

Tri-Valley Developmental Services, Inc.
Board of Director's Virtual Meeting
Tri-Valley Developmental Services Administration Office, 521 W. 35 Ch Pkwy, Chanute, KS 66720
August 26, 2021

Present: John McRae, Angie Morrison, Derrick Payne, Connie Hey, Jim Hogan, Van Bettega, Susan Jones, Janet Rash, Mark Ward, Sharon Suske

Not Present: Karen Vallier, Steve Sewell, Devon Johnson, Nikki Jacobs, Rita Cornett

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

1. Call to Order

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

2. Adoption of Agenda

Motion made to approve agenda as presented (Mark Ward/Angie Morrison). Motion passed.

3. Introductions

Bill Fiscus introduced Sharon Suske, new board member from Woodson County.

4. Minutes of Last Meeting

The minutes from the June 24, 2021 meeting were presented. Motion made to approve minutes as presented (Susan Jones/Connie Hey). Motion passed.

5. Treasurer's Report

Bill presented the financial report for the period from July 1, 2020 through June 30, 2021. Motion made to approve report as presented (Angie/Susan). Motion passed.

6. Staff Reports

A. CEO Report

- I. Bill gave an update on the FY20 audit. It is almost completed; the accountants are finalizing a few things. It should be printed in a few weeks. Neil Phillips asked if the board would like a formal presentation. He offered to provide a copy of the audit for the board with the thought of attending a board meeting at a later date to answer any questions. We are also scheduling the FY21 audit. Due to new regulations in the CDDO contract, the audit must be completed within 6 months' time. The FY 21 audit will be presented either in November or December.
- II. We have recently received allotments of PPE supplies. Starkey Inc in Wichita received a large donation of rubber surgical gloves. Since the donation was more than they needed, Starkey offered the gloves to agencies across the state. We went and got two pallets of large and medium size gloves. We also received word that the Federal Surplus Property in Topeka had a large assortment of N95 masks. We

made two trips to Topeka to pick up masks. We are well stocked on those two PPE items.

- III. Currently, Tri-Valley has 75 surveillance cameras at locations throughout our eight-county service area. We are in the process of installing 49 additional cameras. A question was asked about reviewing data. We can save a snippet for future review, but the cameras only keep two weeks' worth of video. The cameras have been beneficial in the past.
- IV. Lea Chickadonz, Director of HR and Finance, reported on two recent reviews. We have passed the recent KDOT review. On August 5th, the property in Moline had a HUD review. We have received feedback and have a few things to correct. Neil Kisner, Maintenance Coordinator, has been working on the corrections and has already completed several repairs.

B. Program Report

- I. Rachel Crigger, VP of Programming, gave an update on Tri-Valley's COVID response. Due to recent outbreaks, we have closed the Fort Scott and Iola Service Centers. Fort Scott is one week from being out of quarantine; staff have done a fantastic job curtailing the outbreak. Iola is in their first week of quarantine. So far, we have only two positives and both are staff.
- II. Per the board's request in May, staff have looked into incentives for vaccinations. Staff thought there was a barrier with OSHA. Lea received an email from IMA, our insurance broker, that there is a work-around. Staff will discuss incentives. Forty-one percent of all staff are vaccinated; of which only 27% of direct care are vaccinated. Sixty-two percent of individuals served are vaccinated.
- III. Valerie Frederick, RN, is working with Heartland HomeCare to arrange a booster clinic in late Fall/early Winter. At this time, they are in the planning stage.

C. Operations

- I. Joe O'Rourke, VP of Operations, reported that Tri-Valley purchased five vehicles prior to the end of the FY21 budget year.
- II. Staff are in the process of moving 15 vehicles from New Beginnings to Tri-Valley.
- III. At the May meeting, Joe reported that we moved up tire rotations and brake inspections and we have already seen a positive outcome. Recently, Patrick Earnest, Maintenance Coordinator in Fort Scott, was notified that the brake pads were worn on a vehicle. We were able to save money by replacing the pads only; the rotors were still in good condition.
- IV. Maintenance staff are working to maintain the landscape at Tri-Valley properties. We are still waiting on the tax appeal for four properties. The appeal could take up to three to four months.
- V. Along with landscaping, the building committee is working on several projects.
- VI. Tri-Valley recently received grants from two local community foundations. The grants were as follows: Allen County Your Community Foundation for \$2,000; and Elk County Community Foundation for \$150. Both grants will be used to purchase

AEDs (Automated External Defibrillator) and AED trainers for Tri-Valley sites in their respective counties. Staff are very excited about both of these grants.

- VII. Joe will soon apply for a grant from the Bourbon County Community Foundation. The application deadline is August 31st. We will ask for funds to purchase a bailer for the Fort Scott Service Center. Hopefully, Joe will have more information at the October board meeting.
- D. Friends of Tri-Valley Foundation
- I. Tricia Campbell, Special Projects Coordinator, reported that the 21st Annual Drawing Raffle came to a close on June 25th at 1:30 pm. We sold 1,894 tickets. The tickets came from 48 states with 375 entries from Kansas. The winner was Gary Thomas from West Virginia. On July 6th, Gary, along with his wife Tresa, came to Kansas to collect their prize. They were very excited about the truck. We are projecting a profit of \$29,600.
 - II. The 22nd Drawing Raffle began on August 20th. At this time, we have three entries. Bid letters will soon be sent to the local car dealers.
 - III. On July 24th, the Foundation held their second golf tournament at the Fredonia Golf Club. It was a nice morning; play was finished before it became hot. We had nine teams, seven-hole sponsors, and five corporate sponsors. We also had eight in-kind and door prize sponsors. The tournament had two flights. There winners for A Flight were: 1st Place – the team of Kent Marr, Cooper Steiner, Albert Gulick, and Isaac Boone; and 2nd Place – the team of Jerry Scott, Ethan Woodcock, Steve Osborn, and Jake Mrkwa. The winners for B Flight were: 1st Place – the team of Jake Scott, Michael Hatcher, Wally Maples, and Mike Prince; and 2nd Place – the team of Mike Claus, Bart Carpenter, Tyler Pierce, and Chad Estes. Along with the two flights, prizes were handed out for Longest Drive (which went to Jared Fiscus) and Closest to the Pin (which went to Tyler Pierce). Lunch was catered by AJ's Pitt BBQ. We are projecting a profit of \$2,582.67.
 - IV. The Foundation had begun finalizing the Fort Scott golf tournament, which was set for September 11th at Woodland Hills Golf Course. However, due to the recent uptick in COVID cases, the decision was made to cancel the tournament and reschedule it in the springtime. We already had eleven teams signed up. All are interested in playing when we reschedule. We also had one corporate sponsor, who requested that we keep the sponsorship for the spring tournament. Four-hole sponsors also requested that we keep their sponsorships for the spring tournament. We are waiting to hear back from the remaining hole sponsors.
 - V. The Tri-Valley Executive Team has completed the annual HIPAA Risk Assessment. The assessment determined our risk score was 2% with three areas we need to review. Staff are in the process of reviewing these areas.
 - VI. Staff are gearing up for the upcoming holiday card and poinsettia sales.
- E. CDDO
- I. Prairie Ridge CDDO has a signed contract with the state.

- II. CDDO staff had returned to in-person meetings. Due to the recent uptick in COVID, they have gone back to virtual meetings.

7. Old Business

None.

8. New Business

8.1 Board Member Update

We have openings on the board for Allen, Bourbon, Neosho, Chautauqua, and Greenwood counties. Bill will speak to board members in these respective counties for thoughts on potential board members.

8.2 Officers for FY22

The board discussed potential officers for FY22. Motion made to appoint John McRae – Chair; Susan Jones – Vice Chair; Karen Vallier – Secretary; and Steve Sewell – Treasurer (Mark/Janet Rash). Motion passed.

8.3 Policy Review

Bill introduced a new policy to the board. Safety Policy 7 (Building Maintenance) would formalize the process for routine building maintenance and renovations/remodeling. The board will vote upon the policy at the next board meeting in October.

9. Comments from Groups or Individuals

None.

10. Announcement

The next board meeting will be October 28, 2021.

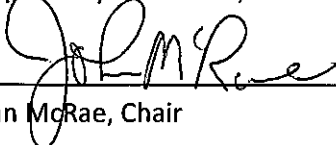
11. Executive Session

Motion made for board to enter into executive session to discuss personnel matters for 10 minutes with Bill attending beginning at 6:45 pm (John/Connie). Motion passed. Motion made for board to return to regular session at 6:50 pm (Mark/Susan). Motion passed.

12. Adjournment

Motion made to adjourn meeting (Derrick Payne/Susan). Motion approved.

Respectfully Submitted,

 9/18/21

John McRae, Chair Date