

Friends of Tri-Valley Foundation  
Board of Director's Meeting  
TVDS CDDO Office, 115 E. Main, Chanute, KS 66720/Zoom  
December 13, 2022

Present: Judy Brigham, Mike Hofer, Vic Anderson, Sandi Eggers, Max McReynolds, Terry Harper, Larry Coleman, Steve Sewell, Joel Norris, Bill Fiscus

Not Present: Mike Reid, Joel Porter, Lynette Emmerson, Phil Newkirk, Ruth Spangler

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

1. Call to Order

Chair Judy Brigham called the meeting to order at 6:33 pm.

2. Introductions

Bill Fiscus introduced Melissa Cannon-Smith, Tri-Valley's new VP of Programming. Rachel Crigger has announced her resignation effective February 3, 2023.

3. Adoption of Agenda

The agenda was amended with the following items: addition of introductions; under Minutes, replace Ruth Spangler with Sandi Eggers; under Treasurer's Report, replace Bill Fiscus to Lea Chickadonz; and change date of next meeting to March 28<sup>th</sup>. Motion made to approve amended agenda (Vic Anderson/Max McReynolds). Motion passed.

4. Audit

Neil Phillips, of Jarred, Gilmore & Phillips, presented the Foundation's financial audit for FY22. The Foundation's audit was consolidated with Tri-Valley Developmental Services and Elk County Development Company. The auditors gave an unmodified/clean opinion for the FY22 audit. Motion made to approve audit report as presented (Max/Terry Harper). Motion passed.

5. Minutes of Last Meeting

The minutes from the October 4, 2022 Board meeting were presented. Motion made to approve the minutes as presented (Terry/Mike Hofer). Motion passed.

6. Treasurer's Report

Lea Chickadonz, VP of Administration, presented the financial report for the period ending October 31, 2022. Motion made to approve treasurer's report as presented (Terry/Sandi). Motion passed.

7. Staff Reports

A. Programming

- i. Rachel Crigger, VP of Programming, reported that Tri-Valley currently has 17 staff openings. At our highest point, we had around 45 openings. Retention remains a concern.
- ii. Tri-Valley's RN is now responsible for tracking and reporting COVID exposures. In December, we have been hit with COVID at every site. Staff continue to track,

mitigate, and try to control the outbreaks as quickly as possible. We have had no serious illnesses.

#### B. Operations Report

- i. Joe O'Rourke, VP of Operations, reported that he is conducting a survey of all Tri-Valley and Foundation properties. He is looking at the age of roofs, HVACs, furnaces, and appliances. By March, he should have completed his survey.
- ii. We have received roof bids for Mulberry and Pecan.
- iii. DocuShred is going well; we are seeing the best prices in 25 years.
- iv. Joe is reviewing building and vehicle repairs slips weekly. Appliances remain a big issue.
- v. We recently had a HUD inspection at the Brentwood residential site in Moline. We have a few deficiencies to address. HUD uses a point system for their inspection process. Inspections are conducted annually, biennial, or triennial depending on property's score from previous inspections. We fell under the annual inspection mark. Our goal is to reach the biennial level.

#### C. CEO

- i. Bill announced that Tri-Valley will hold award ceremonies during spring 2023. The tentative dates are: April 28<sup>th</sup> in Neodesha; May 5<sup>th</sup> in Fort Scott; and May 12<sup>th</sup> in Chanute. The Foundation gives one award: the Visionary Award. Ruth Spangler has announced her intention to resign for the Foundation board. Ruth has served on the board since its inception in 1990. Bill wanted to ask for the board's thoughts on honoring her with this award. The board concurred. Motion made to nominate Ruth Spangler as recipient of the Friends of Tri-Valley Visionary Award for 2023 (Mike/Vic). Motion passed.
- ii. Some changes have been made to Tri-Valley's organizational structure. Bill presented the re-organization to the board. Lea has been moved to VP of Administration and has taken over the supervision of the case management department. Susan Knapp, Accounting Clerk – Payables, retired in early December. We have moved Lisa Clawson into that position and rehired Michelle Reddick as Finance Director. We feel positive with these moves.
- iii. Currently the Foundation has a FEMA trailer that is home to one individual. We need to find new housing for this individual. There are a number of criteria that need to meet. Lea found a property in Buffalo, KS. The property has a 2-bedroom single wide trailer and encompasses an entire block. The asking price for the property is \$16,000. Staff must first tour the property and home to see if it would work. Bill wanted to ask for the board's permission to do so. If we were to purchase the home, KDADS would need to inspect and approve it for the individual. We also need to make sure the individual and family are agreeable to the move. Upon board questioning, Rachel remarked that the individual has successfully moved in the past with no issue. Staff just needs to talk the move up and make it

exciting. Since this is a single person home, there would be no Fire Marshal inspection. Steve Sewell inquired as to a storm shelter. Mike was concerned on the value of the home and whether we would get a good return on our investment. Terry asked if additional monies would be necessary, such as for lawn maintenance, utilities, and improvements. Judy suggested that we look at utilities and the potential cost. The board was optimistic about the possibility. Staff will look further into the home and if necessary, the board will be asked later for approval to purchase the home.

- iv. With this being Rachel's last meeting with the Foundation Board, Bill wished to thank her for all the work she has done. Rachel came to Tri-Valley prior to the merger with New Beginnings. She stepped in when needed and did a wonderful job.

## 8. Old Business

### 8.1 Drawing Update

Tricia Campbell, Special Projects Coordinator, received word that the truck should be to Steve Faulkner Ford in December. If we get an earlier delivery date, we will be able to display the truck for a majority of the drawing. As of today, we have received 273 entrants.

### 8.2 2023 Fundraisers

Dates are set for the Cruise Night and three golf tournaments.

- i. Cruise Night is set for April 18<sup>th</sup> at Central Park Pavilion in Chanute. We will start requesting items for the silent and live auction. Several auction donations have already been received. Save the date cards will go out in February.
- ii. The dates of the golf tournaments are as follows:
  - a. June 17<sup>th</sup> – Horizons at Prairie Ridge, Erie
  - b. July 15<sup>th</sup> – Fredonia Golf Club
  - c. September 16<sup>th</sup> – Woodland Hills Golf Club, Fort ScottTricia is waiting to hear back from Stone Creek Golf Course in Chanute for the last tournament. The date should be in August.
- iii. Poinsettia Fundraiser  
Tri-Valley finished another successful Poinsettia fundraiser in Eureka, Moline, and Neodesha. We sold 600 plants. The plants were delivered in late November and early December. Austin Bolinger, Horticultural Specialist in Fort Scott, offered to sell the remaining few plants in Fort Scott through the greenhouse. All money raised goes back to the clients and the Service Center. The money is split by sales and the individuals decide how they wish to spend the money. In 2022, they purchased televisions and fish tanks and supplies.
- iv. Holiday Cards  
Along with the poinsettia fundraiser, Tri-Valley also held their annual holiday card fundraiser. We had a good season, though we were slightly down from previous years. As of today, we have sold 103 sets of cards. All money from the holiday cards goes back to life enrichment services for clients.

9. New Business  
None

10. Acceptance of All Donations

The Foundation received \$5,640 in donations from October 1<sup>st</sup> through November 30<sup>th</sup>. Motion made to accept donations (Vic/Sandi). Motion passed.

11. Announcements

The next board meeting is set for March 28, 2023 with location to be announced later.

12. Adjournment

Motion made to adjourn (Max/Mike). Motion passed.

Respectfully submitted,

<u>Sandra Eggers</u>	<u>1-19-23</u>
Secretary	Date

Addendum to December 13, 2022 Foundation Board Minutes

Wednesday, December 22, 2022

Bill Fiscus submitted an email vote to be taken to purchase the property located in Buffalo, KS for the amount of \$16,000 as well as an additional \$16,790 for additional repairs.

The vote was conducted via email and was approved by a majority of board members.