

## Minutes

### Developmental Disabilities Resource Board of Directors

#### DDRB Board Meeting

April 28, 2020

The **Board of Directors of DDRB** met on April 28, 2020 at 6:30 pm by Zoom Video Conference due to the “Stay Home” directive from the Clay County Commissioner due to the CoVid19 emergency. 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 Thomas Bradley, Rick White, Pat Schoenrade, Alan Naylor, James Gottstein, Robert Sevier and Janet White. Stephen Elliot was unable to attend the meeting. Also present was Sonja Bennett, Administrative Director.

#### **Guests present were:**

Randy Hylton, VSI	Tec Chapman, ESMW
Jim Huffman, Life Unlimited	Anita Hartman, CHS
Anne Hochstein, Job One	Laurie Brewer, Citywide Transportation
Julie Edlund, Life Unlimited	Mark Bertrand, Life Unlimited
Brian Watson, Life Unlimited	Clay Berry, Alphapointe
Marla Nelson, ABKC (was unable to connect to the conference)	

#### **Announcements**

There were no announcements.

#### **Minutes**

Gary Steinman called for a motion to approve the minutes from meetings dated March 30 through April 23 which had been previously reviewed by the members.

1. DDRB Finance Committee Meeting of March 30, 2020
2. DDRB Board Owned Property Committee Meeting of March 30. 2020
3. DDRB Board Meeting of March 31,2020
4. DDRB Board Telephone Meeting of April 7, 2020
5. DDRB Board Meeting of April 14, 2020
6. DDRB Board Meeting of April 23, 2020

Alan Naylor provided the motion that the minutes from March 30 Finance Committee, March 30 Board Owned Property Committee and Board Meeting Minutes from April 7, April 14 and April 23 be approved as submitted. The motion was seconded by Janet White and passed by affirmative vote by the eight (8) members present.

## **Financial Report**

Sonja Bennett provided the following Financial Report for the year to date March 30, 2020 for Stephen Elliott.

### **DDR B P&L YTD to Date March YTD**

- Total Income = \$ 5,214,639.72
- Total Expenses = \$ 1,037,446.75
- Net Income = \$ 4,177,192.97

### **DDR B Balance Sheet March YTD**

- Total Checking & Savings = \$ 9,512,903.06
- Total Fixed Assets = \$ 1,471,715.72
- Total Assets = \$10,984,618.78
- Total Liabilities= \$ 3,821.08
- Total Fund Balance = \$ 6,803,604.73
- Net Income = \$ 4,177,192.97
- Total Equity = \$10,980,797.70
- Total Liabilities and Equity = \$10,984,618.78

### **TCM P & L Year to Date March YTD**

- Total Income = \$ 927,971.72
- Total Expenses = \$ 541,763.02
- Net Income = \$ 386,208.70

### **TCM Balance Sheet March YTD**

- Total Checking & Savings = \$ 3,451,230.93
- Total Assets = \$ 3,451,230.93
- Net Income = \$ 3,451,230.93
- Total Liabilities and Equity = \$ 3,451,230.93

## **RECAP of Investments – March 30, 2020**

### **DDRB**

<b>Long Term Reserves Investment:</b>	<b>\$4,401,000.00</b>
<b>Short Term Working Capital Investment:</b>	<b>\$3,688,000.00</b>
<b>DDRB Interest Earned YTD:</b>	<b>\$ 23,590.05</b>

### **TCM**

<b>Long-Term TCM Reserves Investment:</b>	<b>\$2,971,000.00</b>
<b>TCM Interest YTD:</b>	<b>\$ 17,765.96</b>

Rick White moved that Treasurer’s Report be approved as presented with a second from Alan Naylor. The board approved by unanimous vote.

## **Administrative Directors Report**

Sonja reported that the parking lot work at Kent Street had been completed and she was waiting on the invoice to make payment.

## **Executive Committee**

No report.

## **Finance Committee**

### **CoVid19 Relief Fund Applications**

#### **Della Lamb Community Services / Citywide Transportation**

Citywide Transportation submitted an application for funding under the CoVid19 Emergency Relief Fund in the amount of \$50,000. The funds are to be utilized for three (3) months rent at \$2,900 per month for a total of \$8,700. The balance is to help pay for vehicle insurance for sixteen (16) vans utilized solely by Clay County. The estimated insurance premium is \$56,000 and they requested assistance in the amount of \$41,300. Laurie advised that she has kept all the drivers of the Clay County vehicles on payroll although many of the school bus drivers filed for unemployment. She has applied for funding under the CARES Act Paycheck Protection Program. She has not heard if the request has been approved or denied. If they do acquire funding under this or other programs for these items, DDRB will be reimbursed.

Gary Steinman motioned the board to take a roll call vote as to whether to approve this request. Rick White provided a second to the motion. The measure passed by roll call vote with five (5) in favor of funding and three (3) opposed to funding and one (1) absent. Sonja was instructed to issue a check to Della Lamb/Citywide Transportation in the amount of \$50,000.

## **Life Unlimited**

Julie stated that they were reviewing optional funding for the Hearo One program as well as other needs. She requested that the board hold open any further funding until such time they have the opportunity to review these other options that are becoming available. She will provide updates as appropriate.

## **Services Committee**

There was no report.

## **Board Owned Property Committee**

There was no report.

## **Long- Range Planning Committee**

There was no report.

## **Targeted Case Management**

Anita provided a report for targeted case management. She reported that CHS has 44 full time employees. They are serving 1303 consumers with a current caseload of 1 to 40.22. They had 5 newly eligible and 3 transfer in with 6 discharges and 0 transfer out. The Medicaid eligible rate remains pretty constant at 68%. She provided updated information on the Waiver Wait List in her report.

She advised that the CHS Service Coordination staff with the exception of one (1) receptionist is working from home utilizing their Surfaces. Service Coordination seems to be working well and the clients are being served. They are utilizing telephone and video conferencing to meet with clients.

## **Other Business**

None noted.

## **Guest Comments**

**Randy Hylton** with Vocational Services reported that they are working on a plan to phase people back into the workshop. He is working with Laurie Brewer, Citywide Transportation, to coordinate. He said they are following the directives of the state sheltered workshop director as well as CDC. He stated that the plan will likely not be implement for at least two (2) weeks. He also stated that his sales and DESE funds are down and it will likely be three (3) to six (6) months before they are back in full swing.

**Adjourn**

With no further business the meeting was adjourned.

Respectfully submitted: Sonja Bennett

April 29, 2020