

Minutes

Developmental Disabilities Resource Board of Directors

DDRB Board Meeting

November 27, 2018

The **Board of Directors of DDRB** met on October 30, 2018 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, Thomas Bradley, Pat Schoenrade, James Gottstein, Alan Naylor and Rick White. Robert Sevier was unable to attend due to out of town travel delays. In attendance was Sonja Bennett.

Guests present were:

Randy Hylton, VSI

Jim Huffman, Life Unlimited

Julie Edlund, Life Unlimited

Laurie Brewer, Della Lamb

Michel Kaiser, NTRC

Nancy Carter, ACED

Kimbel Mothershead, VSI

Mark Bertrand, Life Unlimited

Holly Wilmes, ESMW

Clay Berry, Alphapointe

Shaney Othic, NTRC

Announcements

There were no announcements.

Minutes

The Minutes of the Finance Committee Meeting of October 25, 2018 were previously read and reviewed by each member. Pat Schoenrade moved the minutes be approved as submitted; the motion was seconded by Alan Naylor and approved by unanimous vote of the members present.

The Minutes of the Finance Committee Meeting of October 29, 2018 were previously read and reviewed by each member. Pat Schoenrade moved the minutes be approved as submitted; the motion was seconded by Alan Naylor and approved by unanimous vote of the members present.

The Minutes of the Long-Range Committee Meeting of October 29, 2018 were previously read and reviewed by each member. Pat Schoenrade moved the minutes be approved as submitted; the motion was seconded by Alan Naylor and approved by unanimous vote of the members present.

The Minutes of the DDRB Board Meeting of October 30, 2018 were previously read and reviewed by each member. Pat Schoenrade moved the minutes be approved as submitted; the motion was seconded by Alan Naylor and approved by unanimous vote of the members present.

The Minutes of the Finance Committee Meeting of November 5, 2018 were previously read and reviewed by each member. Pat Schoenrade moved the minutes be approved as submitted; the motion was seconded by Alan Naylor and approved by unanimous vote of the members present.

The DDRB Board Meeting regarding the Sherwood House Sale via Email of November 19-21, 2018 were previously read and reviewed by each member. Pat Schoenrade moved the minutes be approved as submitted; the motion was seconded by Alan Naylor and approved by unanimous vote of the members present.

Financial Report

Thomas Bradley provided the following Financial Report for the month of October.

DDRB P&L YTD to Date October YTD

- Total Income = \$ 5,499,134.62
- Total Expenses = \$ 4,411,757.45
- Net Income = \$ 1,087,377.17

DDRB Balance Sheet October YTD

- Total Checking & Savings = \$ 5,329,244.52
- Total Fixed Assets = \$ 1,917,004.37
- Total Assets = \$ 7,246,228.89
- Total Liabilities= \$ 3,805.50
- Total Fund Balance = \$ 6,155,046.22
- Net Income = \$ 1,581,165.59
- Total Equity = \$ 1,087,377.17
- Total Liabilities and Equity = \$ 7,246,228.89

TCM P & L Year to Date October YTD

- Total Income = \$ 2,695,805.24
- Total Expenses = \$ 1,963,524.56
- Net Income = \$ 732,280.56

TCM Balance Sheet October YTD

- Total Checking & Savings = \$ 2,481,853.24
- Total Assets = \$ 2,481,853.24
- Net Income = \$ 2,481,853.24
- Total Liabilities and Equity = \$ 2,481,853.24

RECAP of Investments – October 31, 2018

DDRB

Long Term Reserves Investment:

- Total Balance = \$2,425,000

Short Term Working Capital Investment:

- Total Balance = \$409,000

DDRB Interest Earned YTD = \$70,692.46

TCM

Long-Term TCM Reserves Investment:

- Total Balance= \$1,979,000

TCM Interest YTD = \$14,909.93

Administrative Directors Report

Sonja reported that the Agency contracts for FY19 would go out by December 1 based on the board's approval at this meeting. Additionally, the FY19 Budget will be submitted to the County Clerk by December 1. She said that she and Tom would present when the budget is presented to the Commissioners for approval. She reminded Pat Schoenrade, Heath Roberts and Robert Sevier appointments to the board expire at the end of December. Each expressed a desire to remain on the board. Sonja said that she had sent them each the link to the information they need to complete for renewal. She also said that Megan Thompson will attend our January board meeting and officially swear in the renewing board members and this will also include Rick White whose term expired in September. She said she is working with Nicole Brown to get Rick's next term expiration corrected to be in line with the By-Laws.

Executive Committee

Gary Steinman reported that the Sherwood House list price would be reduced to \$245,000 per the board vote. He also requested that Sonja make sure that the snow and ice are removed when necessary and if appropriate utilize the service we currently use for the Kent property.

Finance Committee

Thomas Bradley provided the report for the Finance Committee. The funding for each agency was presented as approved by the Finance Committee as well as the DDRB Administrative Operating Budget. Each agency was submitted and voted on individually as follows

<u>Agency Name</u>	<u>Service</u>	<u>Requested</u>	<u>Approved</u>
Ability KC	Workshop Services	\$14,038	\$14,038

A motion was made by Pat Schoenrade and seconded by Gary Steinman that the board approve the ABKC request in the amount of \$14,038 for workshop services and supports. The motioned passed unanimously by those present by roll call vote.

UMKC - ACED	Adult Education	\$54,661	\$54,661
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A motion was made by Steve Elliott and seconded by James Gottstein that the board approve the UMKC-ACED program request in the amount of \$54,661 for adult education and training. This program replaced the Maple Woods CEADD program. The motioned passed unanimously by those present by roll call vote.

Alphapointe	Workshop Services	\$16,900	\$16,900
	Youth Services Program	\$ 4,741	\$ 4,741

A motion was made by Steve Elliott and seconded by Gary Steinman that the board approve the Alphapointe request in the amount of \$21,641 for workshop services and the new Youth Services Program designed to provide training and education for those in transition to adulthood. The motioned passed unanimously by those present by roll call vote.

Children's Center for the Visually Impaired Education & Therapy	\$91,523	\$91,523
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A motion was made by Steve Elliott and seconded by Pat Schoenrade that the board approve the CCVI request in the amount of \$91,523 for early education and therapy for visually impaired children 0-5 years of age
. The motioned passed unanimously by those present by roll call vote.

Della Lamb	Transportation	\$926,410	\$926,410
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A motion was made by Steve Elliott and seconded by Alan Naylor that the board approve the Della Lamb – City Wide Transportation request in the amount of \$780,535 for Workshop and Day Hap transportation and \$145,875 for Supported Employment Transportation for a total of \$926,410. The motioned passed unanimously by those present by roll call vote.

Easter Seals Midwest	Education & Therapy	\$321,758	\$321,758
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A motion was made by Rick White and seconded by Steve Elliott that the board approve the ESMW request for funding Developmental Preschool in the amount of \$151,960, Para-Educator in the amount of \$34,514, Therapy Programs in the amount of \$43,847 and Individual and Family Support programs in the amount of \$91,797 for a total of \$321,758. The motioned passed unanimously by those present by roll call vote.

Life Unlimited Residential Services & Supports \$986,902 \$986,902

A motion was made by Steve Elliott and seconded by Rick White that the board approve the Life Unlimited request for funding the Maintenance Program- Personnel in the amount of \$36,668, Residential Maintenance on the DDRB owned homes in the amount of \$25,948 and Vehicle Maintenance in the amount of \$29,000 for a total in the Maintenance Program of \$91,616, Funding was requested for residential services and supports as follows: Community Supported Living - \$153,398, ILAP - \$81,790, ISL - \$58,948, LCBOA - \$89,913 and Group Homes - \$59,971 for a total of \$444,021. Funding was requested for the Therapeutic Recreation Program in the amount of \$370,754 and the Employment Program in the amount of \$80,511. The total funding requested from Life Unlimited is \$986,902. The motioned passed unanimously by those present by roll call vote.

Northland Early Education Center Education & Therapy \$309,200 \$309,200

A motion was made by Steve Elliott and seconded by Rick White that the board approve the NEEC's request for funding the Early Education Program in the amount of \$261,450, the Before and After School Program in the amount of \$9,700, Therapy Programs in the amount of \$32,850 and Special Instruction Program in the amount of \$5,200 for a total of \$309,200. The motioned passed unanimously by those present by roll call vote.

Northland Therapeutic Riding Center Therapeutic Riding \$ 50,184 \$ 50,184

A motion was made by Rick White and seconded by Alan Naylor that the board approve the NTRC's request for funding the Therapeutic Program in the amount of \$40,234, additional funding for their annual audit fees in the amount \$1,950 and accreditation expenses in the amount of \$8,000 for a total of \$50,184. The motioned passed unanimously by those present by roll call vote.

TNC Community Residential Services & Supports \$ 69,110 \$ 69,110

A motion was made by Rick White and seconded by Pat Schoenrade that the board approve the TNC requests for funding Residential Support in the amount of \$57,665, Medical Supplies in the amount of \$9,720 and their annual audit fees in the amount of \$1,725 for a total of \$69,110. The motioned passed unanimously by those present by roll call vote.

Vocational Services Employment Services \$1,591,088 \$1,591,088

A motion was made by Steve Elliott and seconded by Rick White that the board approve the VSI request in the amount of \$950,971 for Workshop Services, \$195,910 for Rehabilitation Services, \$368,710 for the Work and Personal Program and \$75,497 for the Supported Employment Program for a total for all programs in the amount of \$1,591,088. The motioned passed unanimously by those present by roll call vote.

The total funding for the agencies for fiscal year 2019 was approved in the amount of \$4,436,515. Tom submitted the DDRB operating expense budget in the amount of \$236,425 with an estimated tax levy income of \$5,181,600 and other income of \$733,053 for a total projected income of \$5,914,683. The projected net income for 2019 is \$1,051,744. A motion

was made by Rick White and seconded by Pat Schoenrade that the board approve the DDRB Operating Budget as noted above. The motioned passed unanimously by those present by roll call vote. Copies of the budget are attached to these minutes for the file. Gary thanked all the agencies for working with us with our new process of electronic applications. He thanked Tom Bradley for his time and effort in the budgeting process.

Tom provided the following update on the **2018 Capital Grant Program**.

Total Amount Approved	\$	497,322.17
Total Paid Out	\$	<u>350,878.36</u>
Outstanding Amounts	\$	146,443.81
Alphapointe (factory equipment in transit)		5,000.00
Easter Seals (projects complete waiting on final invoice)		65,000.00
Northland Early Education Center (won't complete until spring)		65,000.00
TNC Community (flooring project-waiting on final invoice)		11,500.00

The only outstanding item to carry forward into 2019 will be the Northland Early Education playground equipment.

Tom provided the following update on the **Life Unlimited Group Homes Project**.

• Original Grant Amount		<u>\$910,000</u>
2 New Houses @ \$375,000	\$750,000	
1 Remodel @ \$160,000	\$160,000	
• Update		
1 New House - Funded Complete	\$306,730	
1 New House in Process Estimated Cost	\$307,000	
To be completed January 2019		
No other new or remodel houses are on the schedule at this time		
Remaining Funds Available		<u>\$296,270</u>

After some discussion and input from Julie Edlund, the \$296,270 will be carried forward and made available for a new home to replace the Northland House. The board requested Julie provide an update when that project is planned.

Tom provided an update on the current **reserves for DDRB**. He reminded the board that according to the DDRB Reserve Policy we should have 75% of the annual expense budget in reserve.

2019 Budget	\$4,862,000
Required Reserve per Reserve Policy	\$3,646,500
Current Long-Term Reserve	<u>\$2,425,000</u>
Additional Reserve Funds Required	\$1,221,500

Tom requested the board approve moving \$700,00 from cash reserves to long-term investment reserves from 2018 funds and provide the remaining shortfall in 2019 from reserves. Steve

Elliott motioned that we make this investment and with a second from Rick White the board approved.

Services Committee

Pat Schoenrade stated that the Services Committee had no report for this month.

Board Owned Property Committee

Alan Naylor reported that the 3rd property inspection and been rescheduled to November 30 due to an unexpected emergency by Ryan Hicks of Life Unlimited. He also reported that he had received a request from Dawn Kuhlman, wife of Jason Kuhlman, to use our Keller Conference room for training courses she is providing. After some discussion, the board decided not lend or rent our facility to any person or private company not directly related to our clients or CHS. Gary requested that Sonja advise Mrs. Kuhlman of the board's decision.

Long Range Committee

Heath Roberts stated that Long Range Planning Committee had met on October 30. The committee discussed ownership and maintenance of home, long term strategies for the board and space for the growing CHS staff.

Targeted Case Management

Sonja provided the report for Anita Hartman. She reported that CHS had 43 full time employees at this time serving 1226 individuals. The caseload averages for this month was 1:37.8 There were 9 newly eligible, 5 transfer in, 4 discharges and 8 transfer out. The Medicaid ratio remains 70/30. She reported that they had 170 individuals attend the annual Halloween party. She said that CHS had hired 3 new Service Coordinators and each team now has 11 Service Coordinators. CHS will be having their holiday work party on December 6 at the Desperation Church up the street. They are having an open house on December 5 at the new Platte office and invited the board to attend. She also reported that Ann and Debby are working on a budget to reflect a 1:35 ratio and what that might look like. They will provide after the first of the year as Ann is out for the month of December.

Other Business

Rick White asked that Sonja work with Anita Hartman to see if we can provide the board a report on whether we are serving everyone in the county with developmental and/or intellectual disabilities and suggested utilizing the census to make correlations. He also requested we use this information to determine future housing needs.

Guest Comments

Randy Hylton with Vocational Services said that VSI will host their annual Christmas lunch and gift exchange on December 21 and the board members are invited.

Laurie Brewer with Della Lamb/City Wide Transportation thanked the board for the capital grant that allowed her to purchase four (4) new vans and the riders are enjoying them.

Shaney Othic with Northland Therapeutic Riding Center introduced herself as a member of the NTRC board. She said that Carol Kobza had taken a new position and will be leaving NTRC and in the interim she will handle the responsibilities of the director. She also introduced Michel Kaiser who is the President of the NTRC board. They thanked the board for the funds for the bathroom and said it was completed and the roof over the bathroom had been repaired. They invited the board to an Open House on Saturday from 2-4pm.

Mark Bertrand and Julie Edlund with Life Unlimited would be attending a MARF sponsored Coffee with the Legislators on December 19, 7:45 – 9:00 am at I-Works in North Kansas City. Their goal is to get the funding increases passed that will enable a pay increase to direct care staff across the state. They invited the board to attend. Mark will send Sonja the necessary information to share with the board.

Adjourn

With no further business the meeting was adjourned.

Respectfully submitted: Sonja Bennett
November 29, 2018