

Board Meeting 9/23/2013

Location: New Beginnings Board Room – Neodesha

Board Member Attendance: Jim Hogan, Larry Moore, Teresa Kirkpatrick, Rachel Clasen, Rochelle Chronister, Janet Rash, Delbert Lampson

Board Members Absent: Joanie Cain

Staff Member Attendance: Joe O'Rourke, Kirbie Evans, Martha Heffron, Angela Allen

Staff Member Absent: None

I. Routine

A. Call to Order – The meeting was called to order by Chairman Hogan at 5:00 PM.

B. Notice of Quorum – A Quorum did exist.

C. Approval of Minutes – The minutes of 6/2/2013 were reviewed and approved (Rochelle Chronister, Teresa Kirkpatrick). Motion carried unanimously.

D. Changes to the agenda

V. New Business

G. Update CDDO Policies

II. Business and Finance

Rochelle Chronister read the May, June, July, and August financials.

***Action Item:** Rochelle Chronister made a motion to accept the May, June, July, and August financials as presented. The motion received a second from Larry Moore. The Board approved unanimously.*

III. Operations Report

A. Operations Report for August

The September CDDO monthly report was presented by Angela Allen. Eighty-six individuals currently being served in the CDDO area. KDADS completed license review on September 23rd and reissued license for 3 additional years. No deficiencies and only 2 recommendations. Positive comments from reviewers regarding separation of CSP/CDDO and policies/practices. Martha Heffron, Director of Services, summarized the last 3 monthly reports. A variety of summer activities with the Poinsettia Kickoff on September 30th. A number of coverage issues have occurred causing shortages and overtime. Joe O'Rourke, Director of Case Management, discussed August total of \$9,476.25; net increase of \$1,332.09 over July. Human Resources report reviewed for August. August had 2 new hires (1 Temp and 1 PT), 0 resignations, 0 terminations (fired

or quit w/o notice), 0 promotions and 0 status changes (PT to FT). Docu-Shred Program collected 8,140.00 lbs. in August (8,140.00 lbs. billable; .00 lbs non-billable). Six paper bales; 8 cardboard currently in storage.

IV. Old Business

A. Update on Jacob Dykes Debt Reduction

Discussion

Letter was sent to parents regarding the arrangement that was discussed with the Board on June 3rd. The NBE, Inc. CSP Late Payment Policy (121.0) that a reminder notice will be sent out requesting payment. If payment hasn't been received within 2 weeks of the reminder, the Director of Finance will call or email. Letter sent September 23rd.

V. New Business

A. Management Letter from Auditors

Discussion

Looking to October or November to have finalized management letter with audit results. Yerkes and Michels will present audit findings to Board at that time. One preliminary comment was increase in President/CEO salary without proper documentation on status change form. Director of Finance unsure how change occurred in Quickbooks. Salary corrected to current Board approved amount. Will continue discussion when audit results are presented by Yerkes and Michels.

B. Policy Revisions 7.0, 14.2, and 29.6

Action

Changes in policies dealing with initial employment clearance checks (7.0), transportation of individuals in private vehicles (14.2), and clarification regarding "verified illness" (29.6).

Action Item: Janet Rash made a motion to accept policy revisions. The motion received a second from Rachel Clasen. The Board approved unanimously.

C. DocuShred Revisions

Discussion

Update on standardization of DocuShred forms used at all 3 sites and the updating of time studies on the shredders. Also looked at the sorting piece rate as well. Substantial increase in the amount allocated for payroll for individuals due to recalculation.

D. Insurance Update and Health Exchange

Discussion

Discussed the BC/BS 75% participation requirement for group insurance and NBE, Inc.'s difficulty meeting that requirement. We are currently on a 90-day grace period to meet participation percentage. Start date on 90-days was August 1st. Need 21 people to participate and only have 17 currently. Also discussed Health Exchange being available October 1st with a January 1st start date. Will examine exchange choices in group and individual premiums beginning October 1st.

E. Scope Statement

Discussion

Legislative Post Audit Committee approved on June 7th a review of issues related to CDDO's and possible conflict of interest issues with community service providers. The scope statement was presented to the Board for review and discussion. On possible outcome may be the possible consolidation of some CDDO's.

F. Rita Osborn Resignation

Discussion

Rita Osborn submitted her resignation to the Board on July 25th. Rita was moving to Madison, KS and the drive to Neodesha was excessive. Joanie Cain submitted a letter of interest to the Greenwood County Commissioners to fill the vacancy and it was approved at their August 5th meeting. Amy Bunyard conveyed her interest in retiring from the Board in a phone conversation on Monday, September 16th due to a conflict with work. She stated she would send a letter of resignation as well. The Wilson County Commissioners were notified of her desire to retire on September 23rd. Sue Usry resigned from the Board on September 20th due to commitments at home. She sent an email stating her wishes. The Chautauqua County Commissioners were notified of her desire to retire on September 20th.

G. CDDO Policy Revision

Action

CDDO policy change on 108.0 changing the language to match the state contract. The wording was changed to read the "penalty" if a person declines waiting list funds the first time is an additional 90 days out, second is three years.

Action Item: Rochelle Chronister made a motion to accept the CDDO policy revision. The motion received a second from Rachel Clasen. The Board approved unanimously.

VI. Adjournment

The Board adjourned at 6:20 p.m. Rochelle Chronister made a motion to adjourn and was seconded by Larry Moore.

Respectfully Submitted by: _____

Rochelle Chronister, Secretary/Treasurer