

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
October 28, 2021

Present: John McRae, Susan Jones, Karen Vallier, Anna Methvin, Van Bettega, Angie Morrison, Sharon Suske, Derrick Payne, Mark Ward, Rita Cornett, Janet Rash, Connie Hey, Jim Hogan

Not Present: Steve Sewell, Nikki Jacobs, Devin Johnson

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

1. Call to Order

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

2. Adoption of Agenda

Motion was made to accept amended agenda (Angie Morrison/Rita Cornett). Motion passed.

3. Introductions

Bill Fiscus introduced Anna Methvin, new board member for Neosho County.

4. Audit

Neil Phillips from Jarred, Gilmore & Phillips presented the results from the FY19 and FY20 financial audit. The opinion was clean. We do have one finding but a corrective action is in place. The accountants will review the corrective action during the FY21 audit, which will be conducted in late November. Motion made to approve audit as presented (Susan Jones/Rita). Motion passed.

5. Executive Session

Motion made for the Tri-Valley Board of Directors to move into Executive Session for a period of 10 minutes to discuss personnel issues (John/Angie). Motion passed.

The meeting reconvened to regular session at 6:35 pm. Motion made to recognize Bill's two years as CEO and to give him a 5% salary increase (John/Rita). Motion passed.

6. Minutes of Last Meeting

The minutes from the August 26, 2021 meeting were presented. Motion made to accept minutes as presented (Susan/Angie). Motion passed.

7. Treasurer's Report

Bill reiterated that the FY21 audit will be conducted in late November.

At this time, the bank signature cards need to be updated. The banks are requesting board approval for individuals listed on the signature cards. Motion made to allow CEO Bill Fiscus, Director of HR and

Finance Lea Chickadonz, and Board Chairman John McRae to be placed on Tri-Valley Developmental Services signatures cards for all bank accounts (Derrick Payne/Connie Hey). Motion passed.

8. Staff Reports

a. CEO Report

Bill reported that our current state license will expire at the end of the year. Staff will submit a renewal application on Monday. Staff have been busy preparing for the renewal application. The state can give two-year licenses; however, our reviewer is not known to do so. Staff are expecting a one-year license renewal.

In our eight counties, we currently have seventy-five cameras. We are in the process of adding forty-nine cameras. All new cameras should be installed by tomorrow evening.

b. Program Report

Rachel Crigger, VP of Programming, gave the board an update on our COVID response. Since the August board meeting, the Neodesha Service Center was shut down due to a COVID exposure. Luckily, there were no positive cases for individuals served. As of today, all Service Centers are open and everyone is attending.

We have completed two COVID booster clinics. Ninety-one clients and thirty-three staff received the booster. We have also held our annual flu shot clinics. Eighty-two clients and twenty-seven staff received a flu shot. We continue to educate individuals and staff on both vaccinations.

Staff who have received the COVID vaccine are now eligible to receive a \$200 bonus included in their November 18th paycheck. Plus, anyone who received a booster will receive an additional \$100. Staff have to provide proof of the vaccinations. Thanks to this staff incentive, we were able to encourage a few more staff to become vaccinated.

Staff are working on guidelines from OSHA for COVID. The OSHA Emergency Temporary Standard (ETS) is to help protect staff and businesses. We are in the final stage of our review. John asked how the federal vaccination mandate would affect us. At this time, it is assumed that providers are not included in that mandate. However, we are waiting to hear a final ruling. Staff are closely monitoring this topic.

c. Operations Report

Joe O'Rourke, VP of Operations, reported that Tri-Valley has received a grant for Heartland Rural Electric Coop. The grant will cover new AEDs for the Chanute Service Center.

CDL has sent staff to review our HVAC systems in Chanute, Fort Scott, Humboldt, and Iola. This review is part of the OSHA ETS mentioned during the program report.

In December, the state fire marshal will visit sites in Allen, Bourbon, and Neosho counties. Joe is making sure everything is in order for the visit. He has completed reviews for sixteen of our twenty-one sites.

We recently applied for a grant through the Fort Scott Community Foundation. We did not receive this grant. The grant would have been used to set up electric for Fort Scott's new bailer. Advantage Metals in Fort Scott has donated their bailer to us. The donation is worth \$4,000 to \$6,000.

Earlier in the year, several vehicles were targeted for their catalytic converters. Joe was proud to announce that these thefts have stopped.

d. Friends of Tri-Valley Foundation

Tricia Campbell, Special Projects Coordinator, reported that the prize for the 22nd Annual Friends of Tri-Valley Foundation Raffle Drawing has been chosen. The winning bid came from Merle Kelly Ford. The prize will be a 2022 Ford F150 Platinum Edition Composite Gray Truck. At this time, we have 107 entries.

Tri-Valley is once again selling holiday cards and poinsettias as fund-raisers for client activities. We have already sold seventy-eight sets of cards. Poinsettias are being sold in Chautauqua, Elk, Greenwood, and Wilson counties. We have new supplier this year for the poinsettias. The delivery dates will be November 15th and December 8th. So far, we have sold three hundred plants.

Cruise Night is tentatively set for April 12th. The Foundation plans to hold the Fort Scott golf tournament in April as well; no date has been set.

Since the last board meeting, two memorials have been left to Tri-Valley and the Friends of Tri-Valley Foundation: William Sailer, Sr., and Jean Hanley.

e. CDDO Report

Bill reported that CDDO staff continue to conduct client assessments and committee meetings via Zoom.

At this time, we have seventy-eight individuals on the waiting list for Allen, Bourbon, Neosho, and Woodson counties. One individual has been on the waiting list for 9.5 years.

9. Old Business

9.1 Board Member Update

At the moment, the Board has four openings: one each in Allen, Bourbon, Chautauqua, and Greenwood counties. We have individuals in mind for all but Chautauqua county. Hopefully, we will have new board members by the December meeting.

9.2 Policy Approval

At the August 26th meeting, the board reviewed Safety Policy 7 (Building Maintenance). The new policy would be used to formalize the process for routine building maintenance and renovations/remodeling. Since the August board meeting, a section was added under procedures for HVAC ventilation systems. Motion made to approve policy as amended (Susan/Janet Rash). Motion passed.

10. New Business

10.1 Staff Bonus

It was Bill's recommendation to give staff a holiday bonus for 2021. The recommendation was as follows: \$1,000 to staff employed more than 6 months; \$400 to staff employed three to six months; and \$200 to staff employed less than 3 months. Adding this bonus to the COVID staff incentive, the total cost would be \$146,000. We budgeted \$141,000. Motion made to approve holiday bonus as presented (Karen Vallier/Connie). Motion passed.

10.2 Policy Review

It was Bill's recommendation to update Administration Policy 24 (Communicable Diseases – Employees). Staff would like to add language under procedures on ways to prevent the spread of infection in the workplace; vaccinations; and social distancing guidelines. The board will vote upon this policy at the December meeting.

11. Comments from Groups or Individuals

None.

12. Announcements

The next board meeting will be held in December. The board would like to continue to meet via zoom. The board will meet on December 9th.

13. Adjournment

Motion made to adjourn the meeting (Susan/Karen). Motion passed.

Respectfully Submitted,

 11-3-21

Karen Vallier, Secretary

Date