jones, Connie Hey, Jim Hogan, Derrick Payne, Randy Lemasters, Matt Morgan, Janet Rash, Georgia Masterson, Sharon Suske

Not Present: Devin Johnson, Steve Sewell, Lindsay Madison, Rita Cornett, Angie Morrison,

Staff Present: Bill Fiscus, Joe O'Rourke, Lea Chickadonz, Tricia Campbell

1. Call to Order
   Chair John McRae called the meeting to order at 6:00 pm.

2. Adoption of Agenda
   Two changes were made to the agenda. Under 7.3, Bill Fiscus will present the FY26 budget and John asked that we add 7.5 Executive Session. Motion made to adopt the agenda as amended (Georgia Masterson/Susan Jones). Motion passed.

3. Minutes of Last Meeting
   The minutes from the April 24, 2025 meeting were presented. Randy Lemasters questioned whether the minutes should include the amount for which the Eureka Service Center was sold. Motion made to accept minutes as presented with the addition of $15,000 for the sale of the Eureka Service Center (Sharon Suske/Randy). Motion passed.

4. Treasurer's Report
   Lea Chickadonz, VP of Administration, presented the financial report for the period ending May 31, 2025. Motion made to accept financial report as presented (Anna Methvin/Susan). Motion passed.

5. Staff Reports
   A. Program
      Bill Fiscus, CEO, gave the programming report for Melissa Cannon-Smith, VP of Programming, as she was unavailable.
      - Two staff have completed the course work and on-the-job training for the DSP+ Apprenticeship Program, which leaves just one from the inaugural class working to complete the program. Eight staff have signed up for the new program, which starts this fall. The DSP+ Apprenticeship program is sponsored by a grant through InterHab and the Kansas Department of Commerce.
      - On September 4, 2025, Brenda Harrison, Programming Director, will retire. She began her career with Tri-Valley on September 4, 1990. It is fitting that she is retiring on her 35th anniversary.

B. Operations

- Joe O'Rourke, VP of Operations, reported that he is in the process of budgeting to replace several big items such as appliances, HVAC systems, and vehicles.
- The Eureka Service Center has sold. The buyer is making installment payments through January.
- On June 30th, a crew is coming to lay new vinyl flooring at the Moline Service Center. Interior painting is completed. The building was built in 1910.
- Eric Methvin recently completed staining the exterior of the 10th Street home; it looks good.
- On April 29th, Jim Hogan, Connie Hey, and Janet Rash joined the Executive Team in presenting the 2025 Winfred Jent Award to the City of Moline.
- Tri-Valley has a fleet of 65 vehicles. Out of these 65 vehicles, thirteen are connected to KDOT. In the past five years, twenty-seven high mileage vehicles have been replaced. In a year's time, Tri-Valley staff will travel 595,000 miles in company vehicles. The average vehicle's mileage is 95,000.
- Thanks to a grant through KDADS, Tri-Valley will be able to purchase vehicles, create a sensory room in Chanute, and add ADA complaint doors to the service centers. Anna asked for more information about the grant. Bill reported that the grant is to help with the unbundling of day services. The grant award was in the amount of $140,887 and must be spent between July 1st and December 31st. The unbundling grant will be used for the following:
  - Purchase three vehicles
  - Vehicle maintenance
  - 20 tablets for community outings
  - Building renovation – Sensory Room
  - Automatic door openers for Service Centers
  - Reference library for staff
- At the April meeting, Randy inquired about cracked windshields. We were able to fix chips in several windshields, though we did have to replace a few windshields. Tri-Valley has full comp for glass but we were advised to be cautious when making claims. The windshields cost $300. For $65, up to five chips can be repaired on one windshield.

C. Administration

- Lea Chickadonz, VP of Administration, reported that interviews are scheduled for the open Director of Programming position. We received five applications: three external and two internal.
- Lea was excited to announce that we have hired an Employee Relations Coordinator, a position which has been in the works for over one year. While interviewing applicants for another position, the perfect candidate was found. Brenden Spillman accepted the position and began the first of June. His job is to serve as a staff liaison and find resources for staff. Brenden has worked with 4 County Mental Health and plans to continue his education in the mental health field. His main goal is to

become a social worker. Melissa and Lea are both very excited about Brenden and the possibilities for this new position. During orientation, Brenden was already assisting a fellow staff.
- To celebrate our 50th anniversary, all staff will get a new Tri-Valley logo T-shirt. Brenden helped with the order. The shirts will be here in a few weeks.
- June is open enrollment for our supplement and health insurance. Thanks to last year's experience, we were able to keep our premiums the same; there is no increase.

D. CEO Report
- Bill Fiscus, CEO, reported that Tri-Valley's state license expires in one week. The state surveyor completed her review last month; we have not heard from her. We expect to receive a one-year license.

E. Friends of Tri-Valley Foundation
- Tricia Campbell, Special Projects Coordinator, reported that the Foundation received 1,638 total entries for the 25th Annual Raffle Drawing. The winner of this year's raffle was Joe Love from Colorado. He is coming on Monday, June 30th to collect his prize.
- The Fredonia Golf Tournament is Saturday, June 28th. We have eight teams signed up, eight-hole sponsors and two corporate sponsors. The next two golf tournaments are: August 2nd in Erie and September 13th in Fort Scott.
- On May 1st, Tri-Valley celebrated it's 50th anniversary by holding a party/awards ceremony. Approximately 175 guests attended the event. Entertainment was provided by Robbie Bell, who performed songs from 1975. Punch and cupcakes were served. Guests went home with Tri-Valley 50th Anniversary travel mugs.
- Tri-Valley has applied for a grant from the Community Foundation of SEK to purchase six AED Trainers. The deadline for grant submission is June 30th.

F. CDDO
- Bill Fiscus reported that funding requests were presented to county commissions in Allen, Bourbon, Neosho, and Woodson. We are requesting to maintain current levels of support: Allen - $70,000; Bourbon - $55,000; Neosho - $52,650; and Woodson - $23,000.
- During the budget meetings, Bill provided commissioners with information on the conflict-of-interest discussions happening in the state. Once we know how the state plans to address the issue, we will return to the commissioners for their input.
- At the beginning of FY25, there were 73 persons on the waiting list in the TVDS CDDO area. Thanks to funding from the state, we were able to offer services to 17 persons. The new number on the waiting list for the TVDS CDDO is 79. The waiting list continues to grow. The backlog is now at 7 to 8 years before services will be available.

6. Old Business
    6.1 Policy Approval
    During the April meeting, the board reviewed three Personnel Policies: Policy 105 (Hiring of Relatives and Significant Others); Policy 108 (Conflict of Interest); and Policy 702 (Board Review Upon Termination). The proposed changes are all at the recommendation of Kurt Kluin, Tri-Valley's attorney. Motion made to accept proposed changes to all three policies (Anna/Matt Morgan). Motion passed.

7. New Business
    7.1 Policy Review
    Bill presented three policies for board review: Medical Policy 18 (Medical Care); Personnel Policy 305 (Holidays); and Personnel Policy 508 (Use of Vehicles). The proposed changes to the Personnel policies have been reviewed by Kurt Kluin. The board will vote upon these policies at the August meeting.

    7.2 Staff Bonus
    Tri-Valley should end the year on a positive note. Bill recommended that the board give staff a one-time bonus. The board was provided with several options. The best option was: $1,000 for staff with two or more years employment; $500 for staff who have been employed for 6 months to two years; and $250 for staff who have been employed for less than 6 months. Motion made for Tri-Valley to accept the recommended one-time bonus for staff (Georgia/Randy). Motion passed.

    7.3 FY26 Budget
    Bill presented the FY26 budget to the board. Motion made to accept the FY26 budget as presented (Anna/Matt) Motion passed.

    7.4 FY26 Officers
    Motion was made to retain the current slate of officers for FY26 (Chair John McRae; Vice Chair Susan Jones; Secretary Anna Methvin; Treasurer Steve Sewell) (Randy/Matt). Motion passed.

    7.5 Executive Session
    Motion made for the Board to go into Executive Session for 10 minutes to discuss Personnel Issues (John/Sharon Suske). Motion passed.

    At 7:26 pm, the board returned to regular session.
    Motion made to raise the CEO's salary to $125,000 a year (Anna/Matt). Motion passed.

8. Comments from Groups or Individuals
    None

9. Announcements
   - The next Board Meeting will be August 28, 2025

10. Adjournment
    Motion made to adjourn meeting (Matt/Shaon). Motion passed.

Respectfully submitted,

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Anna Methvin, Secretary   Date