

Minutes
Developmental Disabilities Resource Board of Directors
DDRB Board Meeting
April 30, 2019

The **Board of Directors of DDRB** met on April 30, 2019 at 6:30 pm at the DDRB office. The meeting was called to order by Chairman, Gary Steinman. Those present at the meeting and noted by Roll Call in addition to Gary Steinman were Heath Roberts, Stephen Elliott, Pat Schoenrade, James Gottstein, Alan Naylor, and Robert Sevier. Tom Bradley was absent due to a personal matter. Rick White was not present due to a work conflict. Present also was Sonja Bennett.

Guests present were:

Kimbel Mothershead, VSI
Jim Huffman, Life Unlimited
Joan Ibale, TNC Community
Kendra Kemp, TNC Community

Holly Wilmes, ESMW
Mark Bertrand, Life Unlimited
Jenny Brown, NTRC

Announcements

There were no announcement, introductions or correspondence.

Minutes

The Minutes of the DDRB Finance Committee Meeting of March 26, 2019 were previously read and reviewed by each member. Pat Schoenrade moved the minutes be approved as submitted; the motion was seconded by Alan Naylor Pat Schoenrade and approved by unanimous vote.

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Financial Report

Steve Elliott provided the following Financial Report for Year-to-Date March 2019.

DDRB P&L YTD to Date March YTD

Total Income =	\$ 4,751,820.53
Total Expenses =	<u>\$ 864,207.73</u>
Net Income =	<u>\$ 3,887,612.80</u>

DDRB Balance Sheet March YTD

Total Checking & Savings =	\$ 8,587,768.21
Total Fixed Assets =	<u>\$ 1,804,432.58</u>
Total Assets =	<u>\$10,392,200.79</u>
Total Liabilities=	<u>\$ 4,439.04</u>
Total Fund Balance =	\$ 6,500,148.95
Net Income =	<u>\$ 3,887,761.75</u>
Total Equity =	<u>\$10,387,761.75</u>
Total Liabilities and Equity =	<u>\$10,392,200.79</u>

TCM P & L Year to Date March YTD

Total Income =	\$ 868,797.73
Total Expenses =	<u>\$ 461,983.64</u>
Net Income =	<u>\$ 406,814.09</u>

TCM Balance Sheet January YTD

Total Checking & Savings =	\$ 2,811,355.95
Total Assets =	<u>\$ 2,811,355.95</u>
Net Income =	<u>\$ 2,811,355.95</u>
Total Liabilities and Equity =	<u>\$ 2,811,355.95</u>

RECAP of Investments – March 31, 2019**DDRB**

Long Term Reserves Investment:

Total Balance = \$3,166,000.00

Short Term Working Capital Investment:

Total Balance = \$3,934,000.00

DDRB Interest Earned YTD = \$10651.72

TCM

Long-Term TCM Reserves Investment:

Total Balance= \$2,225,000.00

TCM Interest YTD = \$9,522.09

Administrative Directors Report

Sonja reported that spring maintenance items including HVAC systems had been completed with no problems reports. The Roof inspections would be scheduled May. She reported that she had attended the Hats Off to Mother's fund-raising luncheon with Life Unlimited.

Executive Committee

Gary Steinman reported that realtor says that Sherwood House is under contract for \$235,000 in "as-is" condition. Pending any unexpected changes, the closing is scheduled for May 17, 2019.

He distributed the 2019 Committee Assignments and asked that if anyone had any changes or requests to please see him.

EXECUTIVE COMMITTEE

Chairman: Gary Steinman
Vice-Chairman: Heath Roberts
Secretary: Steve Elliott
Treasurer: Tom Bradley

FINANCE COMMITTEE

Tom Bradley, Chairman
Steve Elliott
James Gottstein
Rick White
Gary Steinman

SERVICES COMMITTEE

Pat Schoenrade
Robert Sevier
Alan Naylor
Heath Roberts

BOARD OWNED PROPERTY COMMITTEE

Alan Naylor
Rick White
James Gottstein
Robert Sevier

LONG RANGE PLANNING COMMITTEE

Heath Roberts
Gary Steinman
Pat Schoenrade
Steve Elliott

Finance Committee

No Report

Services Committee

No Report

Board Owned Property Committee

Alan Naylor reviewed the results of the 1st Board Owned Property Inspection conducted on March 22 with Jason Kuhlman, Alan Naylor, Sonja Bennett and Ryan Hicks with Life Unlimited. Jason provided the following report.

Ridgeway House

19101 *Priority* The hall bath on the main floor needs to be remodeled. The current bath has a narrow door, a small shower and a large non-working tub. The residents need a bath that will serve them better. The bath is 11x8-Which is large enough to put in a roll in Onyx shower, a wider doorway and a cabinet for storage. This will require moving all of the fixtures. Estimated cost of renovation/remodel is \$18,250. **Alan reported that the BOP has pended and referred to the Long-Range Planning Committee to review replacing home versus investment of substantial dollars.**

19102 The sump pump battery needs distilled water added. Est\$160 If the battery needs replaced the cost would be \$300. The BOP Committee is requesting this repair to be made by Jason Kuhlman and after some discussion with the board, Alan Naylor motioned **for approval of up to \$1500 in the event the pump needs complete replacement.** James Gottstein seconded the motion which **passed by unanimous roll call vote by the members present.**

19103 The basement bath needs to be remodeled. At the inspection, we discussed making this bath a second priority. We figured out a way to enlarge the foot print to make it accessible. Estimated cost of renovation/remodel is \$17,000. **Alan reported that the BOP has pended and referred to the Long-Range Planning Committee to review replacing home versus investment of substantial dollars.**

19104 The hall bath has a fan with a burned-out motor. Est\$225. If motor needs to be replaced entirely the cost would be \$450. The BOP Committee approved this repair to be made by Jason Kuhlman and motioned the board approve up to **\$450 for this repair.** The motion was seconded by Steve Elliott and **approved by unanimous roll call vote by the members present.**

Hampton House

19105 The toilet is loose in the hall bath. It likely needs a new wax ring. Estimated cost to repair is \$160. The BOP Committee approved this repair to be made by Jason Kuhlman and Alan motioned the board approve up to **\$160 for this repair** which was seconded by Steve Elliott and **approved by unanimous roll call vote.**

19106 The landscape in the front requires attention. There are 3 trees growing up in the bushes. The rose bush needs to be trimmed back. Estimated cost for this maintenance is \$200. The BOP Committee approved this repair to be made by Jason Kuhlman **\$200 for this repair** which was seconded by Gary Steinman and **approved by unanimous roll call vote.**

Liberty House

19107 There are several light bulbs burned out, including the one in the roll in shower. **The BOP Committee reported they referred these items to Sandy Degase with Life Unlimited to complete.**

Kent Building

19108 The wood paneling on the entry wall and ceiling is buckling. The cause is likely high humidity in the building. We believe that the HVAC has been adjusted to correctly. This is something we need to monitor.

Northland House

Mold Remediation – Life Unlimited discovered that water had been leaking in the “live-in” quarters’ basement apartment. The carpet and flooring were removed from apartment. Upon inspection, mold was discovered at an unacceptable level downstairs but within acceptable ranges upstairs. All the residents of the home were moved to other locations and Life Unlimited has vacated the premises and does not intend to move any new residents to the home. Bids were acquired by Life Unlimited with the lowest bid being estimated at \$5,800 if there were no residents. The BOP Committee agreed to present this to the full board for discussion. After further discussion **the board agreed to pend any expenditure for repairs and list the house in an “as-is” condition.** If we need to make allowances at the time of sale then we can review as they come up or the realtor advises.

Property Appraisal – The Board approved the hiring of Tom Pryor to provide a current **appraisal of the property** for the purposes of selling the property. Alan motioned the board **approve \$500 for the appraisal** which was seconded by Gary Steinman and approved by unanimous roll call vote. The house will be listed by Patrick McDowell with Better Homes and Gardens who has sold the Flora and Sherwood Houses. The house will be listed for the appraised value.

Liberty House Easement

The **Easement Agreement** as previously discussed and agreed upon has been **recorded with the county and a copy has been received** by DDRB. **Work** on the storm drainage easement is **scheduled to begin as weather permits.** Star Development is to contact Ryan Hicks with Life Unlimited to coordinate schedules prior to beginning any work.

Kent Street Parking

No update on this project at this time.

Clay County Homes Inspection

Per the direction of the DDRB Board and Board Owned Property Committee, the board is interested in inspecting all the homes of the agencies in which we fund housing in Clay County which are Life Unlimited and TNC Community. The Board agreed that inspection of each home one time per year was sufficient with an additional spot check of 10-15 homes periodically through the year as supplemental. The Alan Naylor motioned, at the recommendation of the BOP Committee, the **board approve funds for this project in the amount of \$9000 annually, or**

\$170 per house per inspection, with the work to be completed by Kuhlman Construction. The motion was seconded by Steve Elliott and passed by unanimous roll call vote by the members present.

Sonja to advise, by letter, Life Unlimited and TNC Community this initiative. She is to **obtain a list of all properties in Clay County included LCBOA which is approximately 36-38 homes and apartments.** The list should include the location, date of build and/or date of purchase and the reference name of the property (i.e. Liberty House, Great Guys, Claymont, etc.) **Jason Kuhlman is to develop and inspection report. A report will be provided to the Committee and the Agency** after each inspection. A calendar of inspection dates for each property will be developed and no less than 48 hours advance notice provided to the agency.

Long Range Committee

No report.

Targeted Case Management

Anita Hartman provided a report for targeted case management. She reported that CHS has 43 full time employees and are serving 1257 consumers. There were 15 newly eligible, 2 transfers in, 10 discharges and 4 transfers out. Medicaid status for the month was 68.13% and the case load average was 1:40.

Guest Comments

Holly Wilmes with Easter Seals said that Tec Chapman had been hired as Program Director to assist Jeanne Marshall in the newly designed Western Region.

Kimbel Mothershead with Vocational Services Inc. said that VSI will host their annual awards banquet on June 20 at the Briarcliff Marriott. Invitations will be forthcoming.

Mark Bertrand with Life Unlimited thanked the board for making a third new home possible. Jim Huffman said the LU had participated in the annual St. Patrick's Day Snake Parade and awarded 8th place for their float.

Jenny Brown with NTRC said that Paula Bears with CHS had recently visited with family members for "Take Your Child to Work Day". They assisted in helping clean stalls, feed the horses and such and welcomed anyone who would like to do something similar or just visit the facilities.

Alan Naylor asked that if anyone new of someone who was a specialist in designing parking lots to please contact him.

Adjourn

With no further business the meeting was adjourned.

Respectfully submitted: Sonja Bennett
May 1, 2019, 2019