

Minutes

Developmental Disabilities Resource Board of Directors

DDRB Board Meeting

July 30, 2019

The **Board of Directors of DDRB** met on July 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 Stephen Elliott, Tom Bradley, Pat Schoenrade, James Gottstein, and Robert Sevier. Rick White was unable to attend due to a family matter and Alan Naylor was unable to attend due to a health issue. Also present was Sonja Bennett, Administrative Director.

Guests present were:

Randy Hylton, VSI

Holly Wilmes, ESMW

Mark Bertrand, Life Unlimited

Kim Baggett, CCVI

Brea Connett, NEEC

Kendal Mothershead, VSI

Jim Huffman, Life Unlimited

Anita Hartman, CHS

Hayward Lafferty, CCVI

Announcements

Sonja introduced Hayward Lafferty who recently joined CCVI taking the place of Sally Cook. She also announced the Kelly McGillis had taken the place of James Landrum at TNC.

Minutes

The Minutes of the DDRB Board Owned Property Committee Meeting of June 25, 2019 were previously read and reviewed by each member. Pat Schoenrade moved the minutes be approved as submitted; the motion was seconded by Bob Sevier and approved by unanimous vote.

The Minutes of the DDRB Board Meeting of June 25, 2019 were previously read and reviewed by each member. Pat Schoenrade moved the minutes be approved as submitted; the motion was seconded by Steve Elliott and approved by unanimous vote.

Financial Report

Tom Bradley, Treasurer provided the following Financial Report for the year to date June 30, 2019.

DDR B P&L YTD to Date June YTD

Total Income =	\$ 5,357,297.11
Total Expenses =	<u>\$ 2,167,878.26</u>
Net Income =	<u>\$ 3,189,418.85</u>

DDR B Balance Sheet June YTD

Total Checking & Savings =	\$ 7,887,380.14
Total Fixed Assets =	<u>\$ 1,804,432.58</u>
Total Assets =	<u>\$ 9,691,812.72</u>
Total Liabilities=	<u>\$ 1,789,92</u>
Total Fund Balance =	\$ 6,500,603.95
Net Income =	<u>\$ 3,189,418.85</u>
Total Equity =	<u>\$ 9,690,022.80</u>
Total Liabilities and Equity =	<u>\$ 9,691,812.72</u>

TCM P & L Year to Date June YTD

Total Income =	\$ 1,836,866.57
Total Expenses =	<u>\$ 1,245,061.12</u>
Net Income =	<u>\$ 591,805.45</u>

TCM Balance Sheet June YTD

Total Checking & Savings =	\$ 2,996,347.31
Total Assets =	<u>\$ 2,996,347.31</u>
Net Income =	<u>\$ 2,996,347.31</u>
Total Liabilities and Equity =	<u>\$ 2,996,347.31</u>

RECAP of Investments – June 30, 2019

DDR B

Long Term Reserves Investment:	\$ 3,657,000.00
Short Term Working Capital Investment:	\$ 3,690,000.00
DDR B Interest Earned YTD:	\$ 44,154.68

TCM

Long-Term TCM Reserves Investment:	\$2,473,000.00
TCM Interest YTD:	\$ 21,210.01

Gary asked Sonja to provide a report on investment earnings year to date compared to last year and send out to everyone. A motion was made by Steve Elliott with a second by Pat Schoenrade to approve the Treasurer's Report for June 2019 as submitted. The motion was approved by unanimous vote.

Administrative Directors Report

Sonja reported that she had applied for the MEHTAP Grant and the preliminary award is proposed at \$33,161 compared to \$17,869 for last year. The final amount and contract agreements will be sent in August.

The insurance renewal from Cowell James Forge has been received and due in August. The total premium for the year is \$17,569 compared to \$22,144 last year. The primary reduction in cost is due the sale of Flora, Sherwood and Northland houses.

She reported that she had received the first documents from the county relative to setting the levy for 2020. She estimates that our tax revenue could increase between 1.8% to 3%. Our estimated revenue for this year is 5.1M and she estimates 5.3M for 2020.

She also reported that DMH had renewed the contract for the Shared Unit Agreement M00780 for \$23,269 compared to \$22,925 this year. These are the funds that allow the board to pay for one-time expenses for our consumers that are not covered by other sources. She reported that year to date we have received \$15,000 and have spent \$8,200 of that fund.

Executive Committee

Gary Steinman reported that Northland House had closed today with net proceeds of \$159,681. We now own three (3) houses; Ridgeway, Hampton and Liberty House.

Nominating Committee

Gary reminded the board that with Heath Roberts leaving the board we have a vacant position on the board. Additionally, the office of Vice Chairman is vacant. He requested that the 2019 Nominating Committee reconvene and make a recommendation to the board to fill that position. He called on Steve Elliott, chairman of that committee to make the recommendation.

Steve reported that the committee recommendation for replacing Vice Chairman was Stephen Elliott. A motion was made by Gary Steinman to elect Steve Elliott as Vice Chairman of the Board. The motion was seconded by Pat Schoenrade and approved unanimously by those present.

With Steve taking the position of Vice Chairman, his current position as Secretary of the Board needs to be filled. The committee Recommendation for replacing Secretary is Richard White. A motion was made by Gary Steinman to elect Richard White as Secretary. The motion was seconded by Pat Schoenrade and approved unanimously by those present.

The officers are as follows:

Chairman, Gary Steinman,
Vice Chairman, Stephen Elliott,
Secretary, Richard White
Treasurer, Thomas Bradley

All officers comprise the Executive Committee. All officers are authorized signatures on bank accounts and other documents as required. Sonja is requested to advise and update all parties as is required.

Finance Committee

Tom Bradley reported for the Finance Committee reminding everyone that the Capital Grant Applications are due August 1. The Finance Committee will meet on August 20, 2019 at 5:30 to review all applications.

He also reminded everyone that the applications for funding for FY20 had been made available to all existing agencies. Those applications are due to the DDRB office on October 2.

He provided a review of the Actual Income/Expenses Year to Date June 30 compared to budget (copy of the report is attached). He reported the following:

Income: Miscellaneous Income includes proceeds from the sale of Sherwood House (\$219,751), insurance premium refunds for Flora House and a journal entry made by the Auditors. Group Homes rent is down due to the closing of Northland and Hampton being unoccupied for several months. Without these exceptions we are on budget for income year to date. We budgeted 5.1 million in tax revenue for the year and year to date collections are slightly higher than 2018 for the same time period.

Waiver Wait List: According to Val Huhn, Director of the Division of Developmental Disabilities for the states said that the General Assembly did not include the Full Funding the Division needed to prevent the creation of a waitlist in the final budget. Therefore, the Division will need to manage access to DD services next year through a waitlist. This includes the Comprehensive and Hope Waivers as well as the Autism Project.

Anita helped explain that process from the standpoint of services for clients and the DMH process. Existing services are not impacted by this change. New or increased services for existing consumers could be affected. New consumers may also be affected by this. The Comprehensive/Community Support waivers are administered on a weighted need scale with 12 being the highest need. The wait list for this will be based on need so the people with the greatest needs will be moved from the wait list into services with priority first. The Hope waiver is funded on a first come, first serve basis as is the Autism Project.

Tom said that Easter Seals Midwest utilizes the Autism Project funds to help offset the cost of the Family Support/Group and Individual Therapy Programs. Holly confirmed that they do have a wait list.

Gary asked if the counties discontinuing the match agreement had influenced the legislature in making this decision. Sonja said that it was not presented that way but it is possible that it did. She also confirmed that the only way to take advantage of the federal dollars is for the state to agree to match (60/40 more or less).

The Board asked Anita to include information on the “wait list” in her monthly report. Anita will provide the first report in August.

Northland Early Education Center – Early Education Program – Brea is reviewing and if extra funds will be necessary for the year, she will let the board know.

Children’s Center for the Visually Impaired – Early Education Program – Tom received a letter from CCVI requesting additional funding for the year in the amount of \$48,000. He asked Hayward Lafferty and Kim Baggett to speak to this issue. Kim said that they had more children in the program, many children are requiring more services than anticipated and the cost of services have increased. The Board asked Kim to put together a detailed analysis of the increased cost and present to the Finance Committee when they meet on August 20, 2019 for further review.

Other than these items, **expenses are line with budget year to date.**

Services Committee

Pat Schoenrade reported that Transportation Manual is still under review. As soon as she has the updated draft, she will send to the Services Committee for review.

She shared a picture of the NEEC playground installation she had taken last week while visiting the Library. Brea Connett confirmed that the installation was all done by volunteers. Gary said that he and Sonja had attended the open house of the addition and renovated facility and it was very impressive.

Pat reported that she and Sonja and visited with TNC Community’s new director, Kelly McGillis and out-going director, James Landrum. She reported that they operate one group home and one ISL in Clay County. She said that James said he thought that one of the greatest needs is Community Integration. (a copy of Pat’s report on the visit is attached).

Randy Hylton with VSI made a presentation on the VSI TV initiative they are using in all their locations for communications. A copy of the slides of that presentation is attached. Randy said they were utilizing the computers that DDRB donated to assist with this program. The employees are enjoying the VSI programs.

Board Owned Property Committee

James Gottstein reported that the board owned property 2nd inspection will be August 12 and begin at Ridgeway House at 9am.

He reported that the **tree removal** which had been approved for up to \$6800 last month had been awarded to Treebullies in the amount of \$5700 and would be completed on the weekend of August 24-25.

Kent Street Parking

James reported that VSI had offered to lease 15 parking spaces along the front of their 935 Kent location and 5 spaces in the back at \$100 per space per month. It is the recommendation of the Board Owned Property Committee that we lease these spaces on a month to month basis and the way pay for all spaces each month. James motioned that the board approve expending \$2000 per month for additional to VSI. Steve Elliott seconded the motion. This was passed by unanimous roll call vote by the members present. This will be implemented August 1, 2019. The parking spaces are limited to CHS and/or DDRB employees only. Sonja and Anita will coordinate notice to CHS employees.

James also said that VSI would like the curb spaces marked for CHS Only Parking and painted curb signs was satisfactory. James motioned that we approve \$50 per space of \$1000 for Jason Kuhlman to paint the curbs as requested. Steve Elliott seconded the motion. This was passed by unanimous roll call vote by the members present.

Liberty House Easement – he reported that the work is underway on the easement project at Liberty House.

Clay County Homes Inspection is to be reviewed by the Board Owned Property Committee in August with a report for the board at the August meeting.

Long Range Committee

There was 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 1270 consumers. There were 6 newly eligible, 0 transfers in, 8 discharges and 3 transfers out. Medicaid status for the month was 68.0%. The caseload average is 1 to 40.6. She reported that they would be interviewing for a new Service Coordinator as per the approved budget which will reduce the caseload per SC.

Gary inquired about the new Surface Pros. Sonja informed that all of the new computers had been received and CHS IT was working on implementing. Gary asked her to get a firm date from CHS IT as to when all the new computers would be active.

She shared some pictures of CHS consumers.

Other Business

Guest Comments

Adjourn

With no further business the meeting was adjourned.

Respectfully submitted: Sonja Bennett

July 31, 2019