



# 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**

**November 16, 2020**

### **Meeting Minutes:**

**Location:** Due to COVID-19 restrictions, Meeting was held via ZOOM video conference

**Directors Participating:** Greg Nickel, Chair; Craig Simons, Vice-Chair; Kristi Berning, Treasurer; Anita Unruh, Secretary; Marilyn Loganbill; Jared Jost; Randy Dallke; Mary Gill

**Directors Absent:** Jennifer Dies

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

**Special Guest:** Randall Hofmeier, CPA, Lindburg Vogel Pierce Faris Chartered, for audit presentation.

**Call to Order.** Chair Nickel called the meeting to order at 4:02 p.m.

Proxies: None noted.

Quorum Status: Quorum present.

Additions to Agenda: Bank Resolution due to Midland Bank conversion to Union State Bank.

**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>

**Annual Independent Audit Presentation.** Randall Hofmeier, CPA with Lindburg Vogel Pierce Faris Chartered presented the independent audit report completed for Fiscal Year 2020. Randy summarized the content of each section of the report. Two items were identified due to the change from QuickBooks Desktop to QuickBooks Online. 1. There was a material misstatement of \$34,000, not fraudulent in nature, due to expenses not being entered as accounts payable when the switch to QuickBooks online was made. This has been corrected. 2. In changing to QuickBooks Online, the process of transmitting payroll has fewer steps, and a second person was not verifying payroll totals before transmission. A safeguard has been added, in which the Payroll Detail report is sent/mailed to the Executive Director for approval prior to payroll transmission. Greg asked about how thoroughly bank statements are reviewed. Randy responded that bank statements for the entire year are provided, and balances are confirmed with the bank. Greg then asked if our bank accounts are interest bearing, which they are not. With current interest rates, we would not realize much interest. This is something that can be explored with the bank. In conclusion, no material weaknesses were identified; no significant deficiencies were identified, and there was no non-compliance material to financial statements noted. Ultimately, there were no findings. Craig stated that it is good not to see any violations.



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**ACTION:** *Craig moved to accept the Fiscal Year 2020 Independent Audit as presented. The motion was seconded by Jared and passed by unanimous vote.*

Randy exited the meeting at 4:35 p.m.

**Minutes of October 19, 2020 Board Meeting.** Opportunity for review and discussion of the October 19, 2020 Board Meeting Minutes was given.

**ACTION:** *Kristi moved to approve the October 19, 2020 minutes as presented. The motion was seconded by Marilyn and passed, with Randy abstaining due to not being at the meeting.*

**Financial Report:** Financials – Packets contain the October 2020 Profit & Loss by Class report, the check register report, and balance sheet. At 04 of 12 months (33%), total income reflects receipt of State Aid & County Mill (from Marion County only). The balance shown below does not reflect the Harvey County Mill for \$ 25,625.00 that deposited on 11/05/20 - after this report was generated.

- Balance Sheet reflects Total Assets at \$126,543.42 - check register report includes regular expenses for the review period except:
  - 5550: elevated due to quarterly payment.
  - 6010: elevated due to payment of InterHab annual conference fee and this will level out over the next few months.
  - 6060: postage elevated from mailing Celebrate Ability gift cards – will level out in the coming months.
  - 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 initial purchase of gift cards from Celebrate Ability and this will eventually level out as there are no other intended purchases in this line item.

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

## Service Management Report

- As of 10/31/20, the total number in the database is 307
  - Total number for TCM: 244; Day Supports: 134; Residential Supports: 107; and Personal Care Services: 59; Total waiting: 114
  - *Eligibility:* Packets requested: 1; Packets returned: 0; Determined Eligible: 0; Determined In-Eligible: 0

## Adverse Incident Reports (AIRS) – from the time of our last Board meeting (10/19/2020)

- Law Enforcement - Suspect: 0
- Law Enforcement - Victim: 0
- ER & Medical Hospitalization: 4
- Psychiatric Hospitalization: 0
- Other: 1



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

### Federal:

- Continued hope for a 4<sup>th</sup> relief package.
- The 2<sup>nd</sup> round of the Medicaid Provider Relief Fund has closed, and those payments should eventually be distributed to those providers that applied for relief funding.

### State:

- Service Provider retainer payments are in the process of finally being distributed.
- SPARK funding continues to be distributed in both counties, which at the very least should hopefully add capacity for rapid testing for COVID-19 in our area.
- KDHE has drafted a vaccination plan for COVID-19 when the vaccine becomes available. The IDD population/staff has been included with the long-term care population for priority access, however we will have to wait and see how this ultimately plays out – more to come...
  - <https://www.coronavirus.kdheks.gov/DocumentCenter/View/1533/COVID-19-Vaccination-Plan-for-Kansas-Version12-1142020?bidId=>
- KDADS has posted waiver amendments for comment through 11/30/2020:
  - The proposed amendments cover the following:
    - Unbundles Assistive Services into three services: Home Modification, Vehicle Modification, and Durable Medical Equipment (DME).
    - Standardizes Performance Measures across all waivers
    - Require Provisional Plan of Care across all waivers
    - Authorizes Residential Services for Married Couples on I/DD Waiver
    - Amends Specialized Medical Care (SMC) Time Limits
    - Revises Day Supports Services Definition to a previous DefinitionThe proposed Effective Date for the amended Medicaid 1915(c) Waivers is May 1, 2021.
  - [https://kdads.ks.gov/commissions/home-community-based-services-\(hcbs\)/proposed-waiver-renewals](https://kdads.ks.gov/commissions/home-community-based-services-(hcbs)/proposed-waiver-renewals)
- Local:
  - HMCDDO Completed Celebrate Ability 2020 and we have 25 cards remaining (\$500.00). There will be around 20 cards when all have been sent out to TCM's.
    - These cards are non-refundable, but do not expire. The remaining cards can be used for CDDO office supplies and/or given out as door prizes for Celebrate Ability 2021.
  - I will present the HMCDDO informational Power Point next month.
  - Kevin noted that Board meeting Minutes, a listing of Current Board members and CDDO By-laws are now posted on our website.

**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 Anita and passed by unanimous vote.*

**Other: Bank Resolution due to Midland Bank conversion to Union State Bank.** Due to the Midland Bank conversion to Union State Bank, a bank resolution is needed, giving Kevin monitoring access only, and Nancy full access. The resolution will be sent to Anita and one other officer. Greg, Craig, and Kristi are currently signers on the checking account.



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**Executive Director Evaluation.** There was brief discussion about increasing the amount of vacation time accrued for the Executive Director. This will be discussed further at the next Board meeting. The Board Chairman has summarized comments submitted for the Executive Director evaluation. It was e-mailed to Kevin and Board members today. Randy asked about tasks/goals for the coming year. Yes, these were part of the evaluation and will be reviewed next year. There was discussion about where the Executive Director's evaluations are kept. Kevin stated that they are kept in a locked drawer in his office. After further discussion, it was decided that Kevin's personnel file will be kept in the file room, for which HMCDDOO Chair Greg Nickel will be given a key. This completes the 2020 Executive Director evaluation.

**Adjourn:** *At 5:04 p.m., Randy made a motion to adjourn. The motion was seconded by Kristi and passed by unanimous vote.*

**Next Meeting:** Monday, December 21, 2020 @ 4:00 pm.

<https://harveymarioncddo.com/meetings>

Minutes recorded by:           Nancy Plenert