

**Minutes**  
**Developmental Disabilities Resource Board of Directors**  
**Finance Committee Meeting**  
**March 5, 2020**

The **Finance Committees** met on March 5, 2020 at 5:30 pm at the DDRB office. 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, Thomas Bradley, James Gottstein, Richard White and Sonja Bennett. Also present was Robert Sevier and for a portion of the meeting Pat Schoenrade.

The Committee reviewed the Board Reserve Policy. The current policy was implemented in 2005 to ensure that the board had adequate funds set aside to fund essential services in the event that tax revenues were appreciably decreased (i.e. Ford Motor, Cerner etc. closed locations in Clay County). The policy set forth a goal of 9 months of operating expenses with an optimum goal of 12 months operating expenses in reserve. The board achieved the 9-month reserve goal in 2019 and has slated funds to achieve the 12-month goal by the end of 2020. The policy and fund should be reviewed annually. The committee recommended that the policy be reviewed with our auditors and look at perhaps restating the policy in a more clear and concise manner.

The committee reviewed and discussed the use of funds from Targeted Case Management (TCM). The original language of the contract with Department of Mental Health (DMH) stated that “the contractor shall use funds generated by providing TCM services to support costs of providing targeted case management services.” Sonja advised that she had spoken with Valerie Huhn, DMH Director, Division of Developmental Disabilities in Jefferson City and confirmed the language in the contract updated July 2017 and again in 2019 does not include this language. Any excess funds can be used as the DDRB board would deem appropriate. Sonja said those funds are paid to DDRB by Missouri Social Services utilizing Medicaid funding. She reminded the board that DDRB pays CHS for case management services for people who do not qualify for Medicaid out of the excess funds.

With these two issues in mind, the committee reviewed 2020 Cash Flow (attached to these minutes for the file) for both DDRB and TCM. After discussion, the committee agreed that we should work toward a 12-month reserve for both DDRB and TCM with both appearing achievable by year-end 2020. The parking lot and landscaping projects should be paid from the TCM funds which will still allow for additional funds invested in long term reserves. The committee reviewed the commitments for DDRB and decided that funds would be available in 2020 for a capital grant program in the amount of \$500,000 in 2020 and still allow for the additional funds necessary to achieve the 12-month reserve goal. There would not be funds available for any new housing projects in 2020 but with the reserve goals met by year end, there should be additional funds available for such a project in 2021.

Steve Elliott motioned the Finance Committee open a 2020 Capital Grant program with funds available in the amount of \$500,000 utilizing the funding guideline below. He further motioned that the program be opened as soon as approved by the board allowing applications to be submitted to the Finance Committee anytime between open and October 1, 2020. The Finance Committee can recommend and submit for approval to the full board at any board meeting between now and October 1 with all projects requiring completion in the calendar year 2020. Rick White seconded the motion which passed unanimously by the committee members.

2020 Funding Guideline	Number Agencies	Available Grant Amount	Total Grants
Funded from 1 to 15,000	1	\$ 1,000.00	\$ 1,000
Funded from 15,001 to 25,000	1	\$ 3,000.00	\$ 3,000
Funded from 25,001 to 50,000	1	\$ 5,000.00	\$ 5,000
Funded from 50,001 to 75,000	2	\$ 6,500.00	\$ 13,000
Funded from 75,001 to 150,000	1	\$ 25,000.00	\$ 25,000
Funded from 150,001 to 500,000	2	\$ 50,000.00	\$ 100,000
Funded 500,001 or more	3	\$ 100,000.00	\$ 300,000
<b>Total Grants</b>	<b>11</b>		<b>\$ 447,000.00</b>

The committee reviewed the request from Northland Therapeutic Riding Center for \$2500 for driveway and road work to help with the drainage and water issue which causes flooding in the arena. The committee agreed this would be appropriate to fund under the capital grant program. Steve Elliott motioned that the committee approve this request and recommend to the board for approval under the capital grant program if the program is approved by the full board. Rick White seconded the motion which passed unanimously by the committee members.

The committee reviewed the request from Job One to start a new Supported Employment Program with a support location physically in Clay County. Job One had previously presented their program and funding request to the Finance and Services Committee as well as the board. The board referred this back to the finance committee for final approval and recommendation to the board. This funding, if approved, will help with the initial start up costs but the goal, as Job One outlined, is for the program to be self-sustaining. Steve Elliott motioned the committee to approve funding Job One Supported Employment Program in the amount of \$26,000 to be paid out monthly in 2020. Tom Bradley provided a second and the committee approved unanimously.

Sonja advised that the Center for Human Services (CHS) had requested a Finance Committee meeting in May to present their budget for FY21 for case management. She reminded the members that CHS fiscal year runs July 1 to June 30. The committee suggested May 19 and asked Sonja to coordinate with CHS and schedule the meeting.

With no further items of discussion, the meeting was adjourned.

With no further business, the Committee adjourned.

Respectfully submitted:  
Sonja Bennett, March 6, 2020

Sonja Bennett  
Digitally signed by Sonja Bennett  
Date: 2020.04.02 11:06:51 -05'00'



Chairman