



Harvey-Marion County CDDO

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

HARVEY-MARION COUNTY CDDO: BOARD of DIRECTORS

May 18, 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; Greg Nickel, Secretary; Mary Gill; Marilyn Loganbill; Anita Unruh; Randy Dallke

Directors Absent: Kristi Berning, Treasurer; Jennifer Dies

Guests Present: Robert Haude, Project SEARCH Coordinator

Call to Order. Chair Jost called the meeting to order at 4:00 p.m.

Proxies: Greg Nickel for Kristi Berning.

Quorum Status: Quorum present.

Additions to Agenda: none noted.

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 April 20, 2020 Board Meeting. Opportunity for review and discussion of the April 20, 2020 Board Meeting Minutes was given.

ACTION: Anita moved to approve the April 20, 2020 minutes as presented. The motion was seconded by Greg and passed by unanimous vote.

Tabor College Project SEARCH Funding Request: Robert Haude, Project SEARCH Coordinator Presented a proposal for laptops and a projector. He gave some background about Project SEARCH, which is administered by the Marion County Special Ed. Coop. Tabor College in Hillsboro is the host site. Adults ages 18 through 30 are served through classroom instruction and career exploration. Success is measured through interns finding employment.

Robert is requesting 8 laptops and a projector. Cost of the laptops is \$199 each, and cost of the projector is \$350.00. Maximum enrollment is 6, with 2 instructors. The laptops currently in use were obtained from Hillsboro USD 410 when they updated their systems. These laptops have been used by PS for three years but are slowing down and becoming out-of-date. Purchase of a projector would enhance classroom teaching by giving the ability to project material during class instruction. Interns could also use the projector for presentations they create throughout the school year to share their progress. There will likely be three interns for the 2020-2021 school year. Anita asked if there would be any advantage in purchasing fewer laptops now, and being able to rotate new, up-to-date laptops in as needed next year. Robert agreed with that suggestion.

Harvey-Marion County Community Developmental Disability Organization

500 N. Main; Suite 204 • Newton, KS 67114 • Phone: 316-283-7997 • Fax: 316-283-7969



Harvey-Marion County CDDO

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

ACTION: *Greg moved to approve funding for purchase of five laptops and a projector. The motion was seconded by Anita and passed by unanimous vote. Robert thanked the Board for their financial support and commitment to the program. This support is changing peoples' lives!*

Financial Report:

Financials – Packets contain the July 2019 through April 2020 Profit & Loss by Class report, the check register report, and balance sheet. At 10 of 12 months (83%), 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 @ 87.76% due to Executive Director transition.
 - 6000 - General Operating Expenses total 74.64%.
 - 6005 is all elevated @ 87.70% due to the IT/phone transition.
 - 6050 remains elevated @ 96.39% due to some initial COVID-19 related expenses for ink for home printers, as well as items needed to assist with office sanitization supplies - this should level out some.
- Balance Sheet reflects Total Assets at \$200,512.41 - Check register report includes regular expenses for the review period.
- We are in the final stages of the budget planning process for FY2021 and we will submit our budget presentation to the HMCDDO Board in June for review and implementation. At this point there will be an increase in our revenue due to the Functional Assessment rate going from \$90.00 to \$125.00 per assessment. All other revenue will remain the same.
- We have also submitted our FY 2021 funding request packets to both counties for review. These have also been provided in this month's Board packets for your review. I will then be making our formal presentations to the Harvey & Marion County Commissioners in June. Chair Jost asked Kevin if he would like Board members to attend the county budget presentations. Kevin replied that he would appreciate the support if anyone is able to attend either of the presentations. The Harvey Co. budget hearing is June 4; Marion County is June 22. Kevin will send an e-mail to Board members when the times for both presentations have been finalized.

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

Service Management Report

- As of 04/30/20, the total number in the database is 298,

Harvey-Marion County Community Developmental Disability Organization

500 N. Main; Suite 204 • Newton, KS 67114 • Phone: 316-283-7997 • Fax: 316-283-7969



Harvey-Marion County CDDO

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

- Total number for TCM: 236; Day Supports – 126; Residential Supports – 99; and Personal Care Services – 56; Total waiting – 112
- *Eligibility*: Packets requested: 0; Packets returned: 3; Determined Eligible: 3; Determined In-Eligible: 0

Adverse Incident Reports (AIRS) – from the time of our last Board meeting (04/20/2020).

- Law Enforcement - Suspect: 7
- Law Enforcement - Victim: 0
- ER & Medical Hospitalization: 4
- Psychiatric Hospitalization: 3
- Other (Medication Error): 6

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

- Federal:
 - In a significant but still very preliminary development, the Centers for Medicare and Medicaid Services (CMS) signaled it could be searching for ways to include Medicaid providers in future disbursements from the Public Health and Social Services Emergency Fund. The Emergency Fund, created by the CARES Act and administered by the Department of Health and Human Services (HHS), gives money to essential health services to combat the COVID-19 outbreak. ANCOR has been urgently advocating for the HHS to recognize the need for Medicaid disability supports to receive these funds.
- State:
 - Our CDDO contract received a six-month extension due to COVID pandemic. I am on the contract workgroup, however this was put on hold and extended to the end of the year.
 - The Kansas Legislature will meet on 05/21/2020 for a wrap-up session with many items to cover. One of the main bills that we are currently watching is the liability immunity bill that will hopefully be enacted to protect businesses (it appears to cover our IDD providers as well) from liability relating to COVID-19 issues.
 - Another item that we continue to complete two times weekly is our COVID calls with all affiliated providers. We will be continuing these meetings because it really keeps everyone on the same page, as well as getting out the ever-changing information related to the pandemic. Keeping on top of the COVID-19 HCBS Guidance from KDADS is also something that is followed and keeps our affiliated providers as informed as possible.
- Local:

Harvey-Marion County Community Developmental Disability Organization

500 N. Main; Suite 204 • Newton, KS 67114 • Phone: 316-283-7997 • Fax: 316-283-7969



Harvey-Marion County CDDO

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

- Our office continues working all regular CDDO functions except our quality assurance piece which we hope to have going this week. We are also engaging weekly in staff meetings to maintain our communications with each other, as well as to enhance those areas that need to be adapted to working remotely. We have a very resilient and dedicated staff that I remain extremely fortunate to be working with.
- We are also working to re-organize our various meetings to definitely include a Zoom option going forward. We recently met with our Community Council via Zoom and just met with our Quality Assurance Committee earlier today.
- The HMCDDO Peer Review originally scheduled for June has been postponed – TBD.
- We will also begin working with our providers and their re-opening plans for services by assisting in a consulting role, partnering with our local Health Department as needed.
- Project SEARCH: Kevin shared pictures of “drive-by” graduation ceremonies he participated in for 2 of the Harvey County SEARCH participants. He is also planning on assisting Tabor Project SEARCH with their plans for graduation.
- The Trinity Heights Summer Program should hopefully be up and running in the near future and I will provide any updates regarding progress there.
- ***ACTION:*** *Randy moved to accept the Service Management and Director’s Report as presented. The motion was seconded by Greg 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, as well as the Community Council, without comment. I am presenting the draft version this afternoon for Board review and now *need a vote to implement as submitted.*
ACTION: *Greg moved to accept the Service Access Protocol as presented. The motion was seconded by Marilyn and passed by unanimous vote.*

Other Items:

Kevin shared some positive happenings within the CDDO: Traci was invited by the IDD Program Manager to participate on a subcommittee that is fine-tuning a new assessment tool to be used statewide. Nancy received a shout-out from a ResCare case manager new to our CDDO area.

Harvey-Marion County Community Developmental Disability Organization

500 N. Main; Suite 204 • Newton, KS 67114 • Phone: 316-283-7997 • Fax: 316-283-7969



Harvey-Marion County CDDO

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

She expressed appreciation for Nancy's help as she learns her new job. Chair Jost and Greg expressed thanks to Kevin and the CDDO staff for all they do.

Adjourn: The meeting was adjourned at 4:37 p.m.

Next Meeting: Monday, June 15, 2020 @ 4 pm

<https://harveymarioncddo.com/meetings>

Minutes recorded by: Nancy Plenert