



Harvey-Marion County CDDO

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

HARVEY-MARION COUNTY CDDO: BOARD of DIRECTORS

April 20, 2020

Meeting Minutes:

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

Directors Participating: Jared Jost, Chair; Craig Simons, Vice-Chair (joined at 4:05; did not participate in entire meeting due to connection difficulties); Kristi Berning, Treasurer; Greg Nickel, Secretary; Mary Gill; Marilyn Loganbill; Anita Unruh; Randy Dallke (joined at 4:09)

Directors Absent: Jennifer Dies

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

Guests Present: Ash Mabrey, Trinity Heights Respite Care Director

Call to Order. Chair Jost called the meeting to order at 4:03 p.m.

Proxies: No proxies noted.

Quorum Status: Quorum present.

Additions to Agenda: None.

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>

Trinity Heights Respite Care Summer Grant Proposal. Ash Mabrey, Director of Trinity Heights Respite Care (THRC) presented the HMCDDO 2020 Summer Grant Proposal. The requested amount of \$15,000 would allow families to increase the hours of support their child receives during the summer. Individual and group activities planned within the home and community including cooking classes, community day camp, and sporting events. Expanded funding would also make Volunteering opportunities possible. Last summer 12 children were served through the Summer Grant program. Ash expects similar numbers this year. The program is planned for May 21 through August 15. A Board member asked how HMCDDO would fund the Summer Grant program. The funds would come from Line 6505, Discretionary Funded Supports. Due to underspending in FY2020, there are funds available.

ACTION: Jared moved to approve the THRC Summer Grant in the amount of \$15,000.00. The motion was seconded by Greg and passed by unanimous vote.

Minutes of February 24, 2020 Board Meeting. (The March 16, 2020 meeting was cancelled due to the COVID-19 Pandemic.) Opportunity for review and discussion of the February 24, 2020 Board Meeting Minutes was given.



Harvey-Marion County CDDO

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ACTION: Anita moved to approve the February 24, 2020 minutes as presented. The motion was seconded by Marilyn and passed by unanimous vote.

Financial Report:

Financials – Packets contain the July 2019 through March 2020 Profit & Loss by Class report, the check register report, and balance sheet. At 9 of 12 months (75%), total Income reflects receipt of first, second & third quarters of State Aid, CDDO Admin & County Mill from both counties, plus revenue from functional assessments.

- Expenses:
 - 5500 – Salaries, Taxes & Benefits remains elevated @ 81.01% due to Executive Director transition. 6000 - General Operating Expenses total 69.66%. 6005, 6100 & 6112 are all elevated due to the IT/phone transition, however these are leveling out. 6050 remains elevated and we anticipate this to level out in the coming months.
- Balance Sheet reflects Total Assets at \$243,262.83 - Check register report includes regular expenses for the review period.
- We are in the midst of the budget planning process and we will be submitting our FY 2021 budget request packets within the next month to both counties for review. I will then make our formal presentations to the Harvey & Marion County Commissioners in June.
- Greg pointed out that on the July-March Financial statement, the FY2020 Budget and \$ Over Budget columns are identical. This will be corrected and included with next months' Board packet.

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

Updates and Decision regarding Audit Vendor. Kevin reported that he contacted several CDDO's to ask about the cost of their audit. Since all CDDO's are set up differently and many are directly administered through their county government, it was difficult to find a true cost comparison. Kevin made contact with Debbie Coan of Swindoll, Janzen, Hawk and Loyd. There were several e-mail exchanges, with Debbie asking for detailed information, which Kevin provided. At that point, the communication stopped and SJHL did not move forward with submitting an audit bid.

ACTION: Anita moved to accept the audit bid submitted by Lindburg Vogel Pierce Faris Chtd. The motion was seconded by Greg and passed by unanimous vote.

Service Management Report

- As of 03/31/20, the total number in the database is 295; Total number for TCM: 236; Day Supports – 125; Residential Supports – 98; and Personal Care Services – 56; Total waiting – 113
- Eligibility: Packets requested: 2 (same family); Packets returned: 0; Determined Eligible: 0; Determined In-Eligible: 0
- Adverse Incident Reports (AIRS) – *from the time of our last Board meeting (02/24/2020).*



Harvey-Marion County CDDO

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- Law Enforcement - Suspect: 2; Law Enforcement - Victim: 0; ER & Medical Hospitalization: 11; Psychiatric Hospitalization: 1 attempt, no psychiatric admit ; Other (Medication Error): 1

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

- Federal: ANCOR has been an extremely amazing source for information and advocacy. CARES Act: HHS released information on Friday (10th) regarding how the CARES Act Provider Relief Fund (from the 3rd COVID package that President Trump signed into law on March 27th) will start being distributed today. *Recognizing the importance of delivering funds in a fast and transparent manner, \$30 billion is being distributed immediately – with payments arriving via direct deposit beginning April 10, 2020 – to eligible providers throughout the American healthcare system. **These are payments, not loans, to healthcare providers, and will not need to be repaid.*** The first \$30 billion (of the \$100 billion) funding will go to Medicare providers. This also addresses Priorities for the remaining \$70 billion, which include "providers of services...who predominantly serve the Medicaid population." Ask 1: When dispersing the remaining \$70B from the Public Health & Social Services Emergency Fund, HHS must provide Medicaid agencies 6.2% of their 2019 Medicaid revenue. Ask 2: \$20 billion to stabilize the direct support workforce during COVID-19 crisis
- State: The Governor of Kansas passed the budget that had the 5% provider rate increase. Senator McGinn was instrumental in ensuring that this increase remain in the budget bill that eventually passed and then was signed without incident from the Governor. We are extremely proud of all of the legislators that made this happen as well as our Governor for supporting the systems that support individuals with IDD. InterHab has been instrumental in this, as well as many endeavors over the past month and I remain extremely thankful for everything that they do for us.
- Local: We are still planning on our CDDO Peer Review in June and continue to work on this in the background, while we deal with our new normal – COVID-19.
 - HMCDDO COVID Calls: We began COVID calls on 03/19/2020
 - As of 04/20/2020 we have been in 16 calls with our providers and TCM entities to discuss the COVID news of the day, as well as plan for the potential scenarios that providers and families will face as this becomes more of a reality for our area. There has been so much information to process regarding all 3 stimulus packages/acts. We have been trying to process the most important pieces and convey these to our group.
 - Out of this call came a brilliant idea from a ResCare staff who had suggested to their supervisor that they contact the area Dillon's management to put in a weekly bulk order. I shared this idea at the weekly InterHab GA meeting, whereby InterHab then used their amazing abilities and turned this into a state-wide letter for all providers to use at all Kroger stores to be able to complete the same weekly bulk order process. This is extremely helpful when ordering for group homes to be able to bypass the per-person limits.
 - Kevin has participated with InterHab to explore the idea of using hotels as COVID-free space
 - for those homes that need to quarantine, as well as funding for DSPs for a place to keep staff who can't go home. The goal is to secure reduced, long-term rates.
 - We have discussed in the Resource Allocation Funding Committee about the possibility of utilizing some emergency funding out of discretionary funds for PPE supplies to distribute to our provider network and families in need - if that need should arise. It has been difficult to find a reliable vendor who has available PPE inventory.



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- Chair Jost asked if there is anything the Board can do to support our local service provider during this time. If the need arises, we could help fund hotel stays for COVID-free individuals from homes that need to quarantine, and possibly direct support staff who can't go home. There was also a plan to order a large quantity of N-95 masks through a statewide collaboration with InterHab, but the inventory was sold out before the order could be placed.
- Randy encourages providers to contact Randy Frank, Marion County Emergency Management Director to check on availability of masks and other PPE. Randy also noted that Marion County Commissioner Dave Crofoot is selling masks made available through one of his vendors. Randy will give Kevin Mr. Crofoot's contact information.
- Kristi asked what is happening with our providers during COVID-19. Kevin replied that our two providers of residential services are using cloth masks. ResCare sewed their own cloth masks early on.
- Kevin reported that, for the most part, the CDDO is carrying on with all of our duties, although modifications have had to be made. It has been interesting to watch the changes and respond to them.

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

HMCDDO Service Access Protocol:

The Service Access Protocol went through 30-day comment period on our website with no public comments received during the comment period. This protocol was also presented to the affiliates without comment. I am presenting the draft version this afternoon for Board review. A Zoom Community Council meeting was scheduled for April 17 to present changes to the Service Access Protocol, but we did not have a quorum due to difficulties in providing computer access to some of the Community Council members. Another Zoom meeting is scheduled for Friday, April 24, with assurance from the provider that they will try to have computer access available. The main change in the Service Access Protocol is that language specifying "in-person options counseling" is changed to offer more ways of providing options counseling (e-mail, postal mail, etc.). Definition of Options Counseling: CDDO's duty of ensuring neutral choice of provider.

Other Items:

- Jared shared that Kara Spittles has been hired as Administrator for Marion County Special Ed. Coop, effective July 1, 2020. Jared plans to invite her to a future CDDO Board meeting.
- Randy thanked Kevin for all of his efforts in keeping CDDO operations going during COVID-19. The Board echoed their appreciation.

Adjourn: The meeting was adjourned at 4:44 p.m.

Next Meeting: Monday, May 18, 2020 @ 4 pm. Additional details will be announced.

Minutes recorded by: Nancy Plenert