

Tri-Valley Developmental Services, Inc.
Board of Director's Meeting
TVDS Administrative Office, 521 W. 35 Ch Pkwy, Chanute, KS/Zoom
October 26, 2023

Present: Susan Jones, Anna Methvin, Matt Morgan, Randy Lemasters, Janet Rash, Connie Hey, Jim Hogan, Angie Morrison, Sharon Suske, Lindsay Madison

Not Present: John McRae, Steve Sewell, Van Bettega, Georgia Masterson, Devin Johnson, Derrick Payne, Rita Cornett

Staff Present: Bill Fiscus, Joe O'Rourke, Melissa Cannon-Smith, Lea Chickadonz, Tricia Campbell

1. Call to Order

Vice Chair Susan Jones called the meeting to order at 6:03 pm.

2. Adoption of Agenda

Motion made to adopt amended agenda (Angie Morrison/Anna Methvin). Motion passed.

3. Minutes of Last Meeting

The minutes from the August 24, 2023 meeting were presented. Motion made to accept minutes as presented (Janet Rash/Anna). Motion passed.

4. Treasurer's Report

Lea Chickadonz, VP of Administration, presented the financial report for the period ending September 30, 2023. Motion made to accept financial report as presented (Randy Lemasters/Connie Hey). Motion passed.

5. Staff Reports

A. CEO Report

1. Bill Fiscus, CEO, reported that the auditors have completed the fieldwork for the FY23 audit. They would like to present the audit report at the next meeting. As far as we know, there are no issues.
2. County funding has become a hot topic across the state. Several providers were given decreases in their county funding for FY24. For FY24, Tri-Valley CDDO will receive the same level of funding for three counties. Neosho County cut our funding by \$1,500. When asked, the chairperson did not think the decrease was the beginning of a trend. Tri-Valley staff will continue to monitor.
3. The US Congress is working on bills in both chambers for an increase in HCBS funds. The Senate bill is scheduled to be introduced at the end of October. The House is expected to introduce a similar bill.
4. On November 7th, Tri-Valley in Iola will host the weekly Iola Chamber Coffee.
5. Included in the budget for 2024 was a bonus for all employees, the total amount would cost Tri-Valley \$141,000 plus taxes. With the September financials looking

good, Bill asked the board for an additional \$500 to be added to each bonus. The increase would be contingent on October's financials. If approved, the request would add \$55,000 onto the budget. The bonuses would be broken down as follows:

- \$1,500 – to staff who have been with Tri-Valley for 6+ months
- \$1,250 – to staff who have been with Tri-Valley between 4 months to 6 months
- \$1,000 – to staff who have been here less than 3 months.

The request will be added to new business.

B. Program

1. Melissa Cannon-Smith, VP of Programming, reported that Tri-Valley currently has 17 DSP openings. Fort Scott is seeing a higher turnover; employees are failing to meet their employment expectations.
2. Tri-Valley hosted four vaccination clinics in October. We were able to provide both the flu and covid vaccination shots for any staff or person served who were interested.
 - October 6th – Fort Scott Service Center. Community Health Center conducted the clinic. At the time, they had run out of COVID vaccines. A flu clinic was held. They will return at a later date with the COVID vaccine.
 - October 10th – Chanute Service Center. Cardinal Drug conducted the COVID/flu clinic.
 - October 16th – Iola Service Center. Allen County Health Department conducted the COVID/flu clinic.
 - October 17th – Moline Service Center. Elk County Health Department conducted a flu clinic.

Thanks to Neosho Memorial Regional Medical Center, Tri-Valley now has seven boxes of testing kits. The kits were distributed to sites throughout the eight county area.

3. In February, Melissa along with Brenda Harrison, Director of Programming, attended an online security training. Since that time, they have been developing an active shooter training for staff and persons served. Next week, the Chanute Fire Chief will be on hand to observe our drill and to provide feedback. Matt Morgan offered to come and observe as well. Once we have a solid process in place, we will move to the other sites.

C. Operations

1. Joe O'Rourke, VP of Operations, thanked Anna for her letter of support to the Friends Foundation. Joe is asking for a tax exemption on a Foundation property in Chanute.
2. We have several building maintenance projects underway for the Foundation.
 - We are in process of removing carpet in the bedrooms at Brentwood. The carpet will be replaced with luxury vinyl planks.
 - In November, we will remove carpet at Oak Street in Fort Scott.

- We are replacing kitchen flooring and working on the ceiling at Jent house in Fort Scott.
- The A/C unit for both homes in Humboldt will be replaced in November.
- Joe and Patrick Earnest did yardwork in Fort Scott during the warmer weather. Joe showed before and after pictures.

D. Administration

1. Lea Chickadonz, VP of Administration, reported that Tri-Valley hosted a supervisor's meeting in Chanute earlier today. Twenty-three staff were in attendance. This training is held quarterly or as needed. Today, information was provided on the Final Rule and various processes.
2. On a regular basis, staff and persons served are given the opportunity to order apparel with the Tri-Valley logo. The HR department is working on such an order at this time. Board members are welcomed to order as well.

E. Friends of Tri-Valley Foundation

1. Tricia Campbell, Special Projects Coordinator, reported that the prize for the 24th annual Truck Drawing Raffle has been selected. Bids were sent to local dealers in September. The winning bid was from Steve Faulkner Ford. The prize is a 2024 Ford F150 Platinum SuperCrew edition. Currently, we have 79 entries.
2. The Fort Scott Golf Tournament was held on September 16th. We had 17 teams, 3 corporate sponsors, and 12 hole sponsors. Niece Products donated a KC Chiefs fire pit that was raffled off. We are expecting a profit of \$3,159.
3. The 2024 fundraiser dates have been tentatively set. They are:
 - April 16th – Boardwalk BBQ
 - June 21st – 24th Annual Raffle Drawing
 - June 22nd – Erie Golf Tournament
 - July 20th – Fredonia Golf Tournament
 - August 17th – Chanute Golf Tournament
 - September 14th – Fort Scott Golf Tournament
4. The Fort Scott Greenhouse grew mums this fall. In early October, a fall sale was held at the greenhouse where we sold mums and other fall ornamental plants. The sale was a great success; we sold out! We are expecting a profit of \$1,600.
5. The annual poinsettia sale in Chautauqua, Elk, Greenwood, and Wilson counties is coming to a close. We were able to keep our prices the same this year; \$15 for small plants and \$20 for large plants. Neosho Gardens out of Council Grove is our supplier. We ordered 600 plants and have already sold 538. We still have two weeks left.
6. Holiday cards are on sale. We have already sold 20 sets. A mailing went out today.

F. CDDO

1. Bill Fiscus presented the board with CDDO annual report numbers.

6. Old Business

None

7. New Business

7.1 Chanute Service Center Roof

In the FY24 budget, the board approved roof repairs at the Administration office for the amount of \$40,000. We are now seeing an issue develop at the Chanute Service Center. It also has several leaks and needs repairs. Joe requested bids for both projects and received bids from two agencies. Following review of the bids, Joe recommended the board accept the bid from H & H for both roofs. The bid included a 15 year warranty protection for both roofs. Susan asked if we would get a discount for replacing both roofs. Joe will check with H & H on a multi-building discount. H & H would be able to schedule a time for both roofs in mid-November. Bill recommended that the board add an additional \$35,000 to the previously approved \$40,000 to cover both roof repairs.

Motion made to accept bid proposals from H & H to re-roof the Administrative and Chanute Service Center buildings (Angie Morrison/Share Suske). Motion passed.

7.2 Policy Review

Bill presented Administrative Policy 37 (Dispute Resolution) for board review. While the process is not new, we are formalizing it into policy. A flowchart was included into the packet to explain the process. It was recommended that we ask Kurt Kluin to review the proposed policy prior to board approval. The policy will be brought back to the next meeting.

7.3 Staff Bonus

Under the CEO report, the board heard recommendations from Bill to increase the amount for staff bonuses in December. Staff will review October financials. We would like to see that October financials have gone up to \$150,000 profit. Motion made to increase staff bonuses by \$500 based upon October financials and whether or not they have reached a threshold of \$150,000 (Anna/Randy Lemasters). Motion passed.

8. Comments from Groups or Individuals

None

9. Announcements

- Next Board Meeting – The date for the next meeting is to be decided. Staff would like to hold it on November 30th, however the audit may not be available. The next date would be December 7th.

10. Adjournment

Motion made to adjourn meeting (Matt/Janet Rash). Motion passed.

Respectfully submitted,

Anna Methvin

Secretary

11/17/2023

Date