

Minutes
Developmental Disabilities Resource Board of Directors
Finance Committee Meeting
September 29, 2020

The **Finance Committee** met on September 29, 2020 at 6:00 pm by Zoom Conference. The meeting was called to order by Finance Committee Chairman, Stephen Elliott. Present at the meeting, in addition to Steve Elliott were committee members Gary Steinman, James Gottstein, and Sonja Bennett.

Guests included Randy Hylton and Kimbel Mothershead with VSI, Jim Huffman with Life Unlimited, Laurie Brewer with City Wide Transportation, Brea Connett with Northland Early Education Center, Shaney Othic with Northland Therapeutic Riding Center, and Kelly McGillis with TNC Community.

The first topic of discussion was the additional parking spaces the board is renting from Vocational Services. Those spaces have not been utilized in the past 6 months due to the CoVid pandemic and CHS staff working from home with no plans for the entire staff to return to the office in the short term. Steve Elliott asked Randy Hylton if it would present a financial hardship on VSI if we did not continue the monthly agreement which is 20 spaces at \$100 each for a total of \$2000. Randy said that it would not create a hardship financially and that we could resume the agreement when and if the CHS staff return to work in the office. The committee agreed to pay rent through October and allow this meeting and discussion to act as a 30-day notice to VSI. The Committee thanked Randy for his flexibility.

Northland Therapeutic Riding Center (NRTC) requested additional funding under the CoVID19 Grant to additional **staffing for cleaning and disinfecting as well as supplies** for same through Session 4. The amount requested for this service is **\$2450.00**. The board had previously approved \$2950 for this same program for Session 3. The members of the committee all agreed to recommend this to the full board for approval.

Northland Early Education Center requested **additional funding for the early education program** through December 31, 2020. Brea Connett said that they are currently providing more hours of service to the children currently in the program than she anticipated. She anticipates needing an additional 2780 hours which would equate to a shortfall of **\$35,973.20**. The committee requested that Brea provide additional information on the hours of service and children served and/or anticipate serving for the remainder of the year. This request is pending for further review.

TNC Community requested funding under the CoVID19 Grant for two items.

The first item was for staffing for a client that contracted CoVID and needed to be quarantined until the client have two negative CoVID tests to return to home. The client required 24 hour care and initially required two staff during waking hours due to the inability to bear weight. The client was quarantined for one month. In order to obtain staff volunteers, TNC found it necessary to **HERO/COVID pay** rate and is requesting the DDRB Board to help fund a portion of those expenses in the amount of **\$13,984.50**. The committee agreed to recommend this to the board for payment to TNC as over and above the initial guidelines established under this grant.

The second item was for a **remodel of the Claymont group home basement** as a place where clients testing positive for CoVID or other communicable diseases could be quarantined. The basement is accessible from the outside and has a walk-in shower. The basement has not been finished. In order to be inhabitable, the basement needs to be finished creating a separate bedroom and living space. The cost for this project is estimated at **\$12,625.00**. The committee members agreed this expense should be

reviewed as a Capital Grant and not CoVid. The request was pended for further review of a Capital Grant program by the board.

With no further business, the Committee adjourned.

Respectfully submitted:

Sonja Bennett, October 1, 2020