

**Minutes**  
**Developmental Disabilities Resource Board of Directors**  
**Board Owned Property Committee Meeting**  
**August 21, 2019**

The **Board Owned Property Committee** met on August 21, 2019 at 5:30 pm at the DDRB office. Present at the meeting were Alan Naylor, James Gottstein, Rick White, Robert Sevier and Sonja Bennett. Guests included Julie Edlund and Mark Bertrand with Life Unlimited. The meeting was called to order by committee chairman, Alan Naylor.

The Committee reviewed the **2nd Inspection of the Board Owned Property** conducted on August 12, 2019 and completed by Jason Kuhlman. A copy of the Inspection Report is attached to these minutes. Noted by each item is the action taken by the committee.

### **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 11x 8-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. **The Committee agreed to request the board set aside up to \$19,000 for this project.**

**19201** The roof is leaking over the living room. The water damage has gotten worse since the last inspection. Julie said that Ryan and the LU Maintenance Crew had been on the roof several times trying to track down the area of the leak but had not found it. **The Committee agree this repair needed to be done. They requested a bid from Jason Kuhlman to oversee the repair which he estimated to be \$600-\$1500 depending on the cause of the leak. It was also suggested that we contact our insurance agent to have an adjuster come look at the roof to ascertain if the cause is damage from weather.**

### **Hampton House**

**19202** The back of this property backs up to a steep drop off. The soil has slowly washed down the hill and continues to erode. Jason has suggested that we build a simple stacked block wall and back fill with dirt to stop the erosion. Jason estimates the cost to build the wall, back fill the soil and seed would be \$3500. **The committee agree to approve this expenditure put before the board for approval.**

### **Liberty House**

#### **19203 Liberty House Easement**

The parking pad has been poured as agreed with the developer. They are to add more dirt to the back side of the pad so that it is more of a slight slope of the back of the pad allowing the vans and trailers to exit the property through the back without turning around. The drainage easement is in progress. **No action necessary of the part of the Board at this time.**

**19204** The two water heaters in the home are starting show signs of distress. One is leaking underneath and the TPS valve is leaking on the other. It is recommended they be replaced. **Julie will request two bids for replacing the water heaters and Jason will provide the third bid. If they are received prior to the board meeting on Tuesday, the lower of the three bids will be submitted for approval.**

### **Kent Building**

**19205** A section of the suspended metal grid needs to be repaired in the hallway near the southeast entrance. Jason estimates parts and labor to **repair at \$175. The committee agreed to approve this repair and present to the board for approval.**

**19206 Kent Street Parking Lot** is starting show signs of distress with pot holes developing and cracks. The parking lot was seal coated in May of 2015 at a cost of \$9200 by Gann Asphalt. **The committee agreed to pend for further review.**

### **Clay County Homes Inspection**

For clarification and update purposes, in April, the Board Owned Property Committee, advised the board it's is interested in reviewing a process for inspecting all the homes of the agencies in which the board provides funds for housing in Clay County. The Committee agreed at that time, 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 Committee requested and the board approved funds for this project and set aside \$9000 with the work to be completed by Kuhlman Construction.

Further the Committee directed 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 was to 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, when the project has received final approval, 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. This was the initial scope and outline of the project.

We received letters from TNC Community agreeing to the inspections, copy attached. Life Unlimited expressed concerns about the project and requested additional discussions to gain a better understanding of the board's concerns and objectives. A copy of their letter of concern is attached.

Julie Edlund and Mark Bertand with Life Unlimited were present at this meeting to further the discussions on the project. Julie expressed that she thought they had a strong system in place already that addressed these concerns. She also noted that the LU Maintenance Staff were

already booked with projects and she was concerned that pulling them off important maintenance tasks to do inspections could create a backlog of maintenance/repair items. She said that the insurance company inspects the properties annually and will provide a copy of their report for the committee to review. She also said that CARF inspects the homes when they do their certification and the Service Coordinators are also in the homes and could note any issues of concern. She expressed her concern in that DDRB is paying for Services and not homes per se.

James Gottstein said that most often problems arise because of “failures in systems” and a “lack of oversight” or “hands off” attitude by the boards such as ours. He expressed that LU should not look at our desire for hands on oversight as a lack of trust, personally. But rather that we should have policies in place that account for transitions in management and other unforeseen issues. Rick White said that it should be looked at as a complement to what they are doing and a service and safeguard to the residents we all serve. He suggested that perhaps there was a compromise of proposals. Bob Sevier agreed and suggested that LU come up with a reasonable proposal that would work for them and satisfy the DDRB Board as well as the consumers and taxpayers. **Julie agreed to provide the committee with an updated proposal as suggested and the committee agreed to reconvene September 26 at 5:30 pm to review.**

With no further business, the Board Owned Property Committee meeting was adjourned.

Respectfully submitted: Sonja Bennett  
May 1, 2019