

BOARD OF DIRECTORS MEETING AGENDA

DATE: THURSDAY, AUGUST 28, 2025

PLACE: TVDS ADMINISTRATION, 521 W 35 CH PKWY, CHANUTE, KS 66720; or
NEODESHA SERVICE CENTER, 1001 WILSON DRIVE, NEODESHA, KS 66757;
ZOOM: 854 1386 8050 PASS-CODE: 856546

TIME: 6:00 p.m.

<u>Item</u>	<u>Responsible</u>	<u>Action</u>
1. Call to Order	John McRae	
2. Adoption of Agenda	John McRae	Approval
3. Minutes of Last Meeting Staff assisting – Tricia Campbell	Anna Methvin	Approval
4. Treasurer's Report Staff assisting – Lea Chickadonz	Steve Sewell*	Information
5. Staff Reports		
a. Program Report	Melissa Cannon-Smith	Information
b. Operations Report	Joe O'Rourke	Information
c. Administration Report	Lea Chickadonz	Information
d. CEO Report	Bill Fiscus	Information
e. Friends of Tri-Valley Foundation	Tricia Campbell	Information
f. CDDO Report	Bill Fiscus	Information
6. Old Business		
6.1 Policy Approval	Bill Fiscus	Approval
7. New Business		
7.1 Policy Review	Bill Fiscus	Information
8. Comments from Groups or Individuals		
9. Announcements Next Board Meeting – October 23, 2025		
10. Adjournment		



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 its 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/Sharon). Motion passed.

Respectfully submitted,

Anna Methvin, Secretary

Date

Tri-Valley Developmental Services, Inc.

Balance Sheet

10 - TriValley Developmental Services

As of 7/31/2025

		Current Year
Assets		
Current Assets		
10100	Petty Cash - Fund Development	200.00
10508	Bank of Commerce - Savings	697,906.72
10600	Community National Bank - Payroll	21,188.95
10610	Community National Bank - Checking	21,064.63
10620	Community National Bank - MMA	1,875,812.13
10625	Landmark National Bank - MMA	101,410.40
10630	Emprise Bank - CD	126,214.79
10640	Home Savings CD	88,465.63
10650	Commercial Bank - CD	84,723.34
10660	Home Savings - CD	555,225.47
10670	Bank of Commerce - CD	74,959.70
10680	Landmark National Bank - CD	75,828.17
10690	Home Savings - CD	238,467.73
10700	Independent Friends - Checking	648.09
10710	Open Hand Friends - Checking	194.92
10750	Community National Bank - Insurance	537,976.61
13000	Accounts Receivable - Customers	980,110.74
13010	Installment Sale Receivable	12,577.25
15010	Prepaid Auto Insurance	74,503.89
15030	Prepaid Workers Compensation	79,026.32
15050	Prepaid Property Insurance	53,387.49
15070	Prepaid Directors and Officers Insurance	4,579.67
15090	Prepaid Umbrella Insurance	11,502.30
15110	Prepaid Employee Bonding Insurance	2,690.42
15130	Prepaid General Liability Insurance	11,792.90
15140	Prepaid Cyber Liability	4,221.25
15150	Prepaid Professional Liability	12,074.31
15160	Prepaid Fees	51,670.28
19100	TVDS VISA	(6,369.72)
Total Current Assets		5,792,054.38
Property and Equipment		
17010	Buildings	3,288,647.66
17020	Nonrestricted Production Equipment	75,129.50
17030	Nonrestricted Equipment	134,474.56
17040	Nonrestricted Vehicles	1,240,704.30
17050	Restricted Vehicles	246,838.17
17060	Leasehold Improvements	348,684.98
17900	Land	33,000.00
18010	A/D Nonrestricted Buildings	(1,744,617.29)
18020	A/D Nonrestricted Production Equipment	(71,372.83)
18030	A/D Nonrestricted Equipment	(122,045.81)
18040	A/D Nonrestricted Vehicles	(991,727.36)
18050	A/D Restricted Vehicles	(237,764.21)
18060	A/A Leasehold Improvements	(348,684.98)
Total Property and Equipment		1,851,266.69
Total Assets		7,643,321.07
Liabilities		
Current Liabilities		
20100	Accounts Payable - Vendors	4,326.99

Tri-Valley Developmental Services, Inc.

Balance Sheet

10 - TriValley Developmental Services

As of 7/31/2025

		<u>Current Year</u>
20175	Prepaid Customer Payments	17.11
21400	Unemployment Payable	(64,105.08)
22010	Accrued Payroll Payable	416,273.22
22020	Accrued Paid Time Off	207,210.27
22045	Health Insurance Claims	558,366.67
22050	Cafeteria Health Insurance	(120,245.85)
22070	Cafeteria Dental	2,300.91
22080	Cafeteria Disability/Salary Protection	472.37
22090	Cafeteria Life Insurance	704.33
22110	Cafeteria Vision	459.18
22120	KPERS	(0.06)
22130	Optional Life Insurance - KPERS	617.29
22145	MASA Air/Ground Ambulance	168.00
22150	Accident Insurance	178.74
22180	Cancer Insurance	198.07
22185	Heart/Stroke Insurance	24.80
22190	TVDS Donation	111.00
22195	Christmas Savings Club	28,729.00
23050	Person Served Life Insurance	382.80
23100	CDDO Grants Payable	(19,732.58)
23120	State Aid Payable	(9,277.17)
23140	County Funding	<u>(12,670.83)</u>
	Total Current Liabilities	<u>994,509.18</u>
	Total Liabilities	<u>994,509.18</u>
	Net Assets	
	Beginning of Year	6,300,149.89
	Current Year	<u>348,662.00</u>
	Total Net Assets	<u>6,648,811.89</u>
	Total Liabilities and Net Assets	<u><u>7,643,321.07</u></u>

Tri-Valley Developmental Services, Inc.
Statement of Revenues and Expenditures
10 - TriValley Developmental Services
From 7/1/2025 Through 7/31/2025

		Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	YTD Budget Variance	Total Annual Budget	Total Budget Remaining
Revenues								
40100	Targeted Case Management	58,856.25	52,500.00	58,856.25	52,500.00	6,356.25	630,000.00	(571,143.75)
40150	BASIS Screening	0.00	2,875.00	0.00	2,875.00	(2,875.00)	34,500.00	(34,500.00)
40200	HCBS Funding - Day Services	238,302.30	234,175.00	238,302.30	234,175.00	4,127.30	2,810,100.00	(2,571,797.70)
40250	HCBS Funding - Residential Services	472,960.02	451,065.43	472,960.02	451,065.43	21,894.59	5,412,785.00	(4,939,824.98)
40300	HCBS - Supportive Home Care	6,919.92	2,890.00	6,919.92	2,890.00	4,029.92	34,680.00	(27,760.08)
40400	Non Emergency Med Trans	4,451.96	4,791.66	4,451.96	4,791.66	(339.70)	57,500.00	(53,048.04)
40450	Vocational Rehabilitation Fees	0.00	541.67	0.00	541.67	(541.67)	6,500.00	(6,500.00)
41150	Affiliate Training Fees	40.00	62.50	40.00	62.50	(22.50)	750.00	(710.00)
41250	Transportation Fees	6,317.50	6,290.00	6,317.50	6,290.00	27.50	75,480.00	(69,162.50)
41450	Payroll Withholding Fees	88.57	65.01	88.57	65.01	23.56	780.00	(691.43)
42100	Production Income	5,503.00	9,166.66	5,503.00	9,166.66	(3,663.66)	110,000.00	(104,497.00)
43200	Horticultural Therapy Income	0.00	1,916.67	0.00	1,916.67	(1,916.67)	23,000.00	(23,000.00)
43350	Horticultural Fundraising Income	0.00	566.67	0.00	566.67	(566.67)	6,800.00	(6,800.00)
44500	Interest Income	342.31	1,270.00	342.31	1,270.00	(927.69)	15,240.00	(14,897.69)
44750	Advocacy Group Income	505.57	358.33	505.57	358.33	147.24	4,300.00	(3,794.43)
46100	KDOT Grants	7,822.60	7,083.34	7,822.60	7,083.34	739.26	85,000.00	(77,177.40)
46250	County Funding	16,720.83	16,720.83	16,720.83	16,720.83	0.00	200,650.00	(183,929.17)
46300	State Aid	9,277.17	9,277.17	9,277.17	9,277.17	0.00	111,326.00	(102,048.83)
46400	Miscellaneous Grant Income	16,000.00	15,157.25	16,000.00	15,157.25	842.75	181,887.00	(165,887.00)
46450	Donations	41.20	250.00	41.20	250.00	(208.80)	3,000.00	(2,958.80)
46500	CDDO Administration	19,732.58	19,732.58	19,732.58	19,732.58	0.00	236,791.00	(217,058.42)
46550	Administrative Support	1,973.25	1,973.25	1,973.25	1,973.25	0.00	23,679.00	(21,705.75)
46600	Funding from CDDO	0.00	9,878.41	0.00	9,878.41	(9,878.41)	118,541.00	(118,541.00)
	Total Revenues	865,855.03	848,607.43	865,855.03	848,607.43	17,247.60	10,183,289.00	(9,317,433.97)
Expenditures								
50100	Wages - Regular	425,759.16	435,584.75	425,759.16	435,584.75	9,825.59	5,227,017.00	4,801,257.84
50150	Wages - Overtime	81,068.89	63,765.16	81,068.89	63,765.16	(17,303.73)	765,182.00	684,113.11
50200	Wages - PTO	20,385.25	19,668.66	20,385.25	19,668.66	(716.59)	236,024.00	215,638.75

Tri-Valley Developmental Services, Inc.
Statement of Revenues and Expenditures
10 - TriValley Developmental Services
From 7/1/2025 Through 7/31/2025

	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	YTD Budget Variance	Total Annual Budget	Total Budget Remaining
50250	14,327.47	10,962.84	14,327.47	10,962.84	(3,364.63)	131,554.00	117,226.53
50300	1,320.01	16,458.34	1,320.01	16,458.34	15,138.33	197,500.00	196,179.99
51100	40,052.90	40,666.74	40,052.90	40,666.74	613.84	488,001.00	447,948.10
51150	1,463.17	1,193.17	1,463.17	1,193.17	(270.00)	14,318.00	12,854.83
52150	794.68	943.33	794.68	943.33	148.65	11,320.00	10,525.32
52200	54,212.84	51,685.00	54,212.84	51,685.00	(2,527.84)	620,220.00	566,007.16
52250	34,814.69	35,435.66	34,814.69	35,435.66	620.97	425,228.00	390,413.31
52270	26.64	0.00	26.64	0.00	(26.64)	0.00	(26.64)
52350	8,037.58	9,816.84	8,037.58	9,816.84	1,779.26	117,802.00	109,764.42
52400	914.89	579.18	914.89	579.18	(335.71)	6,950.00	6,035.11
53150	522.87	520.01	522.87	520.01	(2.86)	6,240.00	5,717.13
54100	5,244.19	6,424.99	5,244.19	6,424.99	1,180.80	77,100.00	71,855.81
54150	401.17	491.51	401.17	491.51	90.34	5,898.00	5,496.83
54200	82.05	97.26	82.05	97.26	15.21	1,167.00	1,084.95
60010	1,973.25	1,973.25	1,973.25	1,973.25	0.00	23,679.00	21,705.75
60810	2,540.11	1,859.16	2,540.11	1,859.16	(680.95)	22,310.00	19,769.89
61110	0.00	539.59	0.00	539.59	539.59	6,475.00	6,475.00
61410	(1,686.55)	1,370.82	(1,686.55)	1,370.82	3,057.37	16,450.00	18,136.55
61660	526.37	550.00	526.37	550.00	23.63	6,600.00	6,073.63
61710	272.20	363.00	272.20	363.00	90.80	4,356.00	4,083.80
61810	1,729.50	1,772.93	1,729.50	1,772.93	43.43	21,275.00	19,545.50
61910	4,423.41	4,594.74	4,423.41	4,594.74	171.33	55,137.00	50,713.59
62110	10,275.52	10,918.14	10,275.52	10,918.14	642.62	131,018.00	120,742.48
62300	0.00	1,500.00	0.00	1,500.00	1,500.00	18,000.00	18,000.00
62310	701.82	2,553.73	701.82	2,553.73	1,851.91	30,645.00	29,943.18
62350	0.00	17,759.33	0.00	17,759.33	17,759.33	213,112.00	213,112.00
62360	0.00	2,875.00	0.00	2,875.00	2,875.00	34,500.00	34,500.00
62410	0.00	5,815.00	0.00	5,815.00	5,815.00	69,780.00	69,780.00
62510	0.00	291.66	0.00	291.66	291.66	3,500.00	3,500.00

Tri-Valley Developmental Services, Inc.
Statement of Revenues and Expenditures
10 - TriValley Developmental Services
From 7/1/2025 Through 7/31/2025

	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	YTD Budget Variance	Total Annual Budget	Total Budget Remaining
62710 Equipment Depreciation	956.09	926.67	956.09	926.67	(29.42)	11,120.00	10,163.91
62810 Property Depreciation	9,509.80	10,142.41	9,509.80	10,142.41	632.61	121,709.00	112,199.20
62910 Vehicle Depreciation	8,596.49	10,346.65	8,596.49	10,346.65	1,750.16	124,160.00	115,563.51
63010 Dues & Licenses	1,800.00	2,151.83	1,800.00	2,151.83	351.83	25,822.00	24,022.00
63210 Maintenance Tools	0.00	41.67	0.00	41.67	41.67	500.00	500.00
63310 DOT Physicals	65.00	108.34	65.00	108.34	43.34	1,300.00	1,235.00
63410 Drug Testing	213.76	401.68	213.76	401.68	187.92	4,820.00	4,606.24
63510 Hepatitis B Vaccine	71.00	45.82	71.00	45.82	(25.18)	550.00	479.00
63710 Background Checks	407.59	500.82	407.59	500.82	93.23	6,010.00	5,602.41
63910 Employee Assistance Program	212.85	221.09	212.85	221.09	8.24	2,653.00	2,440.15
64010 Staff Recruitment	372.26	361.67	372.26	361.67	(10.59)	4,340.00	3,967.74
64210 Staff Development	450.00	2,450.43	450.00	2,450.43	2,000.43	29,405.00	28,955.00
64300 State Aid Distribution	0.00	9,277.17	0.00	9,277.17	9,277.17	111,326.00	111,326.00
64310 INTERHAB Conference	3,565.08	551.83	3,565.08	551.83	(3,013.25)	6,622.00	3,056.92
64410 Recognition Expenses	1,477.48	650.85	1,477.48	650.85	(826.63)	7,810.00	6,332.52
64700 Insurance - Cyber Liability	383.75	383.75	383.75	383.75	0.00	4,605.00	4,221.25
64710 Insurance - Directors & Officers	416.33	416.33	416.33	416.33	0.00	4,996.00	4,579.67
64810 Insurance - Fidelity Bond	244.58	279.58	244.58	279.58	35.00	3,355.00	3,110.42
65010 Insurance - General Liability	1,072.10	1,072.10	1,072.10	1,072.10	0.00	12,865.00	11,792.90
65110 Insurance - Professional Liability	1,097.69	1,097.69	1,097.69	1,097.69	0.00	13,172.00	12,074.31
65210 Insurance - Property	4,853.51	4,853.43	4,853.51	4,853.43	(0.08)	58,241.00	53,387.49
65310 Insurance - Umbrella	1,045.70	1,045.70	1,045.70	1,045.70	0.00	12,548.00	11,502.30
65410 Insurance - Vehicle	6,773.11	6,773.09	6,773.11	6,773.09	(0.02)	81,277.00	74,503.89
65810 Credit Card Fees	109.72	125.00	109.72	125.00	15.28	1,500.00	1,390.28
65910 Bank Fees	60.80	71.67	60.80	71.67	10.87	860.00	799.20
66110 Maintenance Agreement - Equipment	2,739.12	3,191.66	2,739.12	3,191.66	452.54	38,300.00	35,560.88
66210 Maintenance and Repair - Building	761.04	4,050.00	761.04	4,050.00	3,288.96	48,600.00	47,838.96
66310 Maintenance and Repair - Equipment	0.00	333.33	0.00	333.33	333.33	4,000.00	4,000.00

Tri-Valley Developmental Services, Inc.
Statement of Revenues and Expenditures
10 - TriValley Developmental Services
From 7/1/2025 Through 7/31/2025

	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	YTD Budget Variance	Total Annual Budget	Total Budget Remaining
66410 Maintenance and Repair - Grounds	1,253.80	1,964.59	1,253.80	1,964.59	710.79	23,575.00	22,321.20
66510 Maintenance and Repair - IT Equip	0.00	74.99	0.00	74.99	74.99	900.00	900.00
66710 Rent	2,190.00	2,190.00	2,190.00	2,190.00	0.00	26,280.00	24,090.00
66910 Utilities	6,804.56	8,541.67	6,804.56	8,541.67	1,737.11	102,500.00	95,695.44
67010 Professional Fees - Audit/Accounting	0.00	1,325.40	0.00	1,325.40	1,325.40	15,905.00	15,905.00
67110 Professional Fees - Legal	517.95	833.33	517.95	833.33	315.38	10,000.00	9,482.05
67210 Promotional Ads	135.00	658.33	135.00	658.33	523.33	7,900.00	7,765.00
67310 Promotional Items	0.00	83.33	0.00	83.33	83.33	1,000.00	1,000.00
67510 Memorials	50.00	41.67	50.00	41.67	(8.33)	500.00	450.00
67610 Public Relations	0.00	125.00	0.00	125.00	125.00	1,500.00	1,500.00
67810 Postage	212.27	948.35	212.27	948.35	736.08	11,380.00	11,167.73
67910 Supplies - Custodial	875.89	795.84	875.89	795.84	(80.05)	9,550.00	8,674.11
68010 Supplies - Food	84.83	88.33	84.83	88.33	3.50	1,060.00	975.17
68110 Supplies - Health	804.42	664.98	804.42	664.98	(139.44)	7,980.00	7,175.58
68310 Supplies - Non-Food	163.88	239.61	163.88	239.61	75.73	2,875.00	2,711.12
68410 Supplies - Office	1,022.43	1,684.19	1,022.43	1,684.19	661.76	20,210.00	19,187.57
68510 Supplies - Production	0.00	183.32	0.00	183.32	183.32	2,200.00	2,200.00
68610 Supplies - Program	62.93	395.84	62.93	395.84	332.91	4,750.00	4,687.07
68810 Travel Expense - Food	0.00	241.66	0.00	241.66	241.66	2,900.00	2,900.00
68910 Travel Expense - Non - Food	0.00	308.33	0.00	308.33	308.33	3,700.00	3,700.00
69010 Gas & Oil	9,925.36	9,987.51	9,925.36	9,987.51	62.15	119,850.00	109,924.64
69110 Maintenance and Repair - Vehicle	5,543.47	4,416.68	5,543.47	4,416.68	(1,126.79)	53,000.00	47,456.53
69210 Other Transportation Costs	0.00	379.12	0.00	379.12	379.12	4,550.00	4,550.00
69410 Vehicle Tire Replacement	674.81	1,525.04	674.81	1,525.04	850.23	18,300.00	17,625.19
69510 Appliances	0.00	8.33	0.00	8.33	8.33	100.00	100.00
Total Expenditures	78,760.53	848,607.49	78,760.53	848,607.49	60,846.96	10,183,289.00	9,395,528.47
Total Revenues Over (Under) Expenditures	78,094.50	(0.06)	78,094.50	(0.06)	78,094.56	0.00	78,094.50



Policy Approval August 2025

Below are the policies that the board reviewed during the June 26, 2025 meeting. As per our bylaws, the policies will be voted upon at the August 28th meeting.

Medical

Policy 18	Medical Care	This policy establishes guidelines for staff to follow whenever a person served by Tri-Valley requires medical attention.
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Personnel

Policy 305	Holidays	This policy establishes agency holiday guidelines. We have clarified the process for full-time and part-time employees. The following has also been added: "If a holiday falls within a resignation period, holiday pay will not be paid."
Policy 508	Use of Vehicles	This policy establishes guidelines for staff use of vehicles. The following has been added "All TVDS employees are required to notify their immediate supervisor of receiving a serious citation, such as DUI, reckless driving, injury accident, driving 20 mph over the speed limit, etc., at any time."

Section: Medical

Page 1 of 1

Regarding: Medical Care

Number: 18

Effective Date:

Revised Date:

Policy

Tri-Valley Developmental Services, Inc. (TVDS) is committed to maintaining a system that supports the health and wellbeing of all persons served and appropriately responds in the event of a medical issue.

Procedures

Any time a person served requires medical attention, the TVDS RN is notified immediately. The RN will determine the next step of care and will relay information to the appropriate TVDS Coordinator as well as TVDS Appointment Clerk, if applicable.

- I. If a person served is showing symptoms of a heart attack, stroke, seizure lasting more than 5 minutes or other life-threatening medical event, TVDS staff should call 911 immediately and then notify Appropriate Coordinator. The Appropriate Coordinator will notify TVDS RN.
- II. For all other non-emergency situations, the following steps will be utilized.
 1. The TVDS RN will ask the TVDS Appointment Clerk or the appropriate Coordinator to make an appointment with the person served's Primary Care Physician (PCP). In non-emergency situations, the PCP should always be contacted first.
 2. After an appointment is made, the staff responsible will inform the TVDS RN of the appointment's date and time. If the PCP is unable to see the person in a timely manner, then the TVDS RN will provide direction on the next appropriate step.
 3. If the PCP recommends consultation with another provider, these recommendations will be followed accordingly.
 4. If no recommendation is given by the PCP, the TVDS RN will determine, based upon the severity of the issue, as to whether the person served is to
 - a. keep the appointment,
 - b. be seen at the Walk-in urgent clinic, or
 - c. go to the Emergency Room (ER) for evaluation.
 5. If TVDS RN determines that the person served needs to visit the ER, a TVDS staff will be present at all times until the person served is either discharged from the ER or is fully admitted to the hospital. In coordination with the TVDS RN, the appropriate TVDS Coordinator will decide which staff will support the person served while they are at the hospital.
 6. TVDS staff must inform the ER Nurse that the appropriate TVDS Coordinator is to be notified upon person served's discharge from either ER or hospital.
 7. The appropriate TVDS Coordinator will contact and inform the TVDS RN of the ER visit or hospital admission. This will alert the TVDS RN to be expecting a discharge summary.



Personnel Policy #305 Holidays

Approval Dates: June 12, 2008; November 1, 2009;
January 1, 2018

TVDS Tri Valley will grant holiday time off for **seven (7) holidays each year** as designated by the CEO for those who are eligible employees, as follows:—Employees in the following employment classification(s) are eligible to earn holiday as described in this policy.

~~Full-time employees: those who have completed their 180 day (6 months) introductory period and who work at least 40 hours per week on a regular basis are eligible for 8 hours of holiday pay or who work at least 30 hours per week on a regular basis are eligible for 6 hours of holiday pay.~~

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Full-time employees: ~~those~~ who have completed their 180 day (6 months) introductory period and ~~who~~ work at least 40 hours per week on a regular basis ~~are~~ eligible for will be paid 8 hours of holiday pay for each holiday or who work at least 30 hours per week on a regular basis ~~are eligible for~~ will be paid 6 hours of holiday pay for each holiday.

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Part-time employees: ~~those who have completed their 180 day (6 months) introductory period and~~ who work at least 20 hours per week on a regular basis ~~and have completed their 180 day (6 month) introductory period are eligible for~~ will be paid 4 hours of holiday pay for each holiday. Employees working less than 20 hours per week on a regular basis, PRN or temporary positions will not receive ~~H~~ holiday pay.

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Employees on approved paid Leave of Absence will receive pay for designated holidays. ~~If a holiday falls within a resignation period, holiday pay will not be paid.~~

If full-time and part-time **nonexempt employees**, who have completed their introductory period of 180 days (6 months), work on a **recognized TVDS designated holiday**, they will receive straight-time pay for their actual hours worked plus their holiday pay.

Employees will indicate holiday pay hours on their Abila Employee Web Service (EWS) time record for the pay period in which the holiday occurred.

When they are available, [Agency TVDS](#)-owned vehicles should be used for [Agency TVDS](#) business. Vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using [agency TVDS](#) property, staff members are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. In addition, drivers will assist any individual served with getting into and out of the vehicle when needed.

The improper, careless, negligent, destructive, or unsafe use or operation of vehicles, as well as, excessive or avoidable traffic and parking violations, or an unacceptable driving record can result in disciplinary action, up to and including termination of employment.

An employee's driving record must remain acceptable throughout their employment at [TVDS-Tri Valley Developmental Services, Inc.](#) All moving violations, regardless of vehicle, (TVDS's or private) are considered by our insurance carrier in monitoring on-going eligibility. If employee loses their eligibility to be covered under TVDS's insurance policy due to an unacceptable driving record, [the](#) employee may be put in a non-driving position or employment terminated immediately.

~~Employees Staff members~~ whose duties require them to operate a [Tri-Valley TVDS](#) vehicle or to transport individuals served by TVDS, must undergo a driver's license review upon employment and periodically thereafter ~~upon Tri-Valley's~~ [TVDS'](#) discretion.

Drivers are responsible for ensuring the minimum amount of vehicle insurance coverage, per State law, for any non-agency owned or leased vehicle they use for [Agency TVDS](#) business. All employees must provide proof of current automobile insurance.

Employees are reminded [that](#) when transporting ~~persons~~ [individuals](#) served, the purpose of the trip must be for the sole or primary benefit of the ~~person~~ [individual](#) served and that the number of trips and the distance traveled must not be excessive in relation to the purpose.

Employees and individuals served should be the only occupants in TVDS vehicles unless prior approval from the Chief Executive Officer has been granted. Family members, friends, or other acquaintances must be approved as passengers in advance by the Chief Executive Officer. Employees providing transportation in TVDS vehicles to unapproved passengers may be subject to disciplinary action up to and including termination.

All [TVDS](#) employees are required to notify their immediate supervisor ~~within 24 hours~~ of receiving a ~~serious ny written traffic violation/citation, such as DUI, reckless driving, injury accident, driving 20 mph over the speed limit, etc., at any time while driving a company TVDS vehicle.~~ Failure to notify their immediate supervisor ~~within the 24 hour period~~ may result in disciplinary actions up to and including termination.



Policy Review August 2025

Below are the policies that the board will review during the August 28, 2025 meeting. As per our bylaws, the policies will be voted upon at the next regularly scheduled meeting.

Administration

Policy 16	Record Retention	This policy establishes guidelines to follow for retention of agency documents. Under procedures, a definition for electronic documents have been added. Electronic documents shall be treated as though they are paper documents. The retention schedule has also been updated.
Policy 18	Securing Buildings	This policy establishes guidelines for security measures at all Tri-Valley facilities. Proposed changes to the policy include procedures staff are to follow for visitor access.

TRI-VALLEY DEVELOPMENTAL SERVICES, INC.

Section: Administration

Page 1 of 3

Title: Record Retention

Number: 16

Effective Date: November 19, 1987

Revised Date: June 26, 2006; October 29, 2009; June 7, 2011; January 15, 2013;
September 23, 2013; November 26, 2019; August 11, 2020

Review Date: August 14, 2018; November 14, 2023

Policy

All records of Tri-Valley Developmental Services, Inc., regardless of physical form or characteristics, shall be retained according to the schedule on the following pages. The Chief Executive Officer may give permission to destroy those records and files which are older than indicated by these time limits.

Procedures

All dated materials may be destroyed during the next calendar year after it's expiration. Electronic documents must be retained as if they were paper documents. Any information, including items received online, that falls into one of the document types on the schedule must be maintained for the appropriate amount of time.

The Chief Executive Officer must give authorization to destroy records which have been identified as eligible for non-retention. The Chief Executive Officer will give the proper method of destroying records and files. Logs (A109) will be kept, under the Chief Executive Officer's discretion, of when records are destroyed.

Record Retention

Accounting: (Log to be kept by Finance Director)

- Accounts payable ledgers and schedules 7 Years
- Accounts receivable ledgers and schedules 7 Years
- Audit reports Permanently
- Bank reconciliations 3 Years
- Bank Statements 3 Years
- Chart of Accounts Permanently
- Cancelled Checks 7 Years
- Contracts, mortgages, notes and leases:
 - Expired 7 Years
 - Still in effect Permanently
- ~~Deeds, mortgages and~~ bills of sales Permanently
- Depreciation schedules Permanently
- Duplicate deposit slips 3 Years
- Expense analyses/expense distribution schedule 7 Years
 - Financial statements:
 - Year end Permanently
 - ~~Other~~ ~~Optional~~
- Garnishments 7 Years
- General ledgers/year end trial balance Permanently
- ~~Insurance policies (expired)~~ ~~3 Years~~
- Insurance records (~~current and expired~~ policies, claims, etc.) Permanently
- Internal audit reports 3 Years +
- Internal reports 3 Years
- Inventories of products, materials and supplies 7 Years
- Invoices (to customers, from vendors) 7 Years
- Journals Permanently
- Notes receivable ledgers and schedules 7 Years
- Payroll records and summaries 7 Years
- Petty cash vouchers 3 Years
- Physical inventory tags 3 Years
- Property records (incl. depreciation schedules) Permanently
- Purchase orders:
 - Purchasing department copy 7 Years
 - Other copies 1 Year
- Receiving sheets 1 Year
- Requisitions 1 Year
- Sales records 7 Years
- Subsidiary ledgers 7 Years
- Tax returns and worksheets, examination reports and other documents relating to determination of income tax liability Permanently
- Timesheets/cards 7 Years
- Trademark registrations and copyrights Permanently
- Voucher register and schedules 7 Years
- Withholding tax statements 7 Years

Human Resources: (Log to be kept by VP of Administration)

- Accident reports/claims (settled Cases) 7 Years
- Employment applications 3 Years
- Personnel records (terminated) 10 Years
- Retirement and pension records Permanently
- Training manuals ~~Permanently~~ 10 Years

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General: (Log to be kept by Special Project Coordinator)

- Correspondence:
 - Legal and important matters only Permanently
- Minute books of directors, bylaws and charters Permanently

CSP: (Log to be kept by Director of Case Management)

- Client Records (unless otherwise specified) 7 Years
 - Day Service Frail Documentation
 - Physical
 - Wellness Monitoring
 - Injury Reports
 - Seizure Reports
 - Physician/Dental Orders
 - Release of Information
 - TCM logs
 - Incident Reports
 - Plans of Care
 - Needs Assessments
 - Extraordinary Funding
- Medication Administration Record 5 Years
- Social Security Card, Birth Certificate Permanent, 7 Years after Discharge
- Photo ID Permanent as long as current, 7 Years after Discharge
- Guardian/Conservatorship/Payee Documentation Permanent as long as current, 7 Years after Discharge
- Psychological and other Professional Evaluations Permanent as long as current, 7 Years after Discharge
- I/DD Permanent as long as current, 7 Years after Discharge
- 3160 Permanent, 7 Years after Discharge
- 3161 2 Years
- BASIS 2 Years
- MR-6 Permanent, 7 Years after Discharge
- MR-9 Permanent, 7 Years after Discharge
- Income Worksheet 2 Years
- Service Agreement 7 Years
- Correspondence 2 Years
- Burial Plan Permanent, 7 Years after Discharge
- PCSP 7 Years
- Goals 3 Years
- AADS 1 Year after completed (3 years on a form)
- AADS score sheet Permanent, 7 Years after Discharge
- Head to Toe Evaluation 7 Years
- Lift/Transfers Descriptions 7 Years
- Behavior Support Plans, Risk Assessments Permanent , 7 Years after Discharge
- Individual Justice Plans 7 Years
- Financial Information 7 Years
- Insurance Information: including Medicaid Permanent as long as current, 7 Years after Discharge
- HIPAA Accounting Record 6 Years
- Letter and Associated Materials from PHI Breach Investigation 6 Years
- Client Day Activity Record (Log to be kept by Day Services Director) 3 Years
- Safety Drills 3 Years
- Death Certificate Permanent, 7 Years after Discharge

Section: Administration

Page 1 of 1

Title: Securing Buildings

Number: 18

Effective Date: November 19, 1987

Revised Date: March 13, 2008; September 18, 2012; January 1, 2014; August 14, 2018;
August 11, 2020

Review Date: November 26, 2019; November 14, 2023

Policy

Tri-Valley Developmental Services, Inc. facilities will be secured at all times.

Procedures

During work hours, exterior doors at all facilities, with the exception of the front entrances, will be locked from outside to prevent unauthorized entry. The last person to leave will be responsible for securing the building and ensuring that everyone has left the facility and that all utilities are checked (thermostats, lights, running water).

1. To ensure the safety of all individuals on site, all visitors—including parents, guardians, outside staff, and other professionals—must follow the following established entry and clearance procedures:

- **Parent/Guardian Access:** all drop-offs and pick-ups must occur at the designated front entrance only. Parents/guardians will not be permitted beyond the front entrance unless authorized. Access to the main program floor is prohibited. A staff member will accompany the individual to or from the entrance.
- **Outside Staff and Visitors:** Outside staff (e.g., service providers, case managers, family members) must check in at the front entrance upon arrival. Visitors must alert designated facility staff (e.g., front desk, program supervisor) before or immediately upon arrival. All visitors must sign in and always wear a visitor badge/name tag while in the facility.
- **Access to Persons Served:** No outside individual (including staff from other agencies or parents) may access the main floor or interact with persons served without prior approval. Requests for access to persons served must be made in advance and approved by the Director of Programming. A Tri-Valley staff member must escort each visitor from the main entrance or lobby to their designated area on the work floor. Visitors must sign out upon leaving the premises. If a return escort is needed, staff should be available to assist.
- **Safety and Emergency Preparedness:** These limitations put into place are part of Tri-Valley's comprehensive safety strategy. Restricting access allows our agency the ability to manage emergencies, including active shooter scenarios and lockdown procedures.