



# Harvey-Marion County CDDO

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

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## HARVEY-MARION COUNTY CDDO: BOARD of DIRECTORS

September 21, 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; Mary Gill; Anita Unruh

**Directors Absent:** Jennifer Dies; Randy Dallke

**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 4:03 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 August 17, 2020 Board Meeting.** Opportunity for review and discussion of the August 17, 2020 Board Meeting Minutes was given.

**ACTION:** *Craig moved to approve the August 17, 2020 minutes as presented. The motion was seconded by Mary and passed by unanimous vote.*

**Election of HMCDDO Board Officers/Check Signers for FY21. Officers for FY20 were as follows:** Chair: Jared Jost; Vice-Chair: Craig Simons; Secretary: Greg Nickel; Treasurer: Kristi Berning. It was the consensus of the Board to renew all officers as last year. Greg Nickel completed his initial term on the HMCDDO Board on 6-30-20 and agreed to serve a second term (7-01-20 through 6-30-23).

**ACTION:** *Greg moved to appoint Jared Jost as Chair; Craig Simons as Vice-Chair; Greg Nickel as Secretary; and Kristi Berning as Treasurer. The motion was seconded by Marilyn and passed by unanimous vote.*

**Financial Report:** Financials – Packets contain the August 2020 Profit & Loss by Class report, the check register report, and balance sheet. At 02 of 12 months (16.67%), total Income reflects receipt of County Mill only. I have contacted KDADS accounting to see why their payments are late and they have cited that it is an “accounting information system configuration that is at fault.” We will hopefully be receiving our State payments soon. *Kevin noted that our 1<sup>st</sup> Quarter KDADS/CDDO deposit shows as pending on the bank website.*



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- Balance Sheet reflects Total Assets at \$99,393.17 - check register report includes regular expenses for the review period.
- At this point it appears that we will only be funding Project SEARCH tuition for two individuals, as one participant and their conservator have decided to private pay. I have left the door open if that turns out to not be the case and I am in the process of confirming this issue.
- Greg asked about the Wages line item showing as over the 2-month budget amount. Nancy explained that this was due to a 3-payroll month in July and should “right” itself in coming months. Greg then asked about the difference in balances on the Balance Sheet and the Check Register. The Balance sheet reflects current balances as of the day it is printed. The Check Register covers activity of the previous month.
- Kevin reported that Randy Hofmeier with Lindburg, Vogel, Pierce, Faris will be here on 9-24-20 to conduct the FY2020 Audit.

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

**FY21 Executive Director Contract & Evaluation Discussion.** A 2-pg. evaluation and a 7-pg. evaluation were e-mailed to Board members. There was discussion about how to best complete the Executive Director evaluation. Do Board members prefer completing the 2-pg. or 7-pg. evaluation? Craig commented that the 2-pg. eval. is very general. There are several questions on the 7-pg. eval. that are helpful. It was decided that Craig will share these questions with Kevin, to add to the 2-pg. eval. The revised eval. will be mailed to Board members, with an included SASE addressed to Jared. Jared will compile and summarize the evaluation results, which will be shared in Executive Session at the October Board meeting, with any decisions made being shared in “public mode”. Kevin’s FY21 Contract remains the same with the exception of a 2% increase effective 7-01-20. Greg commented that 10 days of vacation until reaching 8 years of employment “seems a little stingy.” Any changes to vacation leave would involve a change to the CDDO Employee Handbook. This can be part of next months’ discussion.

## Service Management Report Service Management Report

- As of 08/31/20, the total number in the database is 304
  - Total number for TCM: 243; Day Supports – 133; Residential Supports – 104; and Personal Care Services – 59; Total waiting – 114
  - *Eligibility:* Packets requested: 1; Packets returned: 1; Determined Eligible: 1; Determined In-Eligible: 0

## Adverse Incident Reports (AIRS) – from the time of our last Board meeting (08/17/2020)

- Law Enforcement - Suspect: 2
- Law Enforcement - Victim: 2



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- ER & Medical Hospitalization: 7
- Psychiatric Hospitalization: 1
- Other: 0

Kristi asked about the large number of ER & Medical hospitalizations. Is this unusual for this time of year? Kevin replied that some of these items are due to COVID scares, which may precipitate ER referrals.

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

- Federal:
  - Actions have been taken by ANCOR (& other national advocacy groups) to get persons with IDD, as well as front-line workers to be first in line to receive the COVID-19 vaccine.
- State:
  - KDADS released a summary chart showing the 3 types of current provider assistance available.
  - KDADS also worked to waive the requirement that dis-allows waiver services during school hours (this was huge).
  - KDADS Licensure is moving forward with virtual visits to get providers licensed.
- Local:
  - I prepared a CDDO informational power-point as part of an outreach session for a group of DCF/children's division & Prairie View attendees. I will be presenting this same "HMCDDO 101" @ next month's Board meeting.
  - I will be attending the InterHab TCM group to assist in developing the larger KDADS TCM group with a plan going forward for the future of this service.
  - InterHab Power Up Conference will be held virtually November 9 to 13, 2020 – the registration fee allows for up to 10 participants. Information with Conference speakers and topics will follow.
  - Final Rule Update: We will be hosting a Zoom with more information to follow. KDADS and our provider network on 10/07/2020 to review specific concerns that may be occurring within our service provider network.
  - Quality Assurance Position update: Elizabeth has been hired and is doing well and getting re-acquainted with her new role.
  - I attended the Project SEARCH graduation ceremony in Hillsboro. I also wanted to highlight the thank you card received from TABOR SEARCH regarding the laptops. Craig asked if the graduates have found employment. Kevin said that of the three graduates, one is employed in a nursing home, and the other two are working on the Tabor campus.
  - Kristi mentioned that in recruiting Board members from Marion County in the future, a suggestion would be to ask the Project Search Director as well as one of the interns.
  - Celebrate Ability 2020:
    - The HMCDDO staff visited Heart Land Supports & ResCare to deliver as many gift cards/letters of appreciation as possible. Any DSP not present will receive a letter/gift card via mail (unless they specifically tell us not to). The families that receive supports from DSPs through self-directing their services will receive one letter/gift card and those have since been mailed out.



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**Action on Service Management and Director's Report.** *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:** There was discussion about having a Marion County "in-person" Board meeting at Tabor College. The College has large meeting rooms, which would allow for social distancing. It would also be an opportunity to meet the new Project Search interns. If the Marion Co. meeting is next month, it would be nice to complete the Executive Director evaluation in person. Board members agreed that either October or November would work for the Marion County meeting. Kevin will check with Robert Haude to see what works for them.

**Adjourn:** The meeting was adjourned at 4:49 p.m.

**Next Meeting:** Monday, October 19, 2020 @ 4 pm  
<https://harveymarioncddo.com/meetings>

Minutes recorded by:           Nancy Plenert