

The INARF Board of Directors meeting was held on Friday, August 26, 2022 at Hampton Inn by Hilton Indianapolis Canal, Indianapolis. 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  
Yolanda Kincaid, Janus Developmental Services, Inc., Secretary (On Phone)  
Donna Belusar, ADEC, Inc.  
Brienne Boles, Developmental Services, Inc. (On Phone)  
Matt Harrington, LOGAN Community Resources, Inc. (On Phone)  
Jason McManus, Wabash Center, Inc.  
Chris Nabors, Peak Community Services, Inc  
Neil Samahon, Opportunity Enterprises, Inc.

**Absent:** Karen Brummet, IPMG, Inc.  
Patrick Cockrum, Sycamore Services, Inc., Treasurer  
Jim Wiltz, Dungarvin Indiana, LLC

**Guests:** Keith Digman, The Columbus Organization  
Kacie Ensign, Opportunity Enterprises, Inc.  
Jason Meyer, Easterseals Arc of Northeast Indiana  
Rick Thompson, Marshall-Starke Development Center, Inc.  
Allison Wharry, New Hope of Indiana

**Staff:** John Barth, President/CEO  
Katy Stafford-Cunningham, EVP & COO  
Barb Young, Vice President - Finance/CFO  
Nanette Hagedorn, Vice President, Member Services  
Brian Carnes, Director, Public Policy & Technical Assistance  
Courtney Scott, Public Policy Analyst  
Kim Wasiak, Operations Coordinator

### **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 July 22 INARF Board of Directors meeting minutes were presented and reviewed.

**MOTION 22:19** Jason McManus motioned to approve the July 22 INARF Board of Directors meeting minutes. Donna Elbrecht seconded, and the motion carried.

**IV. Review of July Financial Statements**

Barb Young presented and reviewed the July financial statements. At the end of July, the change in net assets from operations is \$25,300, the change from nonoperating activity is (\$222,000), for an overall decrease in net assets of (\$196,700).

**MOTION 22:20** Neil Samahon motioned to file the July financial statements for audit. Chris Nabors seconded, and the motion carried.

**V. Standing Committee Reports**

**a. Finance**

Ms. Young presented a report from the Finance Committee which met on July 27.

The Committee reviewed the financial statements, the NBI Investment Performance report, the INARF 401(k) Plan Mutual Fund Monitoring Report and the Plan Fee Benchmarking Analysis. They briefly reviewed the Fiscal Management Policies and Investment Guidelines and will continue the discussion at the next meeting.

Language was identified regarding American Rescue Plan Act funds, in order to give guidance when members are calculating their revenue base for the Organizational Membership Dues Formula. It is recommended that these items be added to respective Dues Principles.

*Principle d. Effective for 2023 dues, grant programs awarding American Rescue Plan Act funds which are used for one-time, time limited projects, the grant funds would be excluded.*

*Principle e. Effective for 2023 dues, grant programs awarding American Rescue Plan Act funds which are labeled sustainability grants for either revenue replacement purposes or ongoing service revenue, the grant funds would be included. In addition, future service revenue generated as a result of a one-time, time limited project grant would be included, even though the funds for the initial project may have been excluded.*

**MOTION 22:21** Mr. Samahon motioned to accept the Finance Committee recommendations and add the language into the Organizational Membership Dues Formula. Mr. Elbrecht seconded, and the motion carried.

The next Finance Committee meeting will be September 29 and will include the Ability Indiana Finance Committee for the annual presentation by NBI regarding each company's investment portfolio and NBI's review of the Investment Guidelines.

**b. Governmental Affairs**

Mr. McManus presented a report from the Governmental Affairs Committee (GAC) which met on August 24.

INARF Staff, Consultants, and the Committee reviewed and discussed the final recommendations from the three subcommittees. The committee then received an update on crisis services for individuals with IDD. INARF assured the Committee that those discussions were still ongoing with the State. Staff updated the Committee that INARF is working with Tracy Mitchell on Wellness Coordination rates and will be updating the Committee once the work is done. Lastly, the 2016 INARF workgroup that provided recommended changes to 460 IAC is being reviewed and a new workgroup was asked to propose their own changes. DDRS has indicated that they will give INARF time to review the proposed 460 IAC documents before public comment.

The next meeting will be September 21.

**c. Membership Development**

Mr. Nabors presented a report from the Membership Development Committee (MDC) which met on August 3.

The Committee discussed ideas and approaches to DSP recruitment and retention knowing that additional funding has been passed through and there is still a large number of DSP vacancies in the system.

The Subcommittee researching Managed Care in other states is continuing their work. At the November meeting, the subcommittee will report their findings on managed care models that include individuals with IDD.

The next meeting will be in November.

**d. Organizational Development**

Mr. Samahon presented a report from the Organizational Development Committee (MDC) which met on August 4.

The Committee's agenda commenced with a review of the Membership Retention/Recruitment Dashboard including opportunities to grow the Organizational Members in Q2-Q3 with a primary focus on the development and launch of the INARF/DDRS Partnership Opportunity for Emerging Indiana Providers Agreement. The purpose of the Partnership is to offer emerging Indiana providers with revenue at or below \$250k (37 organizations currently) a 15-month INARF Organizational Membership and education from quarterly Business Acumen webinars which will each be funded by DDRS using American Rescue Plan Act resources. A new application for INARF Organizational Membership has been reviewed and approved bringing the Organizational Member count to sixty-six at 98% of the Organizational Membership Dues Budget. Efforts to grow Associate Members through recruitment of Annual Conference Exhibitors have resulted in the approval of three new Associate Member Applications bringing the total to 36 Associate Members at 92% of the Associate Membership Dues Budget.

Staff then led an overview of the Q2/Q3 Meeting & Events Satisfaction & Engagement Scorecard with an overall satisfaction score to date of 4.24 (1-5 scale, five highest).

Next, staff led a discussion on the Annual Renewal Campaign and materials shared with members set to launch in October. The Committee advanced recommendations on the '5 Reasons to Renew' handout to heighten awareness of the reasons of greatest impact on member organizations.

As the final item on the agenda, staff engaged the Committee on a discussion on the Business Acumen educational topics initially identified by DDRS to be offered in support of the Partnership educational goal. Staff will factor the recommendations into the draft plan to be offered for DDRS approval.

The next meeting will be in November.

**e. Training and Professional Development**

Nanette Hagedorn presented a report from the Training and Professional Development Committee (TPD) which met on August 18.

The Committee agenda included an update on opportunities for Conference Exhibit Booths, Artisan Booths, and additional Sponsorship, noting commitments for 48 Exhibit Booths (Expo Hall now Sold Out), 14 Artisan Booths, (2 Booths remaining), and \$65,300 in Sponsorship have been secured. The agenda proceeded with an update on Educational Session Presenter Replacements/Changes and the Conference Tote Selection; and a discussion on availability of Committees members to serve at the Conference Welcome Desk and/or as Session Moderators. Next, Committee members

reviewed and selected one of two DSP Series Webinar Proposals on *De-escalation*; followed by an update of registrations for the September 13 *Virtual Conference for DSPs*. Staff then apprised Committee members on the success of the July 26 & 29 *Person-Centered Individualized Support Plan Facilitator Training* with thirty-one attendees and a 4.59 satisfaction score along with other upcoming Professional Development events including a Stand-alone Professional development Training on *Balancing the Work-Life Equation* scheduled for August 30.

The next meeting will be held on September 15.

Next, Ms. Hagedorn presented a report from the Leadership Skill-Building (LSB) Workgroup which met on August 3.

The Workgroup meeting agenda included welcoming their newest member Kristyn Greenawald from Easterseals Crossroads as the INARF Leadership Academy – Class of 2022 representative. An update on the Curriculum outreach was reported that twelve out of fourteen speaker agreements have been signed and returned. The *Finances* session speaker has been contacted and a speaker agreement will be sent. A speaker for the *Governance* session has been identified and seeking contact information to issue speaker agreement. The Marketing Activities update informed the Workgroup that Heather de Jong has scheduled time to visit Cheryl Mullis, Southern Indiana Resource Services, Yolanda Kincaid, Janus Developmental Services, Jason McManus, Wabash Center, and Pam Verbarg, The Arc of Greater Boone County to film their part for the Academy Promotional Video which will be unveiled at the Pre-Conference luncheon. Lastly, the Workgroup reviewed and discussed the Peer-to-Peer Outreach to Non-participants and the evolution of the Workgroup

The next meeting of the Leadership Skill-Building Workgroup will be held in September.

#### **VI. Professional Interest Section Leadership or Committee Appointments**

There are none currently.

#### **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 invited Ms. Stafford-Cunningham to provide an update on the meeting that took place with Indianapolis Airport Authority regarding possible partnership with Ability Indiana. The meeting went well, there are multiple follow up items. Several Certified Ability Indiana Organizations attended the Airport vendor meeting.

Mr. Barth shared an update on the Business Acumen Training project. DDRS and INARF agreed on the finalized potential member list of thirty-seven providers. Ms. Hagedorn, Mr. Barth, and Katy Stafford-Cunningham held two virtual information sessions, six organizations participated, and one organization has applied and been approved for membership. The next step is reaching out for direct one on one conversations.

Next, Mr. Barth reported that INARF has had several back-and-forth exchanges with DDRS on the status of the IAC 460 Revisions. The most detail was gathered in a meeting with Jessica Harlan-York. INARF will have the opportunity to review and provide comments prior to the revisions going to the Secretary's office. Ms. Harlan-York indicated the primary sections under review are Sections 6, 7, and 12, and clean up items making service definitions track to waiver submissions. INARF has launched a workgroup under Ms. Stafford-Cunningham to review previous rewrite additions.

Mr. Barth provided an update on the FSSA's DSW Action Plan. INARF attended the July 26 meeting FSSA held with providers, the Arc of Indiana, state agencies, and self-advocates. Several INARF members participated.

Mr. Barth shared that the 1102 Task Force was instructed, via HEA 1075, to make recommendations by September 1 to the legislative council on the following topics: DSP Curriculum and Training, Waiver Trends and Support, and Incident Reporting. They must provide status updates on group actions and recommendations. During the August meeting, the recommendations were shared and voted on. INARF shared the recommendations with association members via email and in the Industry Forum.

Lastly, Mr. Barth provided an update on the micro community's project. Courtney Scott has launched an internal workgroup. INARF is not taking a position on the approach, but rather sharing information to assist members with understating the regulatory environment.

**VIII. Adjournment**

The next INARF Board of Directors meeting will be held on Friday, September 23, 2022 at 9:00 AM via GoToMeeting.

Respectfully submitted,

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Yolanda Kincaid, Secretary