

Minutes
Developmental Disabilities Resource Board of Directors
DDRB Board Meeting
September 28, 2021

The **DDRB Board** met in person and by Zoom video conference on September 28, 2021. The meeting was called to order at 6:30 pm by Vice Chairman Gary Steinman. Present for the meeting were, in addition to Gary Steinman were Rick White, James Gottstein, Patricia Schoenrade, Janet White, Alan Naylor, Robert Sevier and Marlene Leonce. Stephen Elliott was out of town and unable to attend. Also present was Sonja Bennett.

Guests Included:

David Kramer and Linda Holland with Center for Human Services
Randy Hylton and Kimbel Mothershead with Vocational Services
Jim Huffman, Mark Bertrand and Julie Edlund with Life Unlimited
Kelly McGillis with TNC Community
Brea Connett with Northland Early Education Center
Shaney Othic with Northland Therapeutic Riding Center
Anne Hochstein with Job One
Karrie Duke with Center for the Developmentally Disabled

Announcements and Introductions

No announcement

Minutes

The minutes of the Board Owned Property Committee Meeting of August 30, 2021 were previously read and approved by each member. With no corrections to the minutes as published, Alan Naylor motioned the Board to approve the minutes as submitted, Pat Schoenrade provided a second to the motion and the Board voted unanimous approval.

The minutes of the Finance Committee Meeting of August 31, 2021 were previously read and approved by each member. With no corrections to the minutes as published, Alan Naylor motioned the Board to approve the minutes as submitted, Pat Schoenrade provided a second to the motion and the Board voted unanimous approval.

The minutes of the DDRB Board Meeting of August 31, 2021 were previously read by each member. With no corrections to the minutes as published, Alan Naylor motioned the Board to approve the minutes as submitted, Pat Schoenrade 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 July 31, 2021.

DDRB P&L YTD to Date August YTD

- Total Income = **\$ 5,992,832.19**
- Total Expenses = **\$ 3,627,092.96**
- Net Income = **\$2,365,739.23**

DDRB Balance Sheet August YTD

- Total Checking & Savings = **\$ 8,843,627.16**
- Total Fixed Assets = **\$ 1,407,336.92**
- Total Assets = **\$10,250,964.08**
- Total Liabilities= **\$ 2,647,36**
- Total Fund Balance = **\$ 7,882,577.49**
- Net Income = **\$ 2,365,739.23**
- Total Equity = **\$10,248,316.72**
- Total Liabilities and Equity = **\$10,250,964.08**

TCM P & L Year to Date August YTD

- Total Income = **\$ 2,430,906.87**
- Total Expenses = **\$ 2,215,802.52**
- Net Income = **\$ 215,106.15**

TCM Balance Sheet August YTD

- Total Checking & Savings = **\$3,957,877.70**
- Total Assets = **\$3,957,877.70**
- Net Income = **\$3,957,877.70**
- Total Liabilities and Equity = **\$ 3,957,877.70**

RECAP of Investments – August YTD

DDRB

Long Term Reserves Investment:	\$5,965,000.00
Long Term Investment Interest Earned YTD:	\$ 38,881.78
Short-Term Working Capital Investment:	\$ 1,853,000.00
Short Term Investment Interest Earned YTD:	\$ 604.02

TCM

Long-Term TCM Reserves Investment:	\$3,235,000.00
TCM Interest YTD:	\$ 22,604.45

Administrative Directors Report

No report

Executive Committee

No report

Finance Committee

Northland Therapeutic Riding Center submitted a **capital grant request in the amount of \$6,500** to asphalt a portion of the driveway to the riding arena to making access easier. The Finance Committee members reviewed the application and agreed that the request complied with the parameters of the capital grant program. The total cost for the project is \$14,875 with \$8,375 paid by a private donor. Rick White motioned the Board to approve the request. Gary Steinman provided a second. The measure passed with one (1) abstention by roll call vote.

Rick White advised that we had received the Proforma Invoice from the County Clerk establishing the levy rate for 2021. He reported that the State Auditor **Set the Levy rate at .1028**. The expected revenue from this Levy is \$5,347,00, a \$200,000 increase over last year. Pending approval by the board, the Levy is to be presented to the Commissioners on September 29, 2021. Rick White motioned the Board to approve setting the 2021 Levy at .1028 cents per \$1,000 assessed value by the county. Alan Naylor seconded the motion, and all members present voted in the affirmative.

Rick White advised that the Finance Committee had reviewed the **Operating Reserve Fund Policy** for update. The Board had previously approved (2005) an operating reserve requirement of 9 months of operating expenses to be always held in reserve with the goal maintaining 12 months of operating expenses in reserve. The Board had further agreed the reserve could be drawn upon for acceptable purposes with a repayment plan. Rick advised that, in part, the document was written to formalize the policy in the same format as the Board's other policies. Rick White motioned the Board to accept the

“revised” Operating Reserve policy which was seconded by Alan Naylor and approved unanimously by those present.

Rick advised that the Finance Committee is in the process of reviewing the Funding Policy and once complete, will bring that revised policy to the Board for approval.

Services Committee

Pat Schoenrade provided the report for the Services Committee.

Pat introduced Karrie Duke with the **Center for the Developmentally Disabled (CDD)**. This organization has not applied for funding through the DDRB previously but will apply for funding for the 2022 calendar year. **CDD** provides housing, residential care, day habilitation and Personal Care Assistance programs 365 days per year to adults with developmental disabilities. They currently serve 160 residents in Jackson County and were established in 1972. They are in the process of building a duplex in Clay County which will provide a residence for six (6) individuals as an ISL. This will be their first home in Clay County. The home should be completed this fall and move-in before year-end. They are CARF accredited. Pat requested that she and other members of the Services Committee meet with the organization in the coming weeks and prior to any authorized funding. Karrie invited the members of the Board to visit the new home.

Pat provided a follow up on **Sheriff Akin’s initiative** presented at the July Board meeting. She advised she had spoken with Sheriff Aikin and would be working with the CHS coordination staff and families to provide information to his office as appropriate for their CAD system. She also suggested that, in coordination with the CHS staff, a parent information meeting be held. Additionally, that training be provided for the officers. Linda Holland said that CHS staff could provide those trainings. Pat will work with Linda and Anita to coordinate.

Pat advised that she had tabulated the results to the **Services Survey** that was sent to Families/Guardian/Consumers, Service Providers and Service Coordination Staff. She provided the following information from the surveys.

The Survey was sent to 815 **family, guardian, or consumers** with 181 responses. Most of the surveys were completed by parents. Of the surveys received:

1. 59% referred to consumers over 18
2. 64% of the consumers Medicaid eligible.
3. 81% live at home with family

Greatest needs indicated were:

1. Reliable services such as personal assistant, community integration (24%)
2. Other (17%) Recreation (13%) Day program (10%) Transportation (7%)

In response to the services currently received:

1. Other 43%
2. Behavioral 26%
3. Transportation 23%
4. 69% are served by a provider agency.

The following were recommendations for improvement (individual responses):

1. Autism services increase
2. Better Communication (4x)
3. Consistency of caregivers (reducing turnover)
4. Counseling/psychotherapy/emotional support (3x)
5. Direct pay to provider rather than reimbursement
6. Following plan more closely/better plan (2x)
7. More funding for services/staff (5x)
8. Phone and/or mail communication for the computer-challenged
9. Real-world experience (i.e., grocery, shopping) 2x
10. Transportation (2x)

At least 13 (7%) said something like: “doing a good job” or did not offer suggestions for improvement

The Survey was sent to 194 contacts within the **Service Provider** network approved by the Department of Mental Health with 28 responses.

If those agencies responding:

1. 78% not-for profit
2. 78% serve more than 25 consumers
3. 58% reported licensing/certification, 42% CARF

Services provide were:

1. Personal assistance 46%
2. Residential 32%
3. Transportation 29%
4. Day program 29%
5. Other 29%

The Service Providers noted the following unmet needs in the county:

1. Financial assistance for families
2. Increased training, behavioral supports 3x
3. Insect control at home
4. Middle of road service between behavioral supports and community specialist
5. Outings, community integration, 4x
6. Transportation, vehicles 6x
7. Staff, funding for staff, 5x
8. Nursing

Of these needs the question was posed as to which could you meet? Most responded that to meet the need would require additional funding to do so for the following:

1. Increased staff (5x)
2. Community integration/community day services (3x)
3. Transportation (2x)

The Survey was sent to 48 CHS **Service Coordinators** with 32 responses.

Of those responding:

1. 56 % have more than 15 under 18 on case load.
2. 19% had 11-5

Before and After School Care:

1. 69% report 0-5 have unmet before/after school care.
2. 25% report 6-11
3. 6% report 11-15

Unmet transportation needs:

1. 65% 0-5
2. 23% 6-10
3. 10% 11-15
4. 3% More than 15

Where to transportation:

1. Employment 67%
2. Recreation 47%
3. Personal errands 37%

Could any use Uber with no chaperone?

1. 74% yes

Other unmet needs:

1. Additional staff
2. Autism services (3x)
3. Parent Education (2x)
4. Personal assistant (2x)
5. Respite Services (3x)
6. Services for those without Medicaid
7. Social Opportunities/gathering (2x)
8. Transportation (esp. outside business hours (14x)

Board Owned Property Committee

Alan Naylor provided the report for the Board Owned Property Committee. He advised the following board owned property projects are pending bids. He said he is finding it difficult to get all the necessary bids.

Kent Street

- a. Front Landscaping

Liberty House

- a. Patio
- b. Kitchen Remodel
- c. Flooring

Hampton House

- a. Retaining Wall

Ridgeway House

- a. Sidewalk
- b. Deck Railing

Alan reported that Sonja has requested painting of a few offices. After some discussion on the number of offices requiring painting at this time, Alan Naylor motioned the Board to approve Kuhlman Construction to paint the offices as Sonja designates with funding up to \$1900 which should allow for painting the reception office and four (4) other offices. Janet White provided a second to the motion which passed by roll call vote.

Center for Human Services

Linda Holland reported that CHS has 38 full time employees, and they are interviewing for two (2) new Service Coordinator. They are serving 1271 consumers. The Medicaid eligible rate was about 71%. She advised there were 24 consumers on the Autism Waiver List, 7 on the Community Support and 5 on the Comprehensive Waiver.

Guest Communications

Mark Bertrand and Jim Huffman with Life Unlimited brought the new vans purchased through the DDRB capital grant program for the Board to see.

With no further requests or comments, Gary Steinman adjourned the meeting.

Respectfully submitted,
Sonja Bennett, October 4, 2021