

**Minutes**  
**Developmental Disabilities Resource Board of Directors**  
**DDRB Board Meeting**  
**June 29, 2021**

The **DDRB Board** met in person and by Zoom Video Conference on June 29, 2021. The meeting was called to order at 6:30 pm by chairman, Stephen Elliott. Present for the meeting were, in addition to Stephen Elliott, Gary Steinman, James Gottstein, Richard White, Patricia Schoenrade, Janet White, Alan Naylor and Marlene Leonce. Also present was Sonja Bennett.

**Guests Included:**

Christi Carlson with Center for Human Services  
Randy Hylton and Kimbel Mothershead with Vocational Services  
Mark Bertrand and Jim Huffman with Life Unlimited  
Shaney Othic with Northland Therapeutic Riding Center  
Danielle Shulte and Amanda Steel with Children’s Center for the Visually Impaired  
Kelly McGillis with TNC Community  
Brea Connett with Northland Early Education Center

**Announcements**

Pat Schoenrade announced the birth of her granddaughter, Bexley.

**Minutes**

The minutes of the DDRB Board Meeting of May 25, 2021 were previously read and approved by each member. With no corrections to the minutes as published, Rick White motioned the board to approve the minutes as submitted. Alan Naylor provided a second to the motion and the board voted unanimous approval.

**Financial Report**

Rick White provided the following Financial Report for the month ending May 2021.

**DDRB P&L YTD to Date May YTD**

- **Total Income =** **\$ 5,755,451.67**
- **Total Expenses =** **\$ 2,178,960.27**
- **Net Income =** **\$3,576,491.39**

**DDRB Balance Sheet May YTD**

- **Total Checking & Savings =** **\$10,054,379.32**
- **Total Fixed Assets =** **\$ 1,407,336.92**
- **Total Assets =** **\$11,461,716.24**

- Total Liabilities= \$ 2,647.36
- Total Fund Balance = \$ 7,882,577.49
- Net Income = \$ 3,576,491.39
- Total Equity = \$11,459,068.88
- Total Liabilities and Equity = \$11,461,716.24

**TCM P & L Year to Date May YTD**

- Total Income = \$ 1,408,632.59
- Total Expenses = \$ 1,257,749.16
- Net Income = \$ 150,883.43

**TCM Balance Sheet May YTD**

- Total Checking & Savings = \$3,893,654.98
- Total Assets = \$3,893,654.98
- Net Income = \$3,893,654.98
- Total Liabilities and Equity = \$ 3,893,654.98

**RECAP of Investments – May YTD**

**DDRB**

- Long Term Reserves Investment: \$5,467,000.00
- Long Term Investment Interest Earned YTD: \$ 27,186.20
- Short Term Working Capital Investment: \$ 3,353,000.00
- Short Term Investment Interest Earned YTD: \$ 136.00

**TCM**

- Long-Term TCM Reserves Investment: \$3,235,000.00
- TCM Interest YTD: \$ 15,387.95

**Administrative Directors Report**

Sonja displayed the logo she created with the IT person at Clay County, Carter Sevic. With the logo she intends to utilize brand imaging in correspondence from the Board. The board members all approved of the logo and the branding image. She advised that the city is putting in cross walks at both VSI building lot on Kent Street. These will be installed and completed with the street repairs. This will provide more safety for the consumers at VSI and the CHS staff who park at the VSI. She shared pictures of the newly installed landscaping in the backyard.

## Executive Committee

Steve Elliott assigned Marlene Leonce to the Finance, Board Owned Property and Services Committees for the remainder of this term in order to help her learn all aspects of the organization.

## Finance Committee

The Finance Committee report was presented by Rick White.

### **CoViD19 Service Relief**

The Board had previously approved fully funding contracted services which have been adversely impacted by the CoViD19 pandemic through June 2021. The Finance Committee reviewed the funds expended by agency and discussed the impact if the funding were not continued. Rick advised that the Finance Committee recommends the board approve extending the **CoVid Service Relief Funding** through the end of August. Further the Committee would like recommend the agencies review if some of the changes, as a result of CoViD, may become permanent and to adjust their budget requests for 2022 accordingly. The Committee provided a recap of the funding to date. Steve Elliott motioned the Board to approve extending the CoViD19 Service Relief funding through August 31, 2021. Alan Naylor provided a second and the extension was passed unanimously by those members present.

<b>2021 Final CoViD Service Relief</b>			
<b>Agency</b>	<b>Monthly Services YTD</b>	<b>CoVid YTD</b>	<b>Total YTD</b>
ABKC	\$ 113.70	\$ 3,202.95	\$ 3,316.65
Alpha	\$ -	\$ 1,813.75	\$ 1,813.75
Alpha Youth Services	\$ -	\$ -	\$ -
CCVI	\$ 18,284.40	\$ 33,833.95	\$ 52,118.35
CW	\$ 426,440.60	\$ -	\$ 426,440.60
ESMW	\$ 56,488.09	\$ 8,173.16	\$ 64,661.25
ESMW ABA Clinic	\$ 76,104.55	\$ -	\$ 76,104.55
Job One	\$ 10,833.35	\$ -	\$ 10,833.35
LU	\$ 302,149.30	\$ 24,708.28	\$ 326,857.58
NEEC	\$ 275,831.29	\$ 6,282.41	\$ 282,113.70
NTRC	\$ 11,556.00	\$ 3,307.50	\$ 14,863.50
TNC	\$ 30,473.10	\$ -	\$ 30,473.10
UMKC ACED	\$ -	\$ -	\$ -
VSI	\$ 531,010.21	\$ 407,965.85	\$ 938,976.06
<b>Total</b>	<b>\$ 1,739,284.59</b>	<b>\$ 489,287.85</b>	<b>\$ 2,228,572.44</b>

### **2022 Funding Application**

Sonja provided the Board with the 2022 Funding Application which included the addition of "income" sheet in the Excel workbook. The goal is to make the entire process more transparent, providing all the financial information by program in the workbook. Rick advised that the Finance Committee approved the changes and the application. The Time Table was provided and approved as well.

**Northland Early Education Center** submitted a **capital grant request in the amount of \$14,840.00** to develop an outdoor classroom space to allow the twelve classrooms additional time outside. The space will be developed as a green outdoor classroom with raised garden beds. Rick advised the Board that the Finance Committee did request that Brea provide three bids when submitting the invoice for the

repairs. Marlene Leonce motioned the Board to approve the request for funding the outdoor classroom. Pat Schoenrade seconded the motion which passed by unanimous roll call vote.

**Northland Early Education Center** submitted a **capital grant request in the amount of \$6013.00** to repair a leak in the old roof above the renovated part of the building. Rick advised the Board that the Finance Committee did request that Brea provide three bids when submitting the invoice for the repairs. Steve Elliott motioned the Board to approve the request for funding the roof repair. Pat Schoenrade seconded the motion which passed by unanimous roll call vote.

**Children's Center for the Visually Impaired** submitted a **capital grant request in the amount of \$25,000.00** for assistive technology materials which will enable CCVI to increase the services they are able to provide to multiple disabled visually impaired children. Amanda Steel had advised that getting three bids for these products is very challenging as they are very specific with limited suppliers. Marlene Leonce motioned the Board to approve the request for assistive technology. Alan Naylor seconded the motion which passed by unanimous roll call vote.

**TNC Community** submitted a **CoViD19 grant request in the amount of \$10,000.00** to help cover CoViD related expenses in their two Clay County homes that they have been unable to recover through other grants, government programs, etc. TNC provided all the necessary back up required for the grant. Steve Elliott motioned the Board to approve the request for extraordinary expenses. Alan Naylor seconded the motion which passed by unanimous roll call vote.

**Children's Center for the Visually Impaired** submitted a **CoVid grant request in the amount of \$10,000.00** to support the delivery of therapeutic and specialized services for children. Due to the hybrid versions of delivering services the actual units of therapy provided have been fewer and the funding resources have also been impacted. Alan Naylor motioned the Board to approve the request. Pat Schoenrade seconded the motion which passed by unanimous roll call vote.

**Vocational Services Inc.** submitted a **CoViD grant request in the amount of \$29,747.00** to upgrade the floor and walls at 935 Kent and 905 Kent to make them easier to clean and meet the OSHA standards. The Finance Committee approved but did request that Randy provide three bids when submitting the invoice for the repairs. Randy Hylton requested the Chairman to withdraw the request.

### **Services Committee**

Pat Schoenrade provided the report for the Services Committee. She reviewed the Mission Statement of the organization and suggested an update in the language to read:

***Our Mission is to promote an array of services and supports whereby citizens of Clay County with developmental and intellectual disabilities and their families have the opportunity for productive and fulfilling lives.***

Pat motioned the Board to approve the change in language of the **Mission Statement**. Rick White provided a second and the Board agreed unanimously.

Pat advised that the Services Committee recommends the board approve sending **surveys to three targeted groups** in order to better understand how funded services help meet the needs of consumers with ID/DD and ascertain if there are unmet needs that the Board might be able to address. The survey is to be tailored to the specific group.

- 1) CHS Service Coordination Staff
- 2) KCRO approved Service Providers
- 3) Consumers, Families and Guardians

Pat Schoenrade motioned the board approved the project. Rick White seconded the motion. The Board approved unanimously and instructed Pat to work with Sonja to finalize the questions and format utilizing Survey Monkey to send. Anita Hartman has agreed to provide the lists to Sonja.

Pat advised the Board that Sonja had developed a DDRB Funding Policy Brochure which can be sent by email or mail. With the Boards approval, they will be sent to the Service Providers as informational. Pat motioned the board to approve the brochure and the sending of the information to the Service Providers. Alan Naylor provided a second. The Board unanimously approved the documents and the project.

### **Long-Range Planning Committee**

James Gottstein provided the updated language to the Bylaws which will discontinue the Long-Range Planning Committee. Gary advised that he had reviewed the language and approved. Simultaneously, the language throughout the document was updated to be consistent with the language in the Committee descriptions. The newly approved Mission Statement will be updated as well. James motioned the Board to approve the proposal to eliminate the Long-Range Planning Committee and adopt the updated Bylaws to be effective immediately. Pat Schoenrade seconded the motion and the Board approved unanimously.

### **Board Owned Committee**

Alan Naylor provided the report for the Board Owned Property Committee. He reported that the property inspection had been completed and provided the following report by property.

#### **Hampton House**

Alan advised they are waiting on design bids for the **wall in the backyard** to stop the erosion. He estimates the cost for the wall to be \$8000. He will work on acquiring a design and three bids for this project.

#### **Ridgeway House**

Alan advised the **front sidewalk** needs to be replaced. The staff of the home have asked if an 8'x8' landing pad could be included as well as a ramp to the door landing. Alan estimates the cost for this replacement would be \$6,000. Alan advised the Committee would recommend this repair to the Board but with further discussion, Alan will acquire three bids for the project.

Some of the **bricks on the front of the house** need to be tuck pointed. Jason can do the work and estimates the costs to be \$575. Alan motioned the Board to approve up \$575 for Jason Kuhlman to do this project. Rick White seconded the motion which was approved by roll call vote.

The interior **duct work is in need of cleaning**. Alan advised that Jason could do the work at an estimated cost of \$550. He motioned the Board approve up to \$550 for Jason Kuhlman to do this project. Rick White seconded the motion which was approved by the members present.

The **railing on the back patio up to the door** is rusted out and, in Alan's opinion, presents a danger to the residents. He feels this needs to be repaired very quickly. Jason Kuhlman can do the work at an estimated cost of \$2000. Alan motioned the Board approve up \$2,000 for Jason Kuhlman to do this repair. Rick White seconded the motion which was approved by roll call vote.

Alan reported that this was his first opportunity to see the **remodeled bathroom**. Jason completed the work just prior to the CoViD shut down last year. Alan was very pleased with the workmanship and the accessibility.

### **Liberty House**

The residents of the home would like to have a **designated outdoor gathering place** in the shaded area near the driveway on the north of the home. The deck and patio areas are on the south of the home and there are no shade trees or coverings and it really too hot to sit out. Alan suggested a 10'20x' area be allocated for this with a privacy fence and bollards of which he would estimate could be done for about \$3800. The Board Owned Property Committee agreed to acquire three bids for this project.

The house is 35 years old and the **kitchen needs to be remodeled**. Alan estimates it would cost \$40,000. The **flooring in the common areas**, which includes the kitchen, also needs to be replaced. Alan estimates the cost to replace the flooring would be around \$30,000. They are going to do some research on flooring materials that might be better suited to the homes use. They will also need to determine how disruptive a kitchen remodel will be for the residents. Alan will come back the committee with more details at a later date. Mark Bertrand with Life Unlimited agreed to look into alternatives for the residents if the project is approved and proves disruptive.

### **Kent Street**

Alan advised that installation of the **new landscaping** in the back yard had been completed as agreed by Chris Lawn & Landscaping. He stated that we are waiting on a design from them for the front of the building.

As previously discussed, the **exterior lights over the doorways** are not working due to an electrical surge. Three bids had been requested to replace the light fixtures and install a **surge suppressor**. The Committee had reviewed the bids and chosen North Kansas City Electric. Alan Naylor motioned the Board to approve the bid of \$1875 for the lights and \$925 for the surge suppressor. Janet White provided a second. The project was approved by roll call vote with Rick White abstaining.

As previously discussed, the **Center for Human Services sign** needs to be replaced. Four companies were contacted for bids. Signarama provided a bid in the amount of \$1435 for the sign and an additional \$900 to remove the current sign and replace the existing structure which the Committee approved. Rick Shite motioned the Board to approve the Signarama bid. Janet White provided a second which was approved unanimously by roll call vote.

**Center for Human Services**

Christi Carlson reported that CHS has 43 full time employees and they are interviewing for three (3) new Service Coordinator. They are serving 1279 consumers. The Medicaid eligible rate was about 71%.

She advised that the Waiver Wait List had improved and pleased that was true for the Autism Wait List as well.

Waiver Wait List	Number on List	Types of Service Requested	Slots Approved
Autism	0	PA, Respite, SME,	ALL
Hope	0	PA, Home Modification, Day- Habilitation, Employment	ALL
CSW	7	Home Modification, Transportation	6
Comp	3	Residential	5
Lopez	1	Respite, Home Modification, DME, PA	1

Christi provided this information for the Life Unlimited Nursing Program. No new requests have been submitted.

REQUESTS FOR INCREASED RN HOURS	# OF PACKETS SUBMITTED TO UR	# OF PACKETS APPROVED	# OF PACKETS TO BE SUBMITTED TO UR
11	11	11	0

Christi reported the following for the ILAP programs. Steve Elliott commended Life Unlimited on the improvements he has experienced in recent months.

# OF ILAP INDIVIDUALS	# ISP'S/ADDENDUMS COMPLETED WITH OUTCOMES/HOURS	# ISPS/ADDENDUMS SCHEDULED	# In Process
LU 11	11	0	0
TNC 9	5	0	4

### **Guest Communications**

Mark Bertrand commented on an article on “Michael” in the Liberty Courier. He agreed to share the link to the story with the Board.

With no further requests submitted for review, Steve adjourned.

Respectfully submitted,  
Sonja Bennett, July 12, 2021