

**BOARD OF DIRECTORS' MEETING**  
**March 26, 2020**

**Members Present**

Mike Ehrmann  
Terry Hofmeister (phone)  
Eva Bruns (Phone)  
Dean Wingfield (Phone)  
Jerri Spear (Phone)  
Kent Jostes (Phone)

**Members Absent**

Linda Heller  
Alice Hilzer  
Kent Jostes  
Ronald Smith

**Others Present**

Rhonda Roth  
Traci Schrade  
Rosita Flores  
Calvin Logan (Phone)

**ROLL CALL:** Michael Ehrmann, President, called the meeting to order. A quorum was present.

**EXECUTIVE SESSION:** None.

**APPROVAL OF MINUTES:** **Motion** was made and seconded (Spear/Bruns) to approve the February, 2020 minutes. (See Attached) All in favor; none opposed. Motion carried.

**AGENDA ADDITIONS:** Mark Turner understood he was not going to be on our Board as another Sedgwick County Commissioner was assigned. This did not happen so Mark will continue to serve, if approved. **Motion** was made and seconded (Bruns/Wingfield) All in favor; none opposed. Motion carried.

**CORRESPONDENCE:** None

**FINANCIAL REPORT:** Finance Director Traci Schrade presented the February financials. She is happy to report that we are holding our own and the County Revenue that we received in February and some in March has helped a lot and we are very appreciative of that help. We did lose 2 clients in February but still held our own. Due to the COVID-19, we have closed Downtown Duds and all day programs last Monday. We are looking at closing Downtown Duds permanently due to overhead cost and the decrease in store revenue. We are looking at other locations to move the store. Cooperative Ministries is the only thrift store in Sterling, we will look at Sterling as an option. If we decide to close the store we will need to give the owner 30 day notice before leaving. **Motion** was made and seconded (Bruns/Wingfield) to approve February Financial Report. All in favor; none opposed. Motioned carried.

**OLD BUSINESS:** None.

## **Board of Director's Meeting**

**DATE: January 30, 2020**

**Page 2**

**NEW BUSINESS:** Director Roth requested we get a credit card for Leeah Key and one for David Fast with a credit limit of \$5,000 for each card. Traci and Rhonda have cards now and it is sometimes difficult to have only two people with a card due to all of the background checks and on line orders we must complete with a credit card. ECSDD will still require purchase requests for anything over \$100.00 and Rhonda can approve a limit of up to \$5,000. The credit card statements and receipts will be reviewed at time of payment, as that is our practice now. Members felt it was a good idea and made a suggestion to get notification on cards. Rhonda informed members that will need Michael, Kent and or Dean to sign a Corporate Resolution. **Motion** was made and seconded (Hofmeister/Bruns) to approve the credit cards. All in favor; none opposed. Motion carried.

Traci updated the Board regarding the fraudulent charges on the Walmart card. We continue to discuss with the Walmart fraud investigation unit the \$8,000 in charges made by someone that had stolen an ECSDD employee's Walmart card several months ago. A decision should be made by Walmart soon as to whether or not we will receive credit for these charges.

Calvin Logan of Logan, Thomas and Johnson, LLC joined the meeting by phone to present the 403 Retirement Audit. He reported the audit went well and there were no issues found. Eva Bruns moved to approve the audit as presented, Mike Ehrmann seconded the motion. All in favor; none opposed. Motion carried.

A big thank you goes out to Robin Yapp, she works hard to make sure the retirement plan follows all rules and gets all documentation ready for the annual audit.

Discussion was held regarding the Harris window bid. We received \$6500.00 of insurance money for the hail storm and need to get several windows replaced. The only bid received is one from Schrade Properties. Greg Schneider is trying to get other people to bid the work but has not found anyone that wants to bid it. We will hold off and see if we can get another bid and then make a decision regarding Schrade Properties.

### **EXECUTIVE DIRECTOR UPDATE:**

Executive Director Roth updated members on changes made at ECSDD due to COVID-19 with the goal of keeping clients and staff healthy. A letter was sent out letting families aware all changes. No visitor signs are posted on the doors of all the residential facilities. Routine visits to the PCP have been rescheduled or are done through telehealth. A trip to the doctor or emergency room will be utilized only if the person is seriously ill. Most case managers are working from home or will schedule with others to have the least amount of people in the office at a time. We have several employees from the main office working from home and the employees working in the office are keeping appropriate social distance and working in their own offices with doors shut. All employees are required to take their temperature upon arrival and record the reading. If anyone has a temperature of 100 degrees and over, the agency nurse needs called and the nurse will determine the next step. We are getting a lot of support from Health Department, physicians and local emergency departments. We are working with the Office of Emergency Management to get more personal protection equipment. We have several community members are making cloth masks for staff and