



Harvey-Marion County CDDO

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

HARVEY-MARION COUNTY CDDO: BOARD of DIRECTORS

June 15, 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 (Craig missed part of the meeting due to connection problems); Kristi Berning, Treasurer; Greg Nickel, Secretary; Mary Gill; Marilyn Loganbill; Anita Unruh

Directors Absent: Randy Dallke, Jennifer Dies

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

Proxies: None noted.

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 May 18, 2020 Board Meeting. Opportunity for review and discussion of the May 18, 2020 Board Meeting Minutes was given.

ACTION: Marilyn moved to approve the May 18, 2020 minutes as presented. The motion was seconded by Anita and passed by unanimous vote.

Financial Report: Packets contain the July 2019 through May 2020 Profit & Loss by Class report, the check register report, and balance sheet. At 11 of 12 months (92%), 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:
 - 6000 - General Operating Expenses total 78.71%.
 - 6050 remains elevated @ 103.18% due to COVID-19 items needed to assist with office sanitization supplies, gloves, and masks for our office.
- Balance Sheet reflects Total Assets at \$199,856.04 - Check register report includes regular expenses for the review period.
- Kevin presented to the Harvey County Commissioners on 06/04/2020 @ 9:45am. The presentation went well and there were two questions from the Commissioners, one about Medicaid Expansion and another about respite care. Kevin will also be presenting

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the 2021 appropriation request packet to the Marion County Commissioners on 06/22/2020 @ 10:15am.

- Greg noted that we will be significantly under budget at the end of the fiscal year. Kevin explained that this is largely due to underuse of Discretionary-Funded Supports. One individual to whom a large amount of funds was committed, received waiting list funding, so no longer needed discretionary funds. We let case managers know that discretionary funds were available several times throughout the year. The Project Search Funding Proposal on today's agenda presents an option for use of excess Discretionary-Funded Support dollars.

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

FY2021 Budget Presentation

Kevin discussed the two draft FY2021 budgets being presented: Draft #1 with no wage increase, and Draft #2 with a 2% wage increase. The projected increase in revenue is due to the increased Functional Assessment rate, from \$90 to \$125 per assessment. Line item 6111 Annual Tech. Subscriptions has been added, and these costs were moved from 6112 Equip. Upgrades and Replacement. **Kevin asked for these additional changes to be made to both draft budgets:** *Line item 6015, Meals and Lodging. Amount budgeted is \$1,100.00. In light of most InterHab and KDADS-related meetings being held by Zoom, this amount should be reduced to \$500.00. The \$600 will be distributed as follows: *Increase 6020 Insurance Prof & Gen Liability by \$100. We received notice a few days ago that our Liability Insurance may increase by 8%. *Increase 6050 Office Supplies by \$500 to allow for extra expenses associated with working from home and COVID-related guidance.

As mentioned in the Director's Report, the Newton Area Chamber promotion allowed HMCDDO to publicly thank our Direct Service Providers via video clip. This led to brainstorming a way to carry on our "Celebrate Ability" from last year. We plan to provide gift cards from a local vendor (Wal-Mart) in appreciation of our Direct Service Providers. \$2,000 has been budgeted for this, by reducing Line item 6120 Legal FY20 budgeted amount by \$1,000 and reducing Line item 6134 Community Education FY20 budgeted amount by \$1,000.

Action: *Greg moved to approve budget Draft #2 with a 2% wage increase. The motion was seconded by Kristi and passed by unanimous vote.*

Project SEARCH Program Funding Proposal. The Tabor College Project SEARCH program is the embodiment of Marion County service providers, or lack thereof. The proposal calls for a one-time allocation of \$27,000 to contribute towards the Project SEARCH Endowment Fund. Jared shared that the Marion County Special Ed. programs are not getting the type of revenue that

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General Ed. programs receive. The Special Ed. programs to go to school districts to request funds to make up the difference. Optional funding sources, such as Kiwanis and Community Foundations are being explored. A one-time gift of \$27,000 would be a huge help to the Project SEARCH program. Kristi added that, due to the ever-changing financial picture, she would be hesitant to make an automatic annual commitment to Project SEARCH but is in favor of consideration on an annual basis. Should Harvey County Project SEARCH ever express a need for funds to sustain their program, HMCDDO would give consideration to that program, as well.

Action: *Kristi moved to approve a one-time payment of \$27,000 to Marion County Project SEARCH. The motion was seconded by Mary and passed by unanimous vote.*

Service Management Report

Service Management Report

- As of 05/31/20, the total number in the database is 300,
 - Total number for TCM: 238; Day Supports – 127; Residential Supports – 100; and Personal Care Services – 57; Total waiting – 113
 - *Eligibility:* Packets requested: 2; Packets returned: 1; Determined Eligible: 1; Determined In-Eligible: 0

Adverse Incident Reports (AIRS) – from the time of our last Board meeting (05/18/2020).

- Law Enforcement - Suspect: 1
- Law Enforcement - Victim: 0
- ER & Medical Hospitalization: 7
- Psychiatric Hospitalization: 2
- Other (Medication Error): 5

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

- Federal: Big news hit on 06/09/2020: The Department of Health and Human Services will make a pool of existing COVID-19 relief funds available to Medicaid providers. *The funds had initially been allocated through the federal CARES Act for Medicare services. Thanks to strong advocacy by ANCOR, HHS will now expand access to these funds. Medicaid providers will be able to apply for funds through an online portal that will be launched by HHS on Wednesday.* The official HHS announcement is below:
- Today, the U.S. Department of Health and Human Services (HHS), through the Health Resources and Services Administration (HRSA), is announcing the distribution of additional relief funds from the Provider Relief Fund to eligible Medicaid and Children's Health Insurance Program (CHIP) providers that participate in state Medicaid and CHIP programs. HHS expects to distribute approximately **\$15 billion to eligible providers** that participate in state Medicaid and CHIP programs and have not received a payment from

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the Provider Relief Fund General Allocation. HHS is also announcing the distribution of \$10 billion in Provider Relief Funds to safety net hospitals that serve our most vulnerable citizens. The safety net distribution will occur this week. "Healthcare providers who focus on treating the most vulnerable Americans, including low-income and minority patients, are absolutely essential to our fight against COVID-19," said HHS Secretary Alex Azar. "HHS is using funds from Congress, secured by President Trump, to provide new targeted help for America's safety-net providers and clinicians who treat millions of Medicaid beneficiaries." HHS is providing support to healthcare providers fighting the COVID-19 pandemic through the bipartisan *CARES Act* and the *Paycheck Protection Program and Health Care Enhancement Act*, which allocated \$175 billion in relief funds to hospitals and other healthcare providers, including those disproportionately impacted by this pandemic.

- State: Special Legislative Session 06/03/2020: (From InterHab) There was some support in the Senate to add the IDD community into the liability immunity COVID measures, however, the Governor's staff made it clear that they wanted to keep the people included small. There were several entities (nursing home, mental health, etc.) in addition to IDD that ended up not being included in these protections. We appreciated the expressed support to those who did desire to have us included, though disappointed we were ultimately not included. Governor Kelly is expected to sign the bill into law. We continue to benefit from our relationships with external lobbying resources. InterHab will continue to review the bill to look for more broad language and discuss next steps with the administration.
- Local:
 - 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 plan to have our office re-opened by 07/01/2020. There will most likely be a rotation system to ensure that someone is at the office every day. Most of our meetings will continue with a Zoom option, and we will most likely continue with that format indefinitely.
 - We have completed our 30th COVID meeting as of 06/08/2020. We will have our last meeting on 06/15/2020. We will summarize the highlights from the past 2.5 months and then leave it to the service provider network to decide if the need should arise to resume these meetings at that time.
 - We received an email from the Newton Area Chamber who had the idea of gathering short (12 second) videos from area businesses to give thanks to **Harvey-Marion County Community Developmental Disability Organization**



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someone(s) or other entity that had helped out during the COVID-19 pandemic. Greg gave me a gentle nudge to get me to prepare a simple video of thanks. After that, I determined that the most obvious persons to thank in our line of work is our all of our area DIRECT SUPPORT PROFESSIONALS (DSPs). That video is featured on the Newton Area Chamber You Tube page.

- Celebrate Ability for FY 2021: Nancy Plenert then followed up with a great idea for us, as a CDDO, to provide gift cards to the service provider agencies and their DSPs. We honored all of the individuals last year at the 1st Annual Celebrate Ability function, and we had intended to make that an annual tradition, however it is not looking too good at this point for something like that anytime soon. Either way, this year our awards NEED to be directed to the dedication of the area DSPs. I anticipate a total cost of this project to be no more than \$2,000.00 (*budgeted in the hospitality budget line - 6133*).
- We have been very fortunate that there have been no positive COVID cases in our CDDO area. Kristi gave a Kudos to HMCDDO for all of the pre-planning that was done in case of possible outbreaks.
- Kevin shared that we will have our CDDO peer review in FY2021, rescheduled from June 3, 2020. KDADS has not yet given us a reschedule date, but we should find out soon.
- Kevin presented at the Harvey County budget hearing on June 4. One commissioner asked about Medicaid expansion, and how it would impact our population. Kevin replied that our population would not benefit from Medicaid expansion, but those who support them would.
- The Marion County Budget hearing is scheduled for Monday, June 22. Jared and Mary plan to attend.
- Greg asked about the 5 Medication Errors noted under Adverse Incident Reports. Kevin explained that this number is up a bit. Med errors can vary in severity. Of the 5 errors this past month, one was potentially severe, but the person was not harmed due to the error. Who is liable in the case of a med error? The liability lies with the service provider who administered the meds.
- ***ACTION:*** *Kristi moved to accept the Service Management and Director's Report as presented. The motion was seconded by Greg and passed by unanimous vote.*

Other Items: Kevin asked for the group's opinion on continuing to have Board meetings via Zoom. Our conference room is too small to provide adequate social distancing. Kevin will check into a large meeting space. Craig has had difficulty with the Zoom connection.

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Arrangements need to be made with ResCare for Jennifer to participate via Zoom. For next months' meeting, we will meet via Zoom, and accommodations for Craig and Jennifer's participation will be made, as needed. Going forward, a decision on meeting location/format will be made on a month-to-month basis.

Adjourn: The meeting was adjourned at 4:51 p.m.

Next Meeting: Monday, July 20, 2020 @ 4 pm

<https://harveymarioncddo.com/meetings>

Minutes recorded by: Nancy Plenert