

Minutes
Developmental Disabilities Resource Board of Directors
DDRB Board Meeting
April 23, 2020

The **DDRB Board** met by Zoom Video Conference due to the CoVid19 Emergency orders from the Clay County Commission to “Stay Home” on April 23, 2020. The meeting was called to order at 6:30pm by chairman, Gary Steinman. Present for the meeting were in addition to Gary Steinman were Thomas Bradley, Stephen Elliott, Alan Naylor, Patricia Schoenrade, Rick White, Janet White and James Gottstein representing a quorum. Robert Sevier was not on the call. Also present was Sonja Bennett.

Guests Included:

Julie Edlund, Mark Bertrand, Jim Huffman and Brian Watson with Life Unlimited
Randy Hylton and Kimbell Mothershead with Vocational Services
Casey Melancon with Easterseals Midwest
Shaney Othic with Northland Therapeutic Riding Center
Anne Hochstein with Job One
Kelly McGillis, TNC Community

The purpose of the meeting was to review and approve the CoVid19 Emergency Funding request from TNC Community and Life Unlimited.

TNC Community

TNC Community submitted a requested for \$2,950.20 to update technology. Kelly McGillis explained that due to the COVID 19 Emergency and "Stay Home" orders, the individuals living in Clay County do not have adequate access to essential medical supports, parent/guardian contact and service monitoring. Telehealth and StationMD are two programs that have been created to address the need for on-going medical services for the most at-risk individual. In order to access Telehealth and StationMD, the agency must replace the computers for the two residential sites and the residential supervisor. The current computers are not able to support the apps needed to utilize Telehealth, StationMD, Zoom, Skype, etc. In addition, due to the stay home orders, service monitoring and ISPs are to occur via Zoom or Skype and the current computers are not able to support these critical functions. Lastly, with the stay home order, TNC has tried to ensure our individuals stay in contact with loved ones and people who support them. While phone calls are adequate, families want visual reassurances that their loved one is okay. The computers would ensure that the frailest and medically fragile individuals are able to stay home and not risk exposure to others in the community, emergency rooms and doctor's offices. She advised that TNC has applied and received Paycheck Protection Program funds. There are limits to this funding. This funding can only be used for payroll, leases and utilities. The agency is not able to purchase the computers with this funding.

The board entertained a motion from Alan Naylor with a second Pat Schoenrade to approve the \$2,950.20 request from TNC for three (3) laptop computers which will allow them to perform essential service and supports remotely during this emergency. The motion was approved unanimously by those in attendance.

Life Unlimited

Life Unlimited submitted an application for funds under the CoVid19 Emergency Relief funds in the amount of \$100,000 which is their approved allotment. The board entertained each line item request separately rather than approve or disapprove in total.

Alan Naylor advised in his review that several of the invoices included sales tax. Julie Edlund confirmed they are tax exempt and would request credits for those taxes. The board instructed Sonja that any payments should exclude amounts for sales tax.

Gary confirmed with Julie that if they were able to obtain funds in whole or in part from other sources, those amounts would be reimbursed to the DDRB. Julie confirmed that for some of the line items reimbursement from other sources might be possible and if so, any of those funds would be reimbursed to DDRB.

The requests were discussed as follows:

Hearo Emergency Remote Monitoring - \$45,500.00

Life Unlimited leased fifteen new remote monitors from Hearo Home for 3-6 months. Julie explained that remote monitoring services can be tailored to address the specific needs of any individual or location. She advised the state of Missouri's I/DD workforce was already in a workforce crisis and the recent CoVid19 pandemic is exposing key vulnerabilities in I/DD supports. LU was being proactive in addressing potential staffing shortages if Direct Support Professionals (DSPs) fell sick or had to tend to their own loved ones. Julie advised that none of the monitoring systems were in use to date. The system is a lease and they committed to an annual lease but might be able to return some of the units if they are not needed. Julie could not provide a date when or even if the system could be in use.

Steve motioned the board PEND this item until further information can be provided by Life Unlimited. Gary seconded the motion and the board members were in unanimous agreement.

Extra Food and Supplies for Individuals - \$19,080.00

Julie advised that LU had provided each individual living in their Community Living Program an additional \$180 in **response** to the metro's the stay-at-home order. The funds could be used to purchase food staples, cleaning supplies, and entertainment such as board games, video games, Netflix/movie rental, etc. She said they were trying to be proactive in making sure the homes had ample essential supplies. It is possible that some, if not all, of these funds could be paid from the individual NAFS or other funds and if so, they would be reimbursed to the DDRB.

Steve Elliott motioned that the board approve the \$19,080 request for food and other supplies subject to reimbursement in whole or in part if funds are made available from other sources. The motion was seconded by Rick White and passed by roll call vote unanimously.

Cleaning and Disinfecting "My Days" & Offices - \$11,650.00

Julie advised they hired professionals to deep clean and disinfect the two "My Day" facilities and two Administrative Buildings in Clay County. The decision to do this was based on current evidence

suggesting that the virus may remain viable anywhere between hours and days on surfaces made from a variety of materials. The CDC recommends the cleaning of visibly dirty surfaces followed by disinfection as a best practice measure to prevent CoVid19 in a community setting. When asked why she did not use her own staff to do this cleaning, she advised they were not equipped to do this sort of cleaning.

Gary Steinman motioned that the board approve the \$11,650.00 request for cleaning and disinfecting. The motion was seconded by Steve Elliott and passed by roll call vote unanimously.

ZOOM for Online Conferencing and Training - \$6,876.89

Julie advised they had contracted with ZOOM to utilize that technology to host virtual meetings with family members, guardians, and staff, as well as utilizing to keep the individuals whom we serve connected with friends and family. In order to utilize the service, LU had to purchase the service for a year which includes the secured healthcare option.

Gary Steinman motioned that the board approve the \$6,876.89 request for ZOOM technology. The motion was seconded by Rick White and passed by roll call vote unanimously.

Personal Protective Equipment (PPE)- \$25,000.00

We are currently working with Missouri State Representative Doug Richey and MARC to purchase additional PPE items. They have not received an invoice yet, but they estimate a cost of approximately \$25,000. These items include protective clothing, face shields, N95 respirators, face and surgical masks, surgical gowns, gloves, thermometers, thermometer covers, and other garments/equipment designed to protect our DSPs from infections.

Steve Elliott motioned that the board approve up to \$25,000 for personal protective equipment with any amount paid out upon receipt of packing list and invoice receipts for actual purchases. The motion was seconded by Alan Naylor and passed by roll call vote unanimously.

Converted Two Homes into Temporary Quarantine Locations - \$8,221.48

Julie advised that LU has converted the new Benson Place home at 9614 N. Smalley Ave. and 682 Villa at 682 NE 66th into temporary quarantine facilities as a proactive measure. The Benson house is new and had not been furnished. She advised that these homes had been designated Emergency Homes by DMH.

Gary Steinman motioned that the board approve the \$8,221.48 (less any applicable sales tax) requested for furnishing these temporary locations for quarantine. The motion was seconded by Pat Schoenrade and passed by roll call vote unanimously.

Folding Rollaway Beds - \$799.90

Julie advised that LU purchased 10 rollaway folding beds in case they need to convert "My Day" into a temporary quarantine facility. They will utilize these beds for overnight staff to keep staff from sleeping on individuals' couches.

Gary Steinman motioned that the board approve the \$799.00 (less any applicable sales tax) requested for folding roll away beds. The motion was seconded by Pat Schoenrade and passed by roll call vote unanimously.

Below is a listing of the items reviewed by request and board decision.

Life Unlimited CoVid19 Emergency Relief Funding Request April 23, 2020			
Description	Amount Requested	Board Approved	Comment
Hearo Emergency Remote Monitoring	\$ 45,500.00	\$ -	Pended for additional information to be provided by LU
Extra Food and Supplies (106 people at \$180)	\$ 19,080.00	\$ 19,080.00	LU to pursue reimbursement thru individual NAFS and Stimulus Checks
Cleaning and Disinfecting	\$ 11,650.00	\$ 11,650.00	Approved
Zoom Conferencing	\$ 6,876.89	\$ 6,876.89	Approved
Personal Protective Equipment	\$ 25,000.00	\$ 25,000.00	Approved up to this amount; payable upon copies of receipts for product
Converted Two Homes into Temporary Quarantine	\$ 8,221.48	\$ 8,221.48	Approved
Folding Beds	\$ 799.00	\$ 799.00	Approved
Total Request \$ 117,127.37 \$ 71,627.37			LU is to pursue other sources for these items. All items/amounts are subject to reimbursement to the DDRB if the funds are available from another source.
Total Funds Available for Life Unlimited	\$ 100,000.00	\$ 28,372.63	LU Funds are limited to \$100,0000 from this program.

72-Hour Board Review

The board discussed and agreed that the hour of “emergency need” due to this crisis may have passed for utilization of this fund. They directed Sonja to review each application and work with the submitting agency for the timely review. If an item can wait until the regularly scheduled board meeting, it will be handled in that time frame. If the matter is more urgent, Sonja can direct the Chairman to call a meeting.

With no further requests submitted for review, Gary adjourned the meeting.

Respectfully submitted,
 Sonja Bennett, April 24, 2020