

JCDS GOVERNING BOARD MEETING MINUTES

April 21, 2020

1.0 Call to Order

Mr. Kyle Russell, Chairperson, called the meeting to order at 5:31 p.m. Board members present were: Gayle Richardson, Kyle Russell, Bob Duncan, Bob Stephan, Rick Marien, and Debbie Scott Williams. Excused absence: Dale Chaffin. Others in attendance were Chad VonAhnen, Executive Director and staff members Shelly May, Tim Arnold, Mandy Flower, Melissa Reeves, and Shelly Toft. Also, in attendance was Michael Ashcraft, County Commissioner.

The meeting was held via Zoom Conferencing. Debbie Scott Williams and Gayle Richardson joined late, preventing their votes on the minutes and financial report. Ms. Toft read the compliance order and guidelines to conducting the meeting virtually.

2.0 Minutes

Mr. Marien moved and Mr. Duncan seconded to approve the February 25, 2020 minutes as prepared. Motion passed 4-0.

The March 24, 2020 board meeting was cancelled due to the Co-Vid 19 Pandemic.

3.0 Financial Reports

Mr. Arnold reported financial activity was normal until late in March when stay-at-home orders were issued and revenue and spending began to change. Some revenues such as vocational rehabilitation, work contracts, and work sites were affected slightly. Expenses such as overtime and fuel began to change due to the alterations in services. The full effect of the changes will be clearer in April.

Mr. Duncan moved and Mr. Stephan seconded to accept the February Financial Report as presented. Motion passed 4-0.

Mr. Arnold shared budget projections for April and May as a result of the pandemic. Mr. VonAhnen added the pandemic also suggests an anticipated reduction to the reserve account of 3-4%.

4.0 Presentation

In addition to the financial comments above, Mr. VonAhnen indicated that a significant loss is expected to the county for the remainder of this year and for 2021. It is also anticipated the pandemic will affect the 5% rate increase to Home and Community Based Services (HCBS) funding approved by the legislature. Revenues will be down for some time as employment contracts will be reduced. Case Management billing has increased slightly.

The county has begun furloughs of staff that have been determined have less than 40 hours of work a week due to the closing of services. These employees will still keep their benefits and are eligible to claim unemployment. Daily meetings are being held with appropriate staff and weekly meetings are being held with all employees. These are conducted virtually.

Ms. May added that the Mark D. Elmore Center closed on March 15. Day Services are currently being provided in residential services or in the individual's family home. The state has allowed this option at this time for billing. Mrs. Beth Johnson, Director of Day Services is leading the effort with other employees to determine how services may open and be conducted when the stay-at-home orders end.

Ms. May stated that an unexpected observation of the stay-at-home order is that less behaviors, emergency room visits, 911 calls, and urgent care health appointments are being seen.

Ms. Flower reported the network of affiliate agencies are keeping people at home and the Community Developmental Disabilities Organization (CDDO) is assisting these providers with issues that arise and with obtaining personal protective equipment. She further noted the state is requiring providers to keep spots open for the individuals that are currently mandated to stay home.

5.0 Board Committees/Liaisons

Mr. Marien reported that Ms. Janel Bowers with Friends of JCDS has been extremely industrious in securing masks, hand sanitizers, etc. Mr. VonAhnen stated Janel has gone above and beyond in her efforts during the pandemic, including obtaining from distilleries donations of hand sanitizer, applying for grants, and delivering food to residences, along with making and delivering masks.

Commissioner Ashcraft stated he was fascinated by the unintended consequences of improved health and reduced behaviors through staying home that Ms. May reported. He also indicated this would be the time to develop protocols we would like to see and contact state legislators about those protocols.

6.0 Director's Reports

Ms. May reported that when stay-at-home orders are lifted, the agency intends to focus on bringing back to Day Services individuals in their family homes first. Some individuals are currently not working and may continue that way due to their own health conditions. The agency expects to have hand sanitizing stations in place in the building and will be routinely disinfecting hard surfaces.

Ms. Flower stated masks with clear openings for individuals to communicate with hearing impaired people were located by Ms. May. The CDDO continues to provide to the affiliate network assistance through the sharing of information from the Centers for Disease Control & Prevention (CDC) and about issues such as cleaning, secondary trauma, mental health, Zoom help, and FaceTime for individuals to connect with families, among others.

Mrs. Reeves shared that Jessa Molina, a DSP in Employment Services has been selected as ANCOR's DSP of the Year for Kansas. Stories are posted daily on social media regarding activities conducted outside of the Elmore Center as well as the provision of sources of help. Mrs. Vicki Besco, Employment DSP is taping sign language lessons to be shared on social media.

Mr. VonAhnen referenced his report and added that the Electronic Health Record (EHR) project that began before the pandemic is still on track with work being done remotely. He further referenced the Employee Engagement survey results in the packet.

7.0 Adjournment

Mr. Stephan moved and Mr. Duncan seconded to adjourn the meeting at 6:54 p.m. Motion carried 4-0.

Minutes approved via motion on May 19, 2020 – virtual meeting due to Covid-19 Pandemic.

Mr. Robert Duncan, Secretary

Recorded by:
Shelly Toft