

Friends of Tri-Valley Foundation
Board of Director's Meeting
TVDS Administrative Office, 521 W. 35 CH Pkwy, Chanute, KS 66720/Zoom
December 2, 2025

Present: Judy Brigham, Mike Hofer, Vic Anderson, Sandi Eggers, Joel Porter, Shana Fortsyth, Lynette Emmrson, Joel Norris, Jeff Ports, Bill Fiscus

Not Present: Mike Reid, Steve Swewll, Phil Newkirk, Larry Coleman

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

Visitors Present: Kyle Spielbusch

1. Call to Order

Chair Judy Brigham called the meeting to order at 6:01 pm.

2. Introductions

Jeff Ports was introduced as the newest Board representative from Neosho County.

3. Adoption of Agenda

Motion made to approve agenda as presented (Mike Hofer/Joel Porter). Motion passed.

4. Audit

Kyle Spielbusch, of Jarred, Gilmore, and Phillips, presented the audit report for FY25. The Foundation received a clean opinion for the FY25 audit. Lea Chckadonz, VP of Administration, gave kudos to Finance Director Michelle Reddick for her work on this year's audit. Judy had a question regarding certificates of deposit. Motion made to accept audit report as presented (Joel P./Sandi Eggers). Motion passed.

5. Minutes

The minutes from the September 23, 2025 meeting were presented. Motion made to approve minutes as presented (Mike/Joel Norris). Motion passed.

6. Treasurer's Report

Lea Chickadonz, VP of Administration, presented the financial report for the period ending October 31, 2025. Motion made to approve financial report as presented (Joel P./Sandi). Motion passed.

7. Program Reports

7.1 Programming

- Melissa Cannon-Smith, VP of Programming, presented information to the Foundation board on a new program that utilizes remote supports. This new program could address long-term staffing issues and encourage person served independence. Tri-Valley staff are identifying potential pilot sites.
- Tri-Valley is busy with holiday activities.
 - 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.
 - Chanute Day Program is once again participating in the Christmas Card Lane at Katy Park. Our card will be on display until December 31st.
 - This Thursday, Chanute will hold their annual Christmas lights parade. Chanute Day is entering a float.
 - On December 12th, persons served in Fort Scott will volunteer as bell ringers for the Salvation Army at Walmart.
 - Fort Scott's annual holiday party is scheduled for December 22nd.

7.2 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 funding 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:
 - install automatic door openers at the Chanute and Moline Service Centers;
 - build a sensory room in Chanute Service Center; and
 - replace tires on Tri-Valley vehicle fleet.
- On Labor Day, Joe purchased washer and dryer sets. The appliances have been delivered to our Moline Service Center.
- Staff are preparing for the semi-annual State Fire Marshal inspection.
- Judy had two questions for Joe.
 - Her first question was regarding drills. Tri-Valley staff conduct monthly fire and tornado drills. Our local fire departments visit the service centers

regularly. With our fire system, we have 30 seconds to call off the fire truck once an alarm goes off.

- Judy's second question was regarding the fleet management proposal. Enterprise would provide us with new vehicles. Our main concern is that while Enterprise may look at the equity of a vehicle, we look at functionality.

7.3 Administration

- 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 the 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.

7.4 CEO

- Bill yielded the floor to Melissa for an update on our Active Shooter procedure. For the past year, staff have been updating our Active Shooter procedure. In Chanute, staff are working with Matt Morgan, Chanute High School Resource Officer. A few weeks ago, Matt and Tyler Applegate – Chanute High School Assistant Principal – visited the Chanute Service Center and conducted an assessment. They presented their findings and recommendations. Matt has a copy of procedures which he will review.
- Tri-Valley staff continue to work on succession planning. Forty-three positions were identified. These staff were to create documents describing their job duties. These manuals will be kept in a shared digital file. Each manual is a living document and will be updated as necessary.
- Tri-Valley's Executive Team is drafting a new three-year strategic plan. The plan will be presented at the March board meeting.
- Our greenhouse in Fort Scott is over 20 years old. As such, the side panels need replaced – the panels have a life expectancy of 20 years. To replace the panels, staff are looking for grants to cover the cost. Our target date for replacing the panels is Fall 2026.
- The Foundation has two lots and one home located in the Osa Martin Heights subdivision in Chanute. The original intent was for the Foundation to build houses on the three lots; however, due to Final Settings Rule, we can no longer do so. An interested party approached Bill to purchase the 2 lots. Jeff inquired as to the buyer's plan for the lots; Bill thought the intent was to construct a home. If necessary, the Foundation could add restrictions to the deed. Joel P. wondered if there were other ways to utilize the lots. At one

time, a park was suggested for one lot. The board was interested in the party's offer. Bill will make contact and see if they are still interested.

- Previously, there was discussion about changing the board meeting time. By general consensus, no change was made. Due to safety concerns, Judy asked the board's opinion on moving up the time for the December board meetings. She asked that the board consider this option for 2026.
- In the past, board members who attend in person were treated to a light meal. The meal was discontinued when the meeting format changed. Staff will bring back information about meal costs. The board will decide if they wish to start the meals up again.
- Judy provided the name for an auctioneer: Ron Strickler. Ron is based in Gardner, KS and offers free auction services for non-profits.

8. Old Business

8.1 Fundraiser Update

- 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 Ram 1500 Crew Cab 4 x 4 Express in Canyon Lake. The truck was ordered on November 11th and should be delivered after the first of the year. So far, we have received 69 entries.
- The dates for the 2026 Fundraisers are set:
 - April 10th – Boardwalk BBQ to be held at SEK Impact Center, Chanute
 - June 13th – Fredonia Golf Tournament
 - June 26th – 26th Annual Truck Raffle Drawing
 - August 1st – Erie Golf Tournament
 - 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.

9. New Business

9.1 By-Laws Review

Per policy, the board must review the by-laws annually. The by-laws have been sent to Kurt Klugin for review. There were no recommended changes. The board will approve the by-laws at the March meeting.

9.2 Policy Review

Bill presented three policy recommendations for the board.

- Board Policy 7 (Conflict of Interest) – Policy changes were recommended by Kurt Kluin and would clean up language in the procedure section. Since there are no major changes, no board approval is required.
- Board Policy 8 (Public Comment) Proposed changes were recommended by Kurt Kluin and clarify the procedure section. The board will vote upon the policy at the March Meeting.
- Board Policy 9 (Board Meeting and Agenda Item) – Proposed changes were recommended by Kurt Kluin and includes language directly from the Kansas Open Meetings Act (KOMA) as well as clarification in the procedure section. The board will vote upon the policy at the March meeting.

10. Board Member Reports

None

11. Acceptance of All Donations

Tricia reported that in the period from September 1st through October 31st, the Foundation received \$10,595. Motion made to approve donations (Jeff/Sandi). Motion passed.

12. Announcements

The next board meeting will be March 24th.

13. Adjournment

Motion made to adjourn the meeting (Joel P./Mike). Motion passed.

Respectfully submitted,



Sandra Eggers, Secretary

1-12-2016

Date