



Harvey-Marion County CDDO

Supporting increased independence, integration, inclusion, and productivity in individual homes and communities.

HARVEY-MARION COUNTY CDDO: BOARD of DIRECTORS

April 17, 2023

Meeting Minutes

Location: Blue Gold Room, Tabor College Student Center, Hillsboro, Kansas (*Zoom option also available to anyone that requests access*).

Directors Participating: In Person: Marilyn Loganbill, Vice-Chair; Mary Gill, Treasurer; Craig Simons, Secretary; Todd Weeks; Kimberlee Jost

Present via Zoom: Kristi Berning, Chair; Don Schroeder; Randy Dallke

Directors Absent: Jen Dies

Harvey-Marion County CDDO Staff Present: Kevin Gaeddert, Executive Director; Nancy Plenert, Meeting Recorder

Guests Present: Robert Haude, Project Search Coordinator; one Project Search Intern, present for the Project Search presentation.

At 3:30, we began with a presentation by the four 2022-23 Project Search interns. One intern gave his presentation in person, Robert presented for one intern, and two video presentations were shared. Each presentation covered information about the various internships they were involved in during the school year and their plans for employment following graduation from the program. Robert stated that this was the first year for off-campus internships. Salem Home, Hillsboro Public Library and the Pioneer Adobe House Museum were among the host sites. All four interns who participated in the program last year are employed! The current interns are either currently employed or have job prospects. Four interns have been accepted for the 2023-24 school year.

Call to Order. Chair Kristi Berning called the monthly Board meeting to order at 4:01 p.m.

Proxies: None.

Quorum Status: Quorum present.

Public Comment: None. A web link for public access to this meeting was posted with the Newton Kansan and Marion Record. <https://harveymarioncddo.com/meetings>

Minutes of March 20, 2023 Board Meeting. Craig asked about the following statement on Pg. 3 of the Minutes: . . . HMCDDO budgeted \$10,000 of County Mill funds for Respite Care for FY2023. Nancy clarified that the total amount budgeted for FY2023 for Trinity Heights Respite Care was \$30,000, with \$20,000 coming from State Aid funds.

ACTION: *Craig moved to approve the March 20, 2023 Minutes. The motion was seconded by Marilyn and passed by unanimous vote.*



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Funding Requests:

Trinity Heights Respite Care (THRC), Director Connie Rickard is requesting \$15,000 for summer programming. If funds are available, this would come out of FY2023 budget.

Trinity Heights Respite Care (THRC), Director Connie Rickard is requesting a rate increase from \$15.00/hr. to \$20-25/hr. beginning July 1, 2023. THRC currently pays their staff \$10/hr. Todd asked “if we approve the increase to \$20/hr., how would it impact their staff wages?” Kevin replied that THRC will most likely be able to increase staff wages to \$15/hr. He will confirm this with Connie and report back at the May Board meeting.

Project Search, Dr. Robert Diepenbrock, incoming Executive Director of Marion County Special Education Cooperative Project SEARCH requests \$35,000 for program support. The amount of Local Finance Plan surplus funds for FY2023 is not known at this time. More information will be available at the May Board meeting to address the THRC and Project Search funding requests. We will also have proposed FY2024 Budgets to present at the May Board meeting.

Salary Inquiry. Craig requested a review of other CDDO current salaries and rates of pay. Kevin provided information received from Butler County and a few other (unnamed) CDDO’s. Our office submitted compensation and benefit information for a survey in 2021 conducted for Cowley County. Cowley County ultimately used the survey information to restructure their job classifications and pay scales. CDDO’s are all set up differently. Some are part of County government, some are also service providers, and some are affiliated with an Aging and Disability Resource Center (ADRC). Butler and Cowley County are similar in size and structure to our CDDO. Looking at the salary data from these counties, getting to a comparable wage for our 3 full-time staff would require a 17% salary increase. This would likely result in budget cuts elsewhere. The state is still working on methodology for the \$5.5 million that the state approved for CDDO Admin. last year. Allocations have been based on data from 2013. All CDDO’s are to submit point-in-time numbers to KDADS on 4-21-23. This data is intended to determine future CDDO Admin. allocations. The annual CDDO Admin. allocation for FY2024 will determine whether salary increases can be absorbed within CDDO Admin., or whether we will have to make cuts elsewhere. Craig asked Kevin to get salary figures from a couple additional CDDO’s. Hetlinger (Emporia) and Big Lakes (Manhattan) are both service providers, but Kevin will check with them regarding salary amounts. Randy asked “when was the last pay increase?” We have gotten a 2-4% cost of living increase each year. If proposed salary increases cannot be covered with CDDO Admin. funds, the Transportation budget could be decreased, and/or Discretionary-Funded Supports could be limited to committed funds. The Community Support Waiver which is proposed to begin in 2 years would provide funding for individuals currently funded with Discretionary funding. This discussion was intended to provide initial information in preparation for the FY2024 Budget process. More details with budget proposals will be provided at the May Board meeting.



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Financials: Packets contain the March 2023 Profit & Loss by Class report, the check register report, and balance sheet. At 09 of 12 months (75%), total Income reflects receipt of County Mill, State Aid & CDDO Admin Funds.

- Balance Sheet dated **04/07/2023** reflects HMCDDO Total Assets at **\$250,074.89**
- Current Budget Overages:
 - 6040: Our office switched to a new copier provider. This cost will be slightly elevated from the previous agreement due to t
 - 6090: This will level out over time.
 - 6112: This will level out over time.
 - 6310: This line item has no further spending and will likely be adjusted in FY24 for the increase of these memberships.
 - 6530: Trinity Heights respite is over budget with the hope this will level out within the budgeted amount by fiscal year's end due to the varied amount that is paid out each month.

ACTION: *Marilyn moved to accept the financial report as presented. The motion was seconded by Kristi and passed by unanimous vote.*

Service Management and Director's Report – Additional Updates, Discussion, Action.

Local:

- The HMCDDO Executive Director requested independent audit bids from: Lindburg Vogel Pierce Faris, Chartered; Knudson, Monroe & Co; Dunning & Associates; BFR, CPA; Swindol, Janzen, Hawk & Lloyd; White & Claassen.
 - We received a completed proposal from LVPF, with Swindol, Janzen, Hawk & Lloyd declining to submit a proposal.
 - The HMCDDO Executive Director recommends moving forward with the proposed audit bid from LVPF.

Action: *Craig moved to approve the bid presented by Lindburg Vogel Pierce Faris, Chartered. The motion was seconded by Todd and passed by unanimous vote.*

Action on Service Management and Director's Report. *Randy moved to acknowledge receipt of and accept the Service Management and Director's Report as presented. The motion was seconded by Kimberlee and passed by unanimous vote.*

Note: a copy of the Service Management and Director's Report is available upon request.

Adjourn: the meeting was declared adjourned at 4:57 p.m.

Minutes recorded by: Nancy Plenert

Next Meeting: Monday, May 15, 2023 @ 4 pm
HMCDDO Board Room, Newton, KS
<https://harveymarioncddo.com/meetings>