



Harvey-Marion County CDDO

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

HARVEY-MARION COUNTY CDDO: BOARD of DIRECTORS

July 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; Kristi Berning, Treasurer; Greg Nickel, Secretary; Marilyn Loganbill; Anita Unruh

Directors Absent: Randy Dallke; Jennifer Dies; Mary Gill

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

Call to Order. Chair Jost called the meeting to order at 4:02 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 June 15, 2020 Board Meeting. Opportunity for review and discussion of the June 15, 2020 Board Meeting Minutes was given.

ACTION: *Kristi moved to approve the June 15, 2020 minutes as presented. The motion was seconded by Anita and passed by unanimous vote.*

Financial Report: Financials – Packets contain the July 2019 through June 2020 Profit & Loss by Class report, the check register report, and balance sheet. At 12 of 12 months (100%), total Income reflects receipt of fourth quarter State Aid, CDDO Admin & County Mill from both counties, plus revenue from functional assessments. There were a few items left to pay out for June 2020, therefore we will be preparing an unaudited financial statement once everything is closed out for FY2020 and then include that statement with next months' packet.

- Expenses:
 - 6000 - General Operating Expenses total 85.01%.
 - 6050 ended @ 117.35% for the year, due to COVID-19 items needed to assist with office sanitization supplies, gloves, and masks for our office, as well as printer ink for home printers. This line item was slightly adjusted so that we will not have this level of overage in the next fiscal year.



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- 6005 ended @ 109.07% for the year (phone/internet), due to initial transition to cell phones and landline/internet transition back in 12/2019. This has also been adjusted and budgeted appropriately for FY 2021.
- Balance Sheet reflects Total Assets at \$149,260.61 - check register report includes regular expenses for the review period.
- The FY2021 Budget has been finalized and implemented.
- Kevin presented the annual appropriations request to the Marion County Commissioners on 06/22/2020 @ 10:15am. Mary Gill was also present at the meeting as a representative of the HMCDDO Board. The presentation was brief and there was one question from Commissioner Dalke asking what impressions I had after a year as the new Executive Director, as well as what does the future hold for our IDD population. I really brought it all back to COVID-19 as this will continue to be the ongoing subject that we will be working with our providers and families to ensure that we can remain as safe and healthy as possible.
- Greg commented that he sent some questions to Kevin regarding the finances, and appreciated the response. From information Kevin sent him, Greg created and e-mailed a chart showing the comparison of yearly ending balances from 2012-present. In conclusion, HMCDDO has enjoyed a healthy cash flow over the years. As we begin FY2021, there could be unknown expenses related to the COVID-19 pandemic.

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

Service Management Report

- As of 06/30/20, the total number in the database is 302,
 - Total number for TCM: 240; Day Supports – 129; Residential Supports – 103; and Personal Care Services – 58; Total waiting – 112
 - *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 (06/15/2020)

- Law Enforcement - Suspect: 2
- Law Enforcement - Victim: 0
- ER & Medical Hospitalization: 11
- Psychiatric Hospitalization: 1
- Other: 5

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

- Federal:
 - The Provider Relief Fund was established, and providers have the opportunity to gain some minor relief from this portal that was established by HHS. In spite of this, there has been some push back from Providers regarding the one-time application process to access the



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needed funds for some providers, as well as those providers that were blocked from accessing relief funds because they also receive Medicare funds. There has been some discussion that a 4th tranche of funding from the Trump administration may allow another round for those that were blocked and those left out in the first round, to receive another chance to gain access to the very needed funds. The deadline for applying for Provider Relief Funds was extended to 8-03-20.

- State:

- Governor Kelly reversed the decision to keep the 5% Provider Rate Increase (\$22 million) that was originally included in the budget back in 03/2020. There were considerable efforts made when it appeared that she was going to make this decision, but in spite of our efforts she ended up taking the money back anyway, citing that the money had yet to be dispersed and therefore it was technically not a budget cut. Either way, that line of thinking is really tough to swallow when these were the funds that were going to directly provide needed raises to Direct Support Professionals who have been working 24/7/365 through this pandemic to ensure that those most vulnerable are as safe and healthy as possible. There is some hope that at least some of these funds can be restored through CARES Act funds that have not yet been used by the State of KS. InterHab has been working with the SPARK Taskforce to suggest proposals for usage of CARES Act funds that would recoup some of the funds that were originally allocated.

- Local:

- We have re-opened our office to the public; however we have encouraged our affiliate network to continue with conducting all meetings via Zoom or Team Viewer if possible.
- We have concluded our weekly COVID Zoom meetings with our affiliates. At this time, we are distributing a weekly email to the network capturing all COVID information as it relates to the IDD population.
- Celebrate Ability for FY 2021: I have asked all 3 of our residential & day services providers for their numbers of DSPs and supervisors so that we can begin the planning of celebrating the work of our area DSPs – more to come in the very near future. DSP Recognition week occurs in September. ANCOR has some gift ideas designed for DSP recognition, such as face masks, blankets, etc. We may purchase some of those items for our planned celebration of DSP's. Marilyn asked if support staff for individuals who self-direct can be included in the recognition. Kevin replied that yes, they will be added to the list for recognition.
- We were saddened of the news from Nancy Brouwer resigning her part-time position with the HMCDDO due to health concerns. We are in the process of locating a qualified individual that knows Article 63 and is able to work part-time. Kevin reported that we contacted four individuals who had a good knowledge of Article 63. All four declined. The fifth person, Elizabeth Schmidt, had expressed interest in the QA position should it become available. Kevin has contacted her, and she is interested in the job, but has not given an answer at this time. Jared asked if any Board members had a concern about Elizabeth working in this position. Kristi stated that it should be something Kevin is comfortable with. Kevin added that he would establish boundaries from the start. Anita felt that Elizabeth may see it as a short-term position and could eventually train her replacement.



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- Review of HMCDDO Pandemic Protocols for Board input or questions. Kevin discussed the HMCDDO COVID-19 Pandemic Protocol. The Service Access Protocol (approved by the Board at the 5-18-20 meeting) was revised to allow more options in how Options Counseling is provided. The Pandemic Protocol establishes adherence to a phased-in/out approach and re-evaluate systems in order to meet the needs of the community and revise protocols and procedures based on revised guidance from KDADS as the situation evolves. The On-site Quality Assurance visits were excused for the 4th Quarter FY2020. There is language that details the processes in times of re-opening as well as how processes will be conducted remotely should access need to be closed down, depending on current circumstances.
- Kevin was recently contacted by a DCF worker about providing a training for St. Francis Ministries (foster care provider). He is working on the presentation and feels that it will be a chance to educate and share valuable information.
- ***ACTION on HMCDDO COVID-19 Pandemic Protocols:*** *Kristi moved to approve the HMCDD COVID-19 Pandemic Protocols. The motion was seconded by Marilyn and passed by unanimous vote.*
- ***ACTION on Service Management and Director's Report:*** *Greg moved to accept the Service Management and Director's Report as presented. The motion was seconded by Kristi and passed by unanimous vote.*

Other Items: Board members discussed whether to continue with the Zoom format. The consensus was to plan on a Zoom format for next months' meeting. If things have changed dramatically by the next meeting, we can adjust if needed. Kevin will be sure to send a reminder to Board members on the day of the meeting. Public comment is possible/available by following the link on our website.

Adjourn: The meeting was adjourned at 4:38 p.m.

Next Meeting: Monday, August 17, 2020 @ 4 pm

<https://harveymarioncddo.com/meetings>

Minutes recorded by: Nancy Plenert