



Harvey-Marion County CDDO

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

HARVEY-MARION COUNTY CDDO: BOARD of DIRECTORS

October 19, 2020

Meeting Minutes:

Location: Meeting was held at Newton Area Chamber of Commerce Board Room, 500 N. Main, 1st Floor, Newton. ZOOM video conference option was also available.

Directors Participating: Jared Jost, Chair; Kristi Berning, Treasurer; Greg Nickel, Secretary; Marilyn Loganbill; Anita Unruh

Directors Absent: Craig Simons, Vice-Chair; Jennifer Dies; Randy Dallke; 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 4:00 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 September 21, 2020 Board Meeting. Opportunity for review and discussion of the September 21, 2020 Board Meeting Minutes was given.

ACTION: *Greg moved to approve the September 21, 2020 minutes as presented. The motion was seconded by Anita and passed by unanimous vote.*

Re-Election of HMCDDO Board Officers/Check Signers for FY21. Following last months' election of Board Officers/Check Signers for FY21, it was discovered that Chair Jost and Secretary Nickel had both completed two years in their respective offices and are not eligible to serve another year in that capacity. Kristi nominated Greg for the Chair position. Anita volunteered to take the Secretary position. Elected officers also serve as check signers. A new Bank Resolution will need to be drawn up to reflect these changes. It was decided to have three signers instead of four. Greg, Craig and Kristi will be signers at this time. A fourth signer (Anita/Board Secretary) can be added at any time, if necessary.

ACTION: *Kristi moved to appoint Greg Nickel as Chair and Anita Unruh as Secretary. The motion was seconded by Marilyn and passed by unanimous vote.*

Financial Report: Financials – Packets contain the September 2020 Profit & Loss by Class report, the check register report, and balance sheet. At 03 of 12 months (25%), total Income reflects receipt of State Aid & County Mill. Greg asked about the Local Finance Plan line items 6520,



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6540, and 6565 which show a zero balance. Nancy explained that those expenditures are all made on a quarterly basis, and the first quarter's payments had not been made at the time the September Financial Sheet was sent out.

- Balance Sheet reflects Total Assets at \$157,044.14 - check register report includes regular expenses for the review period except:
 - 6010: elevated due to payment of InterHab annual conference fee.
 - 6111: elevated due to renewal payments of several annual tech subscriptions (Norton, Adobe, Carbonite) and will this line item will level out through the course of the year.
 - 6133: elevated from Celebrate Ability
- As of this Board meeting our FY20 audit has concluded with no findings noted in the draft report. There were a few minor issues that needed enhancements and we have since made those adjustments. After the official report is given to the Board (most likely next month) then we can review and/or finalize any needed policy/procedure changes (if any) at that time.

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

Executive Session to discuss personnel issues. Chair Jost requested a motion to enter Executive Session for 15 minutes total to discuss personnel issues of non-elected personnel (Only board members were included in executive session, no Harvey-Marion County CDDO staff), whereby the motion was seconded by Greg and passed by unanimous vote. The board then entered executive session at 4:17 p.m. Executive session ended at 4:35p.m. No action was taken in executive session.

Open meeting resumed. Jared moved to offer the FY21 contract for the Executive Director position to Kevin Gaeddert. The motion was seconded by Greg and passed by unanimous vote. It was also agreed that the Board Chair will contact all HMCDDO employees for input regarding the Executive Director's performance evaluation.

Service Management Report

As of 09/30/20, the total number in the database is 304

- Total number for TCM: 243; Day Supports: 132; Residential Supports: 104; and Personal Care Services: 59; Total waiting: 115
- *Eligibility:* Packets requested: 5; Packets returned: 4; Determined Eligible: 3; Determined In-Eligible: 1

Adverse Incident Reports (AIRS) – from the time of our last Board meeting (09/21/2020)

- Law Enforcement - Suspect: 6
- Law Enforcement - Victim: 2



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- ER & Medical Hospitalization: 4
- Psychiatric Hospitalization: 0
- Other: 2

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

- Federal:
 - No new COVID-19 funding at this time (although this could change at anytime).
- State:
 - InterHab set their legislative platform for this year:
 - Stabilization of the IDD system: Provider rates, building capacity, waitlist elimination, developing supports needed.
 - DSP workforce: technology use, development of community partners, DSP career paths & college of direct support
 - Reduce Regulations: State fire marshal, background checks, licensure.
 - Improve KanCare: Prepare for future changes to the system
 - Case Management: work for solutions regarding the issues surround this service.
 - Critical Needs for the IDD System:
 - Promote approaches to the HCBS Final Settings Rule that protect and enhance the existing provider network
 - Protect and enhance the spectrum of employment supports for Kansans with IDD
 - Restoration and enhancement of state aid and SGF funds to address the needs of persons with IDD who do not receive services through the HCBS waiver
 - Enhance CDDO Administration funds
 - Enhance funding for the tiny-k network of providers who support children with IDD ages birth to three
 - Contract workgroups continue:
 - Eligibility policy moving into KDADS review.
 - Complex Needs compiled information and developed a survey that went out to the State of KS and we received 1,300 responses. This group is analyzing the data to better approach KDADS with recommendations.
- Local:
 - HMCDDO Final Rule Zoom meeting with our area affiliate network.
 - Attending InterHab TCM group. Looking into the idea of a revised model of Health Homes.
 - HMCDDO participated in the MFEI pilot program (new/old assessment system)
 - Completed Celebrate Ability 2020
 - CA by the numbers:
 - Proposal: Distribution of 11 cards to the HMCDDO service area TCMs as they have also been out in the homes and working with individuals during meetings throughout this pandemic as well. This would leave us with 21 remaining cards



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(\$400.00) to either return or use for future prize use or office supplies from Walmart.

- Proposal: No to distribution to TCMs would then leave us with 31 cards (\$620.00) remaining

Board members were in favor of distributing gift cards to the HMCDDO service area TCM's. *It was noted that there are 14 TCM's, not 11. This would leave 18 remaining cards.* Kevin will check with Wal-Mart to see if the remaining cards can be returned. If not, the cards will be kept for office supplies, or a future "celebrate ability" event.

Action on Service Management and Director's Report. Anita moved to accept the Service Management and Director's Report as presented. The motion was seconded by Kristi and passed by unanimous vote.

Approve DRAFT HMCDDO Protocol: System Access Protocol. The protocol outlines steps in the Eligibility Determination process. Kristi suggested that, under the "Initial Contact" section, another step be added to note the outcome of checking the person's KMAP and KAMIS status/eligibility.

Action on System Access Protocol: Greg moved to accept the HMCDDO System Access Protocol with the noted change. The motion was seconded by Marilyn and passed by unanimous vote.

Other: Kevin noted that the 2020 InterHab Conference will be a virtual event. Dates of the conference are November 9 through 13, 2020. HMCDDO's registration allows unlimited access to the conference sessions for staff and Board members. Kevin will send Board members an e-mail with the conference schedule.

Adjourn: The meeting was adjourned at 5:00 p.m.

Next Meeting: Monday, November, 17 2020 @ 3:30 pm. We will meet at Tabor College in Room 215 of the Shari Flaming Performing Arts Center. Project Search Coordinator Robert Haude and Project Search interns will give a presentation, followed by the Board meeting at approximately 4:00. <https://harveymarioncddo.com/meetings>

Minutes recorded by: Nancy Plenert