

Tri-Valley Developmental Services, Inc.
Board of Director's Meeting
TVDS Administrative Office, 521 W. 35 Ch Pkwy, Chanute, KS/Zoom
December 4, 2025

Present: Susan Jones, Anna Methvin, Georgia Masterson, Connie Hey, Sharon Suske, Derrick Payne, Angie Morrison, Janet Rash, Jim Hogan

Not Present: John McRae, Rita Cornett, Devin Johnson, Steve Sewell, Lindsay Madison, Randy Lemasters, Matt Morgan

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

Visitors Present: Kyle Spielbusch

1. Call to Order

Vice Chair Susan Jones called the meeting to order at 6:02 pm.

2. Adoption of Agenda

The agenda was amended as follows: Susan Jones will lead the meeting and a new 7.2 was added for policy approval. Motion made to adopt agenda as amended (Anna Methvin/Angie Morrison). Motion passed.

3. Audit

Kyle Spielbusch, of Jarred, Gilmore, and Phillips, presented the audit report for FY25. The Foundation received a clean opinion for the FY25 audit. Motion made to accept audit report as presented (Georgia Masterson/Jim Hogan). Motion passed.

4. Minutes of Last Meeting

The minutes from the October 23, 2025 meeting were presented. Motion made to accept minutes as presented (Sharon/Anna). Motion passed.

5. Treasurer's Report

Lea Chickadonz, VP of Administration, presented the financial report for the period ending October 31, 2025. Lea gave kudos to Finance Director Michelle Reddick for her work on the audit – she did an amazing job. Motion made to accept financial report as presented (Angie/Connie Hey). Motion passed.

6. Staff Reports

a. Program

- Melissa Cannon-Smith, VP of Programming, provided the board with a brief overview of a new remote supports program. This new program could address long-term staffing issues and encourage person served independence. Staff are working to identify potential pilot sites.
- Tri-Valley is busy with holiday activities.
 1. Chanute's annual Holiday dinner is Friday, December 5th at Central Park Pavilion. Lunch will be served at noon and everyone is welcome to attend.
 2. Chanute Day Program is once again participating in the Christmas Card Lane at Katy Park. Our card will be on display until December 31st.
 3. This Thursday, Chanute will hold its annual Christmas lights parade. Chanute Day is entering a float.
 4. On December 12th, persons served in Fort Scott will volunteer as bell ringers for the Salvation Army at Walmart.
 5. Fort Scott's annual holiday party is scheduled for December 22nd.

b. Operations

- Joe O'Rourke, VP of Operations, updated the Foundation board on the status of Tri-Valley's vehicle fleet. Tri-Valley has 65 vehicles, of which 13 are KDOT vehicles. Over the past few months, Joe and Bill Fiscus, CEO, have been in talks with Enterprise regarding fleet management of 37 of our vehicles – any KDOT vehicles or handicap accessible buses will be excluded.
- In July, Tri-Valley received funds from the KDADS Unbundling Grant. Thanks to this funding, Tri-Valley was able to purchase three new vehicles that will be used by Day programs. Funds from the grant were also used for the following:
 1. install automatic door openers at the Chanute and Moline Service Centers;
 2. build a sensory room in Chanute Service Center; and
 3. replace tires on Tri-Valley vehicle fleet.
- On Labor Day, Joe purchased washer and dryer sets that were on sale. The appliances have been delivered to our Moline Service Center.
- Moline Program has a new handicap accessible bus. When it arrived, the van had a few issues. The issues have been fixed and were covered by the seller. Next, we need to get it tagged and sent to Moline.
- Staff are preparing for the semi-annual State Fire Marshal inspection in January and February.

c. Administration

- Lea Chickadonz, VP of Administration, reported that our new KDOT bus should arrive soon. At this time, there is no set delivery date.
- Our FY27 KDOT grant request has been submitted. We have requested three vehicles.
- Lea shared a goal she would like to achieve in the new year. For over 40 years, Tri-Valley has offered a life insurance package to persons served. Currently, only a few individuals have a policy. Over the years, we have struggled to communicate with the company. Lea's goal is for Tri-Valley to sponsor a burial expense fund for all individuals in services. To do so, we would look at potential fundraiser ideas.

d. CEO

- Bill Fiscus, CEO, reported that a potential buyer had approached him about the Friends of Tri-Valley Foundation's two lots in Osa Martin Heights subdivision. The offer was presented to the Foundation board on Tuesday evening. The Foundation board is interested in hearing more about the offer.
- In May, the board approved the sale of the Eureka Service Center. The purchase price was divided into 8 payments with a lump sum being due at the end of the contract. The December payment is the last payment. With interest added in, the lump sum amount is \$11,327.25.
- On November 28th, an employee was involved in a serious accident while heading back to Chanute from Moline. The TVDS vehicle was totaled and she was severely injured. She should be returning to work in a few weeks.
- In November, a person served in Chanute passed away. The individual had been in services for over 40 years. She is missed by everyone at the Chanute Service Center.

e. Friends of Tri-Valley Foundation

- Tricia Campbell, Special Projects Coordinator, provided an update on the 26th Annual Truck Raffle Drawing. Based upon an 8 to 2 vote, the prize for the 26th raffle is a 2026 Rad 1500 Crew Cab 4 x 4 Express in Canyon Lake. The truck was ordered on November 11th and should arrive after the first of the year. So far, we have received 69 entries.
- The dates for the 2026 Fundraisers are set:
 1. April 10th – Boardwalk BBQ to be held at SEK Impact Center, Chanute
 2. June 13th – Fredonia Golf Tournament
 3. June 26th – 26th Annual Truck Raffle Drawing
 4. August 1st – Erie Golf Tournament

5. September 12th – Fort Scott Golf Tournament

- As in years past, Tri-Valley is once again selling holiday cards. So far, we have sold 47 sets.

f. CDDO

- Bill reported that Tri-Valley staff are involved in several committees through InterHab. The newest committee is reviewing the rate structure; Lea and Melissa attended the first meeting this past week.
- The state's CDDOs are gearing up for the FY27 CDDO contract negotiations with the state. A team has been selected to negotiate the contract.

7. Old Business

7.1 By-Laws Approval

As per our policy, the board reviewed recommended changes to Tri-Valley's by-laws at the October meeting. Motion made to approve the recommended changes to Tri-Valley Developmental Services by-laws (Anna/Georgia). Motion passed.

7.2 Policy Approval

At the October 23, 2025 meeting, the board reviewed recommended changes to the following policies: Board 6 (Board Meeting and Agenda Item) – changes included verbiage from the Kansas Open Meetings Act (KOMA); Board Policy 19 (Conflict of Interest) – Kurt Kluin recommended a few minor changes to clean up the policy; and Board 23 (Public Comment) – Kurt Kluin recommended minor changes to clean up the policy. Motion made to approve recommended changes to Board Policies 6 (Board Meeting and Agenda Item), 19 (Conflict of Interest), and 23 (Public Comment) as presented (Anna/Angie). Motion passed.

8. New Business

8.1 Policy Review

Bill introduced three new policies as well as recommended changes to one current policy. The new policies are: Medical 19 (Bruise Protocol); Medical 20 (Head Injuries); and Technology 8 (Use of Artificial Intelligence (AI)). Changes have been recommended for Technology Policy 1 (Workstation Use and Security) – proposed changes will address the integrity of our security and monitoring systems. The board will vote upon these policies at the next meeting. The policies will be forwarded to Kurt Kluin for final review.

9. Comments from Individuals

None

10. Announcements

The next meeting is scheduled for February 26th.

11. Adjournment

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

Respectfully submitted,

Anna Methvin 1-20-2026
Anna Methvin, Secretary Date

