

The INARF Board of Directors meeting was held on Friday, November 18, 2022 via GoToMeeting. The INARF Board of Directors meeting convened at 11:30 AM.

Present: Debbie Bennett, Hillcroft Services, Inc., Chair
Rick Adams, Benchmark Human Services, Immediate Past Chair
Donna Elbrecht, Easterseals Arc of Northeast Indiana, Vice Chair
Patrick Cockrum, Sycamore Services, Inc., Treasurer
Yolanda Kincaid, Janus Developmental Services, Inc., Secretary
Donna Belusar, ADEC, Inc.
Brienne Boles, Developmental Services, Inc.
Karen Brummet, IPMG, Inc.
Matt Harrington, LOGAN Community Resources, Inc.
Jason McManus, Wabash Center, Inc.
Chris Nabors, Peak Community Services, Inc.
Neil Samahon, Opportunity Enterprises, Inc.
Jim Wiltz, Dungarvin Indiana, LLC

Staff: John Barth, President/CEO
Katy Stafford-Cunningham, EVP & COO
Barb Young, Vice President - Finance/CFO
Brian Carnes, Director, Public Policy & Technical Assistance
Courtney Scott, Public Policy Analyst

INARF Board of Directors meeting

I. Call to Order, Welcome

Debbie Bennett called the meeting to order.

II. Modification to the Agenda

There were no modifications to the agenda.

III. Approval of the Minutes

The October 28 INARF Board of Directors meeting minutes were presented and reviewed.

MOTION 22:30 Chris Nabors motioned to approve the October 28 INARF Board of Directors meeting minutes. Donna Belusar seconded, and the motion carried.

IV. Review of October Financial Statements

Mr. Cockrum presented and reviewed the October financial statements. At the end of October, the change in net assets from operations is \$34,700, the change from nonoperating activity is (\$303,000), for an overall decrease in net assets of (\$268,300). As referenced on the Analysis of Variances, the Annual Conference overall net is \$87,900, which is \$32,400 better than budget.

MOTION 22:31 Mr. Cockrum motioned to file the October financial statements for audit. Neil Samahon seconded, and the motion carried.

V. Standing Committee Reports

a. Finance

Mr. Cockrum presented a report from the Finance Committee which met on November 14.

The Finance Committee agenda included reviewing the financial statements, the NBI investments' performance and the NBI 401 (k) Plan Fund Monitoring Report and the Proposed 2023 Operating Budget.

The Committee reviewed and approved the Proposed 2023 Operating Budget noting the following: It is a deficit budget reflecting a decrease in net assets of (\$35,000). \$33,000 of the deficit is offset by PPP loan dollars invested in IT updates. Membership dues are budgeted (\$6,500) less than the 2022 projection. This factors in additional dues invoiced to date for approximately 40 members, dues lost per the merger policy, potential loss of a member, and it incorporated growth through recruitment efforts. The Annual Conference net is budgeted at \$72,600, an increase of \$17,000 over 2022 Budget. The professional development (PD) net is budgeted at \$31,500, an increase of \$21,800 over 2022 budget, and this includes events related to the FSSA Partnership PD Series Income, as well as ongoing programs such as the Leadership Academy and one-day events held either in person or via webinar. Personnel expense reflects an estimated 3% staff salary increase for existing staff. Overall, this includes salary and benefits for 10 full-time employees and one part-time, with an additional staff to be added at 4/1. Consultant expenses include an increase for Governmental Affairs and then for Technology to allow for coordination of our transition to a cloud-based server solution.

MOTION 22:32 Mr. Cockrum motioned to accept the recommendation from the Finance Committee to approve the Proposed 2023 Operating Budget. Jason McManus seconded, and the motion carried.

Finally, the Finance Committee continued their conversation from July regarding the current dues' methodology, giving consideration to alternate ways of configuring the dues formula to best serve the membership and INARF long-term.

The next Finance Committee meeting will be held February or March.

b. Membership Development

Mr. Nabors presented a report from the Membership Development Committee (MDC) which met on November 16.

The Committee had a presentation from Danielle Tips, Pathfinder Services, Inc. on remote supports and how they operate in different states. There was discussion by the committee on how Indiana could implement remote supports to supplement with the DSP shortage. The committee made recommendations for next steps that will be shared with the Board once they are finalized.

The committee next, reviewed the VR provider capacity survey results and had a discussion on the 2023 plan.

The next MDC meeting will be in 2023.

c. Organization Development

Mr. Samahon presented a report from the Organizational Development Committee (ODC) which met on November 1.

The Committee agenda commenced with a review of the Membership Retention/Recruitment Dashboard including results of the INARF/DDRS Partnership Opportunity for Emerging Indiana Providers that resulted in the approval of four (4) INARF Organizational Members to-date bringing the Organizational Member count to 69 and revenue at 98% to Budget. Staff also updated the Committee on the Annual Membership Renewal Campaign efforts that began mid-October, and the Q3/Q4 Meeting

& Events Satisfaction Scorecard with an overall satisfaction score to date of 4.27 (1-5 scale, 5 highest).

Next, staff led a discussion on an onboarding strategy for the four new Emerging Provider Members, and current results and trends to the meeting and event survey to heighten results.

The meeting will be in February 2023 to focus on the Annual Membership Renewal Campaign and Annual Satisfaction Survey results.

VI. Professional Interest Section Leadership or Committee Appointments

There were none at this time.

VII. President/CEO Report

John Barth provided the President/CEO report including topics of INARF internal operations and key policy/legislative/regulatory updates.

Mr. Barth informed that in December INARF will host the SUPRA Board meeting. SUPRA is traveling to different members locations for visits.

Mr. Barth shared that the TPD Retreat is taking place currently in Bloomington. The group started out by assessing the conference survey results and will move on to planning next year's Annual Conference.

Mr. Barth next informed the Board that the FSSA Workforce Investment Bridge Grant's information has been released.

Regarding the Milliman rate development process, INARF worked with FSSA to ensure that as many INARF members as possible respond to the survey. All INARF members, with one exception, at least partially submitted. INARF requested to see the results of the survey in advance of any public release.

Next, Katy Stafford-Cunningham provided details and next steps on the INARF Legislative Agenda. She shared she is currently working on materials and final details for the Critical Issues Forum, set for December 1, 2022.

VIII. Adjournment

The next INARF Board of Directors meeting will be held on Friday, December 16, 2022 at 11:30 AM following the Member Forum.

Respectfully submitted,

Yolanda Kincaid, Secretary