

Tri-Valley Developmental Services, Inc.  
Board of Director's Meeting  
TVDS Administrative Office, 521 W. 35 Ch Pkwy, Chanute, KS/Zoom  
October 23, 2025

Present: John McRae, Susan Jones, Anna Methvin, Georgia Masterson, Matt Morgan, Connie Hey, Sharon Suske, Derrick Payne, Angie Morrison, Rita Cornett

Not Present: Devin Johnson, Steve Sewell, Lindsay Madison, Janet Rash, Jim Hogan, Randy Lemasters

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

1. Call to Order

Chair John McRae called the meeting to order at 6:01 pm.

2. Adoption of Agenda

Motion made to adopt agenda as presented (Susan Jones/Anna Methvin). Motion passed.

3. Minutes of Last Meeting

The minutes from the August 28, 2025 meeting were presented. There was one correction under 7.1 New Business. Three policies were presented for review, not two. Motion made to accept minutes as corrected (Anna Methvin/Sharon Suske). Motion passed.

4. Treasurer's Report

Lea Chickadonz, VP of Administration, presented the financial report for the period ending September 30, 2025. Motion made to accept financial report as presented (Georgia Masterson/Rita Cornett). Motion passed.

5. Staff Reports

A. Program

- Melissa Cannon-Smith, VP of Programming, reported that Tri-Valley currently has 22 open Direct Support Professional positions. Tri-Valley supervisors are working to hire individuals who are well suited for the role rather than simply filling vacancies.
- Thanks to the New Day Transformation Grant, Tri-Valley Employment Specialists are able to enroll in the KS ACRE 100 Training series offered by the KU Center on Disabilities in partnership with KDADS. ACRE—short for the Association of Community Rehabilitation Educators – is a national organization dedicated to advancing training and education in employment services for people with disabilities. The 14-week training begins on November 3<sup>rd</sup> and runs through February 27<sup>th</sup>.
- Tri-Valley was recently awarded two grants, both which will support our health education training.

- The first grant comes from the Fort Scott Community Foundation in the amount of \$2,934 to purchase AED (automated external defibrillator) training devices.
- The second grant comes from the Rita J. Bicknell Women's Health Fund Circle of Friends. This grant, in the amount of \$297, will allow us to purchase a diabetic training kit for training purposes.
- In addition, Tri-Valley has applied for grant funds from the Ash Grove Foundation (to add a sidewalk at the Fort Scott Greenhouse) and Sparklight Foundation (to purchase a traveling AED).

#### B. Operations

- Joe O'Rourke, VP of Operations, reported our fleet vehicles. Joe has met with a representative from Enterprise Cars regarding their fleet management system. Several local entities use this service to help with cost and repairs of their fleets. Currently, Tri-Valley has 65 vehicles in our fleet. If we were to sign up for the program, our KDOT vehicles would not be covered under this program. Right now, Joe is in the fact-finding stage to see if the program would be of benefit to Tri-Valley.
- Over the Labor Day Weekend, Joe purchased appliances for multiple locations. Delivery of the appliances is set for next week in Moline. Tri-Valley staff will deliver the appliances to their final destinations.
- Recently, we purchased a handicap bus for Moline. The bus is set to be delivered next week. A few issues need to be repaired before delivery is made.
- Joe gave an update on the projects for the KDADS New Day Transformation Grant.
  - An automatic door opener has been installed at the Moline Service Center. We are installing an automatic door opener at the Chanute Service Center as well.
  - The sensory room at the Chanute Service Center is almost complete; we are waiting on a window.
  - Windshields have been replaced for 20 of our fleet vehicles.
  - Tires have been replaced on several of our fleet vehicles.

#### C. Administration

- Lea reported that Tri-Valley will receive a KDOT vehicle for FY26. The purchase order has been submitted; we are waiting on a delivery date. The vehicle is a 2026 Ford E450 Transit Van and does not require a CDL. It will replace one of our CDL buses. Our fleet currently has two other Ford Transit vans. The last time we were awarded a new KDOT vehicle was in 2018. The cost of the vehicles has almost doubled.
- Next week, Lea will begin work on the FY27 KDOT Grant.
- On September 9<sup>th</sup>, auditors from Jarred, Gilmore, and Phillips were on site at Administration for the FY25 financial audit. They were only on-site for one day and left at 3:30 pm. So far, we have not heard from them. Lea gave kudos to Michelle Reddick, Director of Finance, for making sure the audit went smooth.

#### D. CEO Report

- Bill Fiscus, CEO, updated the board on staff succession planning. Forty-three staff have developed manuals explaining job duties. These manuals will be kept in a secure online location that will be accessible as needed. As part of the succession plan, Bill is developing employment timeframes for these forty-three staff based upon their current age and planned retirement age.
- The board has already approved a staff bonus in the FY26 budget. The bonus will go out to staff at the end of November. The bonuses are as follows: \$1,250 to staff at 1+ years; \$750 to staff between 6 months to one year; and \$250 to staff under 6 months.
- Bill gave an update on county funding. As was reported at the August meeting, Woodson County has cut our funding to \$10,000. In Bourbon County, the treasurer notified us that we did not receive our last payment for FY25. The clerk suggested that we attend a commission meeting to help remedy any confusion. Bill attended a meeting and spoke to commission. They wanted to discuss the issue further at a budget meeting. A few days later, we received a check for the missing payment.
- From October 8<sup>th</sup> through 10<sup>th</sup>, eleven staff attended the annual InterHab conference in Manhattan. The conference was attended by 350 individuals from across the state. The three-day conference featured breakout sessions on a variety of topics.

#### E. Friends of Tri-Valley Foundation

- Tricia Campbell, Special Projects Coordinator, reported that she received two bid letters for the 26<sup>th</sup> annual Friends of Tri-Valley Foundation Raffle Drawing prize. No decision has been made as of yet. So far, we have fourteen entries.
- The Fort Scott Golf Tournament was held on September 13<sup>th</sup>. Seventeen teams participated in the tournament. The event had sixteen hole/door prize sponsors. Prizes were handed out to two flights. For the third year, a raffle drawing was held. The tournament made a profit of \$2,679.60.
- Day programs in Chanute, Iola, and Neodesha participated in a mums fundraiser during the month of August. The five varieties of plants (yellow, white, scarlet, orange, and pink) sold for the fundraiser were grown in the Fort Scott Greenhouse. We sold 120 plants plus a few winter pansies. All funds raised will go directly to the persons served.
- It is time for our annual holiday cards sale. We have a new list of cards for 2025. The price is staying at \$6 for a pack of 10 cards.
- After receiving input from individuals in the day programs of Moline and Neodesha, there will be no poinsettia fundraiser on the west side.
- Tricia provided a list of dates for 2026 fundraisers: April 10<sup>th</sup> – Boardwalk BBQ; June 13<sup>th</sup> – Fredonia Golf Tournament; June 26<sup>th</sup> – 26<sup>th</sup> Annual Raffle Drawing; August 1<sup>st</sup> – Erie Golf Tournament; and September 12<sup>th</sup> – Fort Scott Golf Tournament.

- The FY26 board meeting dates are as follows: December 4<sup>th</sup> –the FY25 audit will be presented; February 26<sup>th</sup>; April 23<sup>rd</sup>; and June 25<sup>th</sup> –Budget Meeting.

#### F. CDDO

- Bill Fiscus, CEO, updated the board on the conflict-of-interest issue with the state. The CDDO conflict issue has been resolved. The state has accepted our model; which is contracting with an outside agency to provide CDDO services. DPOK is required to have an office in Tri-Valley CDDO's catchment area; they are working on a location in Chanute. They already have an office in Neodesha.
- In FY25, the state legislature increased state aid, of which, Tri-Valley received \$18,000. That amount was not included in the FY26 budget. This fact was discovered only after the contract was over. After making a request to legislators, there is now a push that the legislature adding the funding to the FY26 budget during the January session. With this assist, we would be able to provide funding for the last half of FY26.

#### 6. Old Business

##### 6.1 Policy Approval

At the August meeting, the following policies were presented for review. They are Administration Policy 16 (Record Retention); Administration Policy 18 (Securing Buildings); and Personnel Policy 716 (Personnel Counseling). Motion made to approval all three policies as presented (Angie Morrison/Susan). Motion passed.

#### 7. New Business

##### 7.1 Annual Review of By-Laws

As per policy, the board must review the By-Laws annually. Kurt Kluin has reviewed and suggested a few minor changes to the By-Laws; nothing major has been changed. The board will vote upon the updated By-Laws at the December meeting.

##### 7.2 Annual Review of Conflict of Interest

As per policy, the board must review the Board Policy 19 (Conflict of Interest) on an annual basis. Kurt Kluin has reviewed and recommended a few minor changes. The board will vote upon the policy at the December meeting.

##### 7.3 Policy Review

Bill presented two additional policies for review: Board Policy 6 (Board Meeting & Agenda Item) and Board Policy 23 (Public Comment). Kurt Kluin has reviewed both these policies as well. Both policies have minor recommended changes that will be voted upon at the December meeting.

#### 8. Comments from Groups or Individuals

None

9. Announcements

- The next Board Meeting will be on December 4, 2025. The audit report will be given at this meeting.

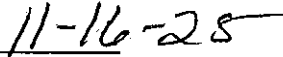
10. Adjournment

Motion made to adjourn meeting (Anna/Susan). Motion passed.

Respectfully submitted,



Anna Methvin, Secretary



Date

