



Harvey-Marion County CDDO

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

HARVEY-MARION COUNTY CDDO: BOARD of DIRECTORS

January 25, 2021

Meeting Minutes:

Location: Due to COVID-19 restrictions, Meeting was held via ZOOM video conference

Directors Participating: Greg Nickel, Chair; Craig Simons, Vice-Chair; Kristi Berning, Treasurer; Marilyn Loganbill; Mary Gill

Directors Absent: Anita Unruh, Secretary; Jennifer Dies; Jared Jost; Randy Dallke

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

Call to Order. Chair Nickel called the meeting to order at 4:01 p.m.

Proxies: Greg Nickel for Anita Unruh.

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 December 21, 2020 Board Meeting. Opportunity for review and discussion of the December 21, 2020 Board Meeting Minutes was given. Not having been at the December meeting, Craig asked for an explanation of the following statement from the Minutes: “The Board clarified that any modifications to vacation time for other CDDO employees can be made at the discretion of the Executive Director.” Board members who were at the December meeting replied that this statement was distinguishing between the Executive Director’s vacation time and other CDDO employees’ vacation time. The Executive Director’s vacation time is outlined in the annual contract, and other CDDO employees’ vacation time is outlined in the Employee Manual. ~~Changes to the Employee Manual must have Board approval. Craig recommended revising the wording in the December 21, 2020 Minutes to “Modifications to Vacation time for CDDO employees will be per the Employee Manual.”~~ **Note:** At the 2-22-21 Board meeting, there was discussion about whether changes to the Employee Manual must have Board approval. *Motion was made by Craig and seconded by Mary to revise the December 21, 2020 Minutes by striking the last two sentences, as indicated above. The Motion passed by unanimous vote.*

ACTION: *Kristi moved to approve the December 21, 2020 minutes as revised. The motion was seconded by Marilyn and passed by unanimous vote.*



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Financial Report: Financials – Packets contain the December 2020 Profit & Loss by Class report, the check register report, and balance sheet. At 06 of 12 months (50%), total income reflects receipt of State Aid & County Mill.

- Balance Sheet reflects Total Assets at \$158,659.75 - check register report includes regular expenses for the review period except:
 - 5500: QuickBooks dated the payroll date that would normally fall on Jan. 1 as December 31, giving us 3 payrolls in December and this will level itself as we move forward.
 - 6010: elevated due to payment of InterHab annual conference fee and this will level out over the next few months.
 - 6020: Annual premium for our general liability insurance and this is the first increase in nearly a decade and this was not an anticipated rate increase.
 - 6090: elevated due to one-time payment to Lindburg, Vogel, Pierce & Faris Chartered, fee and this will level out over the next few months.
 - 6133: elevated from initial purchase of gift cards from Celebrate Ability and this will eventually level out as there are no other intended purchases in this line item.
 - 6310: elevated due to payment of our annual membership dues and fees, this will level out over the next few months.

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

Amendment to HMCDDO Pandemic Protocol. Kevin explained that the protocol was developed when the pandemic started. The protocol establishes guidelines for conducting meetings that were previously held in person. The revision outlines the use of a self-auditing tool for providers to complete for on-site Quality Assurance evaluations. This will minimize the onsite presence of the QA surveyor, but does not minimize the duties that are performed as a whole.

ACTION: *Craig moved to approve the Amendment to the HMCDDO Pandemic Protocol as presented. The motion was seconded by Kristi and passed by unanimous vote.*

HMCDDO Quality Outcomes Discussion. Kevin presented his goals for the coming year, which align with the mission of HMCDDO: “The mission of the HMCDDO is to connect citizens with quality developmental services and supports to improve lives.”

Outcome A: Qualified individuals in the HMCDDO area have desired supports and services.

Outcome B: The Individuals and families of the HMCDDO have access to news and information as it relates to the IDD population.

Craig asked if there is a way of measuring the goals. Outcome A is ongoing, and what the CDDO does all the time. Outcome B can have specific end dates for achieving specific goals. A part of this is to educate area schools to encourage early involvement. Social media will be used to provide targeted and important information. By the next meeting, Kevin will expand on the action steps for Outcome A and B to include measurable goals and outline a timeline for review.



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Service Management Report

- As of 12/31/20, the total number in the database is 312
 - Total number for TCM: 248; Day Supports: 137; Residential Supports: 108; and Personal Care Services: 60; Total waiting: 116
 - *Eligibility*: Packets requested: 4; Packets returned: 3; Determined Eligible: 3; Determined In-Eligible: 0

Adverse Incident Reports (AIRS) – from the time of our last Board meeting (12/21/2020)

- Law Enforcement - Suspect: 3
- Law Enforcement - Victim: 1
- ER & Medical Hospitalization: 4
- Psychiatric Hospitalization: 1
- Other: 5 (all COVID related)

National, KDADS/KDHE/InterHab & Other State & Local Updates

Federal (notes taken from our partner - ANCOR):

- COVID Stimulus bill takeaways are an additional \$3 billion in Provider Relief Funding (PRF) plus changes to the terms and conditions; a prohibition on surprise billing; adjustments to several Medicare payment policies, including payments for physician services; provider and plan transparency related requirements; and an extension of expiring healthcare programs for three years.
- Provider Relief Fund:
 - \$3 billion more for the Provider Relief Fund;
 - May calculate lost revenue using the June 2020 HHS FAQs;
 - Directs 85% of unobligated balances or funds recovered to be for future distributions based on applications that consider financial losses and changes in operating expenses occurring in the third or fourth quarter of calendar year 2020, or the first quarter of calendar year 2021; (which is similar to the structure of the Phase 3 distribution); and
 - Allows more flexibility for health systems to distribute the targeted PRF distributions within their own systems.
- Vaccines and Testing:
 - \$8.75 billion for CDC on vaccine distribution.
 - \$22.4 billion for testing, contract tracing, and surveillance.

State:

- Governor's Budget Recommendations were released:
 - The budget recommendations have nothing new added for the IDD community. There were all status quo amounts for all IDD related items and all of the typical items are currently in the recommendations.
 - The budget recommendation also calls for combining two agencies (DCF/KDADS) again this year, thereby creating the "Department of Human Services."
- InterHab is working on a reintroduction of their multi-year funding bill (HB2046), providing three years of increases and a cost-of-living adjustment following those three years as well as a study and strategic plan to be created around the IDD waiting list (currently 9,094



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served and 4,422 waiting) and a plan to address and eliminate the wait list. Last year the bill was successful as an information tool in both houses and we expect a similar plan this year – to educate, inform, and to ultimately be pushing to take elements of the bill rolled into the state budget (the same as last year).

- InterHab is planning to do a *virtual Advocacy Day* via Zoom with activities, events, and other opportunities for us to engage with legislators. Save the date for a tentative **March 16** lunch hour event!
- Currently, IDD providers of congregate long-term care staff and individuals are qualified to receive the vaccine.
- **Local:**
 - HMCDDO is currently involved in advocating to get self-directed individuals and their staff, along with TCM providers vaccinated, however there is a serious lack of guidance & communication from the top down. Most likely in the coming weeks these populations will be able to receive the vaccine, however we await further guidance. For our providers, guardian consent must be obtained where needed before persons in services can be vaccinated. Kevin will try to get specific information regarding vaccination numbers from our two main service providers for the next meeting.
 - I-pads for persons served from SPARK \$.
 - Heidi's Helpers review. Nancy reported that "wish lists" for 45 individuals were submitted. Heidi's Helpers provided 89 gifts to distribute to these individuals, brightening their holiday season!
- ***ACTION on Service Management and Director's Report.*** Marilyn moved to accept the *Service Management and Director's Report as presented. The motion was seconded by Kristi and passed by unanimous vote.*

Adjourn: The meeting was declared adjourned at 4:56 p.m.

Next Meeting: Monday, February 22, 2021 @ 4:00 pm. Tentative plans are to have the March meeting in Marion County, at Tabor College.

<https://harveymarioncddo.com/meetings>

Minutes recorded by: Nancy Plenert