

Minutes

Developmental Disabilities Resource Board of Directors

DDRB Board Meeting

September 25, 2018

The **Board of Directors of DDRB** met on September 25, 2018 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, Thomas Bradley, Pat Schoenrade, James Gottstein, Rick White, Robert Sevier and Sonja Bennett.

Guests present were:

Randy Hylton, VSI

Jim Huffman, Life Unlimited

Brea Connett, NEEC

Mark Bertrand, Life Unlimited

Kimbel Mothershead, VSI

Julie Edlund, Life Unlimited

Holly Wilmes, ESMW

Announcements

There were no announcements.

Minutes

The Minutes of the Board Owned Property Committee Meeting of August 28, 2018 were previously read and reviewed by each member. Steve Elliott moved the minutes be approved as submitted; the motion was seconded by Pat Schoenrade and approved by unanimous vote.

The Minutes of the Finance Committee Meeting of August 28, 2018 were previously read and reviewed by each member. Rick White moved the minutes be approved as submitted; the motion was seconded by Pat Schoenrade and approved by unanimous vote.

The DDRB Board Meeting of August 28, 2018 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.

The DDRB Board Meeting regarding the Sherwood House Sale via Email of August 29-September 7, 2018 were previously read and reviewed by each member. Pat Schoenrade moved the minutes be approved as submitted; the motions was seconded by Rick White and approved by unanimous vote.

The DDRB Board Meeting regarding the Sherwood House via Email of September 4, 2018 were previously read and reviewed by each member. Rick White moved the minutes be approved as submitted; the motions was seconded by Pat Schoenrade and approved by unanimous vote.

Financial Report

Thomas Bradley provided the following Financial Report for the month of August.

DDR B P&L YTD to Date August

- Total Income = **\$ 5,194,562.39**
- Total Expenses = **\$ 3,467,464.59**
- Net Income = **\$ 1,727,097.70**

DDR B Balance Sheet August

- Total Checking & Savings = **\$ 5,969,244.45**
- Total Fixed Assets = **\$ 1,917,004.37**
- Total Assets = **\$ 7,886,248.82**
- Total Liabilities= **\$ 4,104,90**
- Total Fund Balance = **\$ 6,155,046.22**
- Net Income = **\$ 1,727,097.70**
- Total Equity = **\$ 7,882,143.92**
- Total Liabilities and Equity = **\$ 7,886,248.82**

TCM P & L Year to Date August

- Total Income = **\$ 2,379,114.73**
- Total Expenses = **\$ 1,507,832.48**
- Net Income = **\$ 587,296.70**

TCM Balance Sheet August

- Total Checking & Savings = **\$ 2,336,869.38**
- Total Assets = **\$ 2,336,869.38**
- Net Income = **\$ 2,336,869.38**
- Total Liabilities and Equity = **\$ 2,336,869.38**

RECAP of Investments – August 31, 2018

DDRB

Long Term Reserves Investment:

- **Total Balance = \$2,425,000**

Short Term Working Capital Investment:

- **Total Balance = \$1,554,000**

DDRB Interest Earned YTD = \$49,135.26

TCM

Long-Term TCM Reserves Investment:

- **Total Balance= \$1,979,000**

TCM Interest YTD = \$13,078.93

It was moved by Steve Elliott and seconded by Pat Schoenrade that the Treasure's Report be accepted as read. The board agreed unanimously.

Administrative Directors Report

Sonja reported that preliminary budgets for the agencies had been prepared, reviewed with Tom and sent to each agency with the 4% guideline as determined by the board outlined. She reported that the office resets were in progress with the final three (3) desks on this phase to be delivered and installed on October 5. She said the pictures and client posters have been hung throughout the building and are being enjoyed by CHS staff. The five (5) dying ash trees have been removed from the front of the property. She reported that she had attended two (2) open houses by Life Unlimited for new homes and shared pictures and a video provided by Life Unlimited.

Executive Committee

Gary Steinman reported that the Flora House has been sold and closed. The proceeds have been received and deposited into the DDRB Commerce account. The final settlement, less all fees, was \$132,530. He reported that as approved by the board, we will follow the same process for the Sherwood House sale.

Finance Committee

Set the Levy 2018

Tom Bradley reported that he had gone before the County Commissioners to formally request the **levy for 2018 be set at .1180**. The Commissioners agreed to the request.

2019 Agency Funding Increase Guideline

Tom Bradley reminded the board and those present that the **board had established a 4% guideline for increases over 2018** for calendar year 2019. He confirmed that all agencies had been notified of the guidelines and how those dollar amounts were calculated using January – August actuals and utilizing that monthly average to project the remainder of the year. The 4% is calculated on that projected number.

Tom confirmed that **Finance Committee budget review meeting previously scheduled for Tuesday, November 6 at 4:30 pm has been changed** to Monday, November 5, 2018 at 4:30 pm to accommodate attendance by all members of the Finance Committee.

With this review provided the following agencies are requesting a redirection of funds or additional funding for 2018.

Easter Seals Midwest – Redirect Funds

Easter Seals has requested a **redirection of funds from Therapy Programs to Family Support in the amount of \$3,000**. Holly Wilmes did say that the funds for Therapy Programs would not all be used in the calendar year as they were without a therapist for a portion of the year. They would like to leave open the opportunity to request the full amount for 2019 as they have since replaced the position. She also said that they had received some additional funding from Head Start this year and plan to be able to receive those funds again in 2019. The seven members present voted unanimously to approve this request.

Northland Therapeutic Riding Center – Additional Funding Request

Northland Therapeutic Riding Center requested additional funding for their final session this year. In addition to the riders from the previous sessions they have added six (6) new Clay County riders. Each riders' participants in 8 classes per session at a DDRB reimbursed cost of \$44 for a total **request of additional funds in the amount \$2,112**. The members present voted unanimously in favor of this request by roll call vote.

Ability KC – Additional Funding Request

Ability KC workshop services requested **additional funding for 2018 in the amount of \$5,605**. They have a worker who was previously working two (2) days per week and began working five (5) days per week resulting in a shortfall in funding for the year. They also notified the board that they will be asking for less funding in 2019 as they have received notice that one of the workers will be relocating at the close of the year. The members present voted unanimously in favor of this request by roll call vote.

Fields Cleaning Service

Tom Bradley advised that a request had been made by Fields Cleaning Service to increase their monthly cost for janitorial services in the Kent Building from \$900 per month to \$1000 per month. The Finance Committee members approve of this increase. After some discussion, the board agreed to approve the increase through the Administrative Budgeting process.

Services Committee

Agency Visits – Pat advised that she and Sonja had visited **The Farmers House**. The Farmers House had contacted DDRB about potential funding for 2019. Pat advised that she was impressed with the staff and the program they had developed in a relative short amount of time. After some review, The Farmers House decided not to request funding from DDRB in 2019. The Clay County residents that participate in the program are funded through DMH at this time.

Board Owned Property Committee

Rick White gave the report for the Board Owned Property Committee.

Sherwood House

Rick advised that the Sherwood House was scheduled to be vacated by Life Unlimited on October 1, 2018. They hope to be finished with removing all their property and cleaning by the end of the week. Jason Kuhlman will complete the repairs previously approved this week as well.

The appraisal for the property is in process and the actual paperwork should be received by the end of this week. We did get a verbal appraised value from Pryor Appraisal of \$260,000. As agreed, this will be the listing price. The Real Estate Agent can proceed with preparing the contracts for listing.

The other property maintenance items will be scheduled as the Sherwood House is completed and an updated report given at the next board meeting.

Long Range Committee

Heath Roberts, chairman of the Long-Range Planning Committee asked Sonja to announce that there would be a Long-Range Planning Committee meeting on October 30, 2018 at 5:30pm with the main topic of discussion the transfer of ownership of the DDRB homes to Life Unlimited.

Targeted Case Management

Anita Hartman reported for CHS that CHS had 43 full time employees at this time. The caseload averages for this month was 1:37.8. In August there were 14 newly eligible, 1 transfer in, 7 discharges and 4 transfer out. CHS served 122 in August. The Medicaid ratio remains 70/30. Anita invited the board members to attend the CHS Halloween Event scheduled for October 29.

Guest Comments

Randy Hylton with Vocational Services provided a copy of the VSI 2016-2017 Annual Report. The report highlights an overview of VSI activities; a time line of 1966 (founding) through 2017. The report also provides outcome measurements and summary comments.

He invited the board members to the VSI Length of Service Awards ceremonies which are scheduled for October 18, 1:30pm in North Kansas City and October 19, 2018, 1:30pm in Liberty.

Julie Edlund with Life Unlimited reported that they had hosted the grand opening of two (2) new homes in September which Sonja had provided pictures and a short video. The residents are very pleased with their new homes. They have one house still in build process and hope to see it finished in 30-60 days. This is the second home DDRB is funding.

Other Business

Steve Elliott reminded everyone that he was hosting a 90th birthday party for his mother, Jeanne Elliott, on October 14 at 2pm at his home and everyone is invited.

Adjourn

With no further business the meeting was adjourned.

Respectfully submitted: Sonja Bennett
September 26, 2018