

Tri-Valley Developmental Services, Inc.  
Minutes of the Board of Director's Meeting  
Allen Community College Board Room, 1801 N. Cottonwood, Iola, KS 66749  
January 24, 2019

Present: John McRae, Mali Ziglari, Karen Vallier, Margaret Bideau, Steve Sewell, Susan Jones, Ken Anderson, Mark Ward, Leo Gensweider, Doug Tressler

Not Present: Charles Sheedy, Ceri Coffield

Staff Present: Tim Cunningham, Bill Fiscus, Tricia Campbell

Visitors: Melissa Dugan

1. Call to Order

The meeting was called to order by Chairman John McRae at 6:27 pm.

2. Adoption of Agenda

Motion made to approve agenda as presented (Leo Gensweider/Margaret Bideau). Motion passed.

3. Minutes of Last Meeting

The minutes from the October 18, 2018 meeting were presented. Motion made to approve minutes as presented (Karen Vallier/Mali Ziglari). Motion passed.

4. Treasurer's Report

Bill Fiscus presented the financial report for the period ending December 31, 2018. Motion made to approve report as presented (Leo/Ken Anderson). Motion passed.

5. Executive Director's Report

- a. Tim Cunningham shared thank you cards from staff with the board. The cards thanked the board for the recent bonus that was given out in December.
- b. The state of Kansas has a new governor, Laura Kelly. She is familiar with our system; while in the legislature, she served on the KanCare Oversight Committee since the beginning. She is pro-I/DD services. Governor Kelly has named Laura Howard as interim Secretary of KDADS and DCF. Her goal is to make government more efficient. Laura Howard is familiar with our services; she had previously worked for SRS. With this new hire, hopefully, communication will improve with the state.
- c. We have a new provider for KanCare. Last year, the state sent out an RFP for KanCare 2.0. United Healthcare and Sunflower won the bids and kept their contracts with the state. Amerigroup, however, lost out on the bid to Aetna. We signed the agreement with Aetna in December and are currently waiting on Aetna to finalize their portion of

the contract. No one has been paid yet and Aetna does not have employees in place yet.

- d. Tim, along with Lea Chickadonz, HR Director, met with Doug Tressler of ANW Coop to discuss utilizing each other's employees to help with the workforce crisis. Since both agencies use similar trainings, we can hire some of ANW paras during summers or breaks. A memorandum of understanding still needs to be developed. We have already spoken to the state to see about reconciling trainings between Tri-Valley and ANW. By creating this partnership, we are creating a pipeline between Tri-Valley and ANW which will allow each agency to help the other keep good employees on board.
- e. Tim has also met with USD 413 Interim Superintendent Steve Parsons to discuss the creation of an intern program for High School Seniors. In Ohio, a agency created a similar program for High School Seniors. Tim is trying to find the program so we can get more information. Iola High School is doing something similar; they have a shadowing program.
- f. In the past, we have had issues with bedbugs at one residential site. Recently, we had the issue flare back up at not only a residential site but the Chanute Service Center as well. Both sites were sprayed three weeks ago and everything is back to normal. The cost was \$2,000 for both sites.
- g. We ended the year on a positive note; two new individuals began services at the end of the year. Now, it looks as though we might have an additional eight individuals start sometime in the coming year. We have a few spaces available in residential and have begun talk of building another house in the Osa Martin addition in Chanute.
- h. On Wednesday, we received word that Tri-Valley was a recipient of a \$2,000 grant from Frontier Credit. The money will be used to create a container garden on the south side of the Chanute Service Center. So far, we have received four for FY2019.
- i. We are in the midst of having architectural drawings made of the Chanute Service Center. Once they are finished, we can begin planning to renovate the bathrooms and expand the shower room at the Service Center. The Friends of Tri-Valley Foundation has agreed to split the costs of the renovation. We will bring the proposed renovation back in February for a vote. Margaret Bideau had a question regarding Faith House. The site now has five bedrooms with space for an additional room. The house is working well.

#### 6. CDDO Report

- a. Tim went over the year end statistics for the CDDO. Annually, the CDDO sends out a satisfaction survey to individuals and guardians of all agencies in the CDDO area. The BASIS Assessment and survey are conducted at the same time. Overall, the scores were all above 94%.
- b. New officers have been elected to the Community Council.

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

- a. The color for the 19<sup>th</sup> Annual Drawing Raffle has been selected. Once again, Blue Jean Blue won the color contest by a 46% margin. The truck has been ordered.

- b. Cruise Night 2019 has been set for April 16<sup>th</sup> at Central Park Pavilion in Chanute at 6 pm. Tickets are \$45 a piece or a table of 8 can be purchased for \$325. Sponsorships are also available.
- c. The date for the golf tournament has been tentatively set for May 18<sup>th</sup> at Horizons at Prairie Ridge in Erie. We have some new ideas to refresh the annual golf tournament. We are also looking to hold a golf tournament in Fort Scott during the fall; possibly in September.
- d. For 2018, Tri-Valley sold 93 sets of Holiday cards; bringing in \$520 for life enrichment. It was a very good year.

#### 8. Comments from Groups or Individuals

Mali Ziglari, speaking as a parent/guardian, had a question regarding CDL requirements for staff.

Ken Anderson suggested that we return to rotating board meeting sites. We have several new board members and by rotating board meetings they would be introduced to the different counties. We will start rotating sites with the February 28<sup>th</sup> board meeting; it will be held in Chanute at the Administrative office.

#### 9. Old Business

##### 9.1 Former Administration Building

A few months back, we had a potential offer on the old Administrative building located at 3740 S. Santa Fe. That offer has fallen through. On Wednesday, an investment group toured the building; they were interested in dividing up the offices and leasing the building out. They currently own several buildings in Chanute that are filled up. If the group does not come back with an offer, Tim will bring this topic back in February to discuss holding an auction.

In January, we had an issue with a busted pipe at the site. The building was flooded but we won't have to replace the tile or carpet. The cost to clean the carpet and replace a few ceiling tiles will be less than \$5,000. Tim has already met with our adjuster. Our deductible is \$5,000. We may have to do some work along the wall where the paper was warped. Margaret suggested that we do a professional mold inspection as well. We plan to use Service Master to clean the carpet; they usually conduct mold inspections as well.

##### 9.2 Strategic Plan

Tim introduced the 2019 – 2022 Strategic Plan. This plan marks our 4<sup>th</sup> since 2007. Past plans have had a success rate of 75% to 80%. This plan includes twelve sections; one of which lists all 111 national core indicators that the state has begun to track. Motion made to approve plan as presented (Susan Jones/Leo Genswieder). Motion passed.

## 10. New Business

### 10.1 Board Education/HR Matters

Melissa Dugan, our legal representation from Kluin Law Office, attended the meeting to present the board education. Her topic was on the different roles that boards have and their authority versus staff authority. The board is the governing body and as such sets policy and approves strategic plans. The Executive Director handles the day to day administration of the organization.

The board is the final authority on matters, not the starting point for families or staff. Family members who bring items to a board member's attention should be encouraged to speak directly with Tim first. If, after a one on one discussion, they are still unhappy and want to voice a concern, they should follow our grievance procedure. The board would then need to go into executive session to discuss either the personnel issue or client issue. The discussion, if held during a regular meeting, would be part of the public forum.

For employees, Tri-Valley has a number of policies to address grievances. If staff are upset with an employment requirement or disciplinary action, policies are in place to address the grievance that do not involve the board. Board members can speak to employees but once the employee begins expressing dissatisfaction with their job, the conversation must stop. The board member's appropriate response is to appreciate the staff's concern but then tell the staff that they need to speak to their supervisor or the board member can show them the correct policy to follow. Under policy, the board does not have the authority to speak to employees on employee matters; that is under the Executive Director's purview.

If we pick and choose the policies for staff to follow, we are opening ourselves up to legal issues and insubordination; staff may feel that they don't have to follow policies or listen to their supervisor. Once staff has worked through the established grievance policies, their final step is meet with the board. Leo seconded Melissa's comments. The board is like the supreme court; they are the ultimate decision maker. And as such, shouldn't discuss matters initially to remove the possibility of creating a bias.

### 10.2 Executive Session

Motion made for the board including Melissa Dugan to enter into executive session for 15 minutes to discuss a personnel issue (Leo/Steve Sewell). Motion passed. Motion made to return into executive session for 30 minutes (Leo/Mark Ward). Motion approved. The board came out of executive session at 8:45 pm. No action was taken.

## 11. Announcements

The next board meeting will be February 28<sup>th</sup> at the Tri-Valley Administrative Offices at 521 W. 35 Ch Pkwy, Chanute, KS at 6:00 pm.

12. Adjournment

Motion made to adjourn meeting (Steve/Leo). Motion approved.

Respectfully Submitted,

<u>Karen Vallier</u>	<u>2-21-19</u>
Secretary	Date