

Minutes

Developmental Disabilities Resource Board of Directors

DDRB Board Meeting

January 29, 2019

The **Board of Directors of DDRB** met on January 29, 2019 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, Tom Bradley, Pat Schoenrade, James Gottstein, Alan Naylor, Rick White and Robert Sevier. Heath Roberts was unable to attend due to work conflict. Present also was Sonja Bennett.

Guests present were:

Randy Hylton, VSI

Jim Huffman, Life Unlimited

Holly Wilmes, ESMW

Jenny Brown, NTRC

Announcements

There were no announcements.

Minutes

The Minutes of the DDRB Board Meeting of November 27, 2018 were previously read and reviewed by each member. Pat Schoenrade moved the minutes be approved as submitted; the motion was seconded by Tom Bradley and approved by unanimous vote.

The Minutes of the DDRB Finance Committee Meeting via Email of December 12-19, 2018 were previously read and reviewed by each member. Pat Schoenrade moved the minutes be approved as submitted; the motion was seconded by Rick White and approved by unanimous vote.

The Minutes of the DDRB Board Meeting via Email of December 26-28, 2018 were previously read and reviewed by each member. Pat Schoenrade moved the minutes be approved as submitted; the motion was seconded by Alan Naylor and approved by unanimous vote.

Financial Report

Tom Bradley, Treasurer provided the following Financial Report for the year end December 2018.

DDR B P&L YTD to Date December YTD

Total Income =	\$ 6,160,244.43
Total Expenses =	<u>\$ 5,698,846.91</u>
Net Income =	<u>\$ 461,397.52</u>

DDR B Balance Sheet December YTD

Total Checking & Savings =	\$ 4,701,229.29
Total Fixed Assets =	<u>\$ 1,917,004.37</u>
Total Assets =	<u>\$ 6,618,233.66</u>
Total Liabilities=	<u>\$ 1,789.92</u>
Total Fund Balance =	\$ 6,155,046.22
Net Income =	<u>\$ 1,581,165.59</u>
Total Equity =	<u>\$ 461,397.52</u>
Total Liabilities and Equity =	<u>\$ 6,618,233.66</u>

TCM P & L Year to Date December YTD

Total Income =	\$ 3,517,938.97
Total Expenses =	<u>\$ 2,862,969.79</u>
Net Income =	<u>\$ 654,969.18</u>

TCM Balance Sheet December YTD

Total Checking & Savings =	\$ 2,404,541.86
Total Assets =	<u>\$ 2,404,541.86</u>
Net Income =	<u>\$ 2,404,541.86</u>
Total Liabilities and Equity =	<u>\$ 2,404,541.86</u>

RECAP of Investments – December 31, 2018

DDR B

Long Term Reserves Investment:

Total Balance = \$2,425,000

Short Term Working Capital Investment:

Total Balance = \$0

DDR B Interest Earned YTD = \$81,598.83

TCM

Long-Term TCM Reserves Investment:

Total Balance= \$1,979,000

TCM Interest YTD = \$25,737.52

Administrative Directors Report

Sonja reported that all the agency contracts for FY19 had been received and signed. The FY19 budget was sent to the county on December 1 as instructed. She said that the expiring board members had all completed applications for renewal and their names would be submitted to the Commissioners for approval on February 11. She said that Megan Thompson had suggested she could / would come to the DDRB board meeting and swear-in the renewing members. Sonja will follow up and advise. She reminded the board members that they should have received a letter from the Missouri Ethics Commission regarding filing their 2019 personal financial disclosure statements. All board members need to file the statement but it is not technically due until May.

Executive Committee

Gary Steinman reported that realtor says that Sherwood House is still showing strongly and he does not recommend a lower listing price.

Finance Committee

Steve Elliott suggested that the board should make a public vote on the issues in which money was previously approved via email. Tom Bradley reviewed the Northland Early Education request for additional funding for 2018 in the amount of \$20,372 which had been approved via email unanimously. The board voted to approve the increase by unanimous roll call vote by the members present.

Gary Steinman instructed Sonja to review the DDRB policies for email and/or conference call meetings and to further recommend a policy to follow in the future should the need arise.

The Board discussed the DDRB Reserve Policy which recommends that the reserves should be the equivalent of 75% of the annual operating expenses. The 2019 DDRB annual expenses are budgeted at \$4,862,939 which would equate to a reserve requirement of \$3,647,200. The reserves at year end (in long term investments) was \$2,425,000 with additional funding in January of \$741,000 as per previous board directive bringing the long-term reserve investment to \$3,166,000. Robert Sevier suggested that in lieu of adding funds to the reserve, the board should consider additional housing. Steve Elliott reminded the board that the policy was instituted in 2005 when several of the agencies, including VSI, faced a short-fall because of changes at the Federal and State levels. The Finance Committee will review the policy and made recommendations to the board at the next meeting.

Services Committee

Pat Schoenrade provided reports on site visits to Della Lamb and Vocational Services. Copies of her reports are attached to these minutes.

She reported that with the changes implemented in 2018 regarding the transportation procedures, Laurie Brewer with City Wide Transportation/Della Lamb thought things were running more smoothly but a revisit of the procedures with the Service Coordinators would be helpful. Pat reminded the board that Service Committee is to review the Transportation

Manual annually and will be working on that in the near future. She also reported that City Wide Transportation is working on getting a contract directly with DMH.

Pat reported that one can never come away from a visit at Vocational Services without being impressed with the organization, the staff and the workers. The industrial model in which VSI originally established has enabled them to continue to operate successfully while other workshops who implemented programs differently have struggled. The Supported Employment program is also going very well.

She reported that the ACED program was enrolling students and the first session in progress.

Board Owned Property Committee

Alan Naylor reported that the board owned property inspections had been completed and provided the following report and requests for repairs.

Ridgeway House

18301 A new client has recently moved into the basement. The bathroom down there is worn out and not suitable for someone with disabilities. It has an extremely small foot print. A light over the shower is also missing its cover. We should look at remodeling it and increasing its size. The remodel cost would be close to \$11-14,000. This item was pended for further research and discussion.

18302 The light in the basement shower should be replaced. Est \$200 – **The board approved \$200 for Jason Kuhlman to complete the repair by roll call vote unanimously by the members present.**

18303 At the inspection, the idea was brought up to remodel the main hall bath. It has a small shower and a tub that is not safe to use. The room size is large enough to put in a roll in shower. It is also possible to make the door larger. The clients are getting to an age where this will be necessary soon. An approximate remodel price would be \$14-17,000. This item was pended for further research and discussion.

18304 The downspout on the front corner has been run over by a mower. It needs to be replaced. Est\$120. **Life Unlimited to repair and advise when completed.**

Hampton House

18305 The condensation pump on the A-coil broke and was replaced. The old one and its hose was left there and should be removed. Est \$150 **Life Unlimited to repair and advise when completed.**

18306 The bathroom has peeling paint and cracks in the ceiling. It needs to be repaired and painted. Est\$525 **The board approved \$525 for Jason Kuhlman to complete the repair by roll call vote unanimously by the members present.**

18307 The garage drain needs to be snaked. Est \$150 **Life Unlimited to repair and advise when completed.**

18308 A piece of vinyl siding is damaged on the rear of the house. Est to replace \$200 **The board approved \$200 for Jason Kuhlman to complete the repair by roll call vote unanimously by the members present.**

18309 The back yard has been eroding. The back of the property falls away down a steep hill. Years ago, there was a retaining wall. It has fallen into disrepair. Over the last few years the guys have brought in several loads of dirt. But without a wall, it washes away. This spring we should get estimates and look at having one built. **Jason Kuhlman to acquire 3 bids for this project.**

Liberty House

18310 The front edge of the roll in shower needs to be re-caulked. Est\$225 **Life Unlimited to repair and advise when completed.**

18311 The ceiling above the roll in shower needs to texture repaired and painted. Est\$400 **The board approved \$400 for Jason Kuhlman to complete the repair by roll call vote unanimously by the members present.**

18312 Two splash block need to be replaced because they are either missing or too small. One area needs dirt brought in because it has washed away. Est\$300 **Life Unlimited to repair and advise when completed.**

18313 Parking is becoming a big issue at this house. We should look at pouring more parking pads in the spring. There are a few areas that could be used. **Referred to Liberty Easement Project.**

Northland House

No maintenance needed.

Kent Building

18314 The landscape will need work in February. The grasses and roses will need to be pruned. Est\$350. This expenditure has already been approved in the budget and it is up to Sonja to have Chris Lawn and Landscape of Kuhlman perform the work.

Trash Service

Sonja provided the committee with a proposal from **Rubicon Global** to for trash/waste removal. The proposal provides a savings of over \$1200 annually utilizing WCA, Inc. as the supplier as opposed to the current supplier, Republic Service. The contract for Republic runs through May, 2019. The Board approved the change in vendors with a motion made by Rick White and seconded by Steve Elliott followed by and verbal vote. The board instructed Sonja to follow up on the steps necessary to make this change.

Liberty House Easement

The DDRB Board has been contacted by Star Development Corporation who is developing residential housing next to the Liberty House. They have requested permission for a storm drainage easement to the property. In order to create the drain at least one tree on the property will need to be removed and the two drive ways disrupted. Star Development assured

DDRB (Alan Naylor) that the driveways would remain accessible during construction of the storm drain and the driveway replaced with concrete when complete. In addition, the tree which will need to be removed will be replaced. Alan reported the BOP Committee agreed that Alan would contact the City of Liberty to inquire if this is approved by the city. The Committee further agreed that some sort of compensation would be in order for the disruption to the Liberty House residents. It was suggested that perhaps the compensation could be additional concrete parking pads poured at Liberty House. Steve Elliott is to contact Star Development and get back to the Committee and Board. The project is pended until this information is acquired and reviewed by the Committee and a recommendation made to the Board.

Kent Street Parking

Parking at Kent Street has been an issue for some time. BUT the City recently posted NO Parking Signs on both sides of Kent Street from Hwy 291 to Brown Street. There are currently 44 people working in the building and off-street parking was the only alternative for half of the employees not to mention any visitor parking. Alan Naylor visited with West Rock regarding the vacant lot across the street to find that it is not available for purchase or lease by the corporate office. Alan provided some very preliminary information on the land at the back of the building with an address of 931 Sutton. The BOP Committee recommended and the board agreed to have Alan pursue that option further and report back to the board. Randy Hylton was asked to consider “renting” parking space to the board on a temporary basis. Alan will follow up with Randy.

Clay County Homes Inspection

Per the direction of the DDRB Board and Board Owned Property Committee, the board is interested in reviewing the process for inspecting all the homes of the agencies in which we fund housing in Clay County. Pursuant to that initiative, Alan Naylor was directed to obtain bids for those home inspections. He received bids from Home Run Certified Inspections at \$250 per home inspection and Kuhlman Construction for \$170 per home inspection. Kuhlman’s bid being the lower bid as well as our current inspector and maintenance provider, the BOP Committee agreed and recommended his proposal if the project, in general, is approved. The BOP Committee agreed and recommended to the Board that inspection of each home one time per year was sufficient with an additional spot check of 10-15 homes periodically through the year as supplemental. The BOP Committee agreed and recommended to the Board that the next step would be to discuss this initiative with Life Unlimited and TNC Community and enter into an appropriate agreement.

Long Range Committee

There was no report.

Targeted Case Management

Anita Hartman provided a report for targeted case management. She reported that CHS has 43 full time employees and are serving 1233 consumers. There were 8 newly eligible, 2 transfers in, 8 discharges and 2 transfers out. Medicaid status for the month was 69.4%. She also reported that the Service Coordinator III caseloads had been reduced from 30 consumers to 20 so that they can do more quality assurance duties to include service monitoring with each Service Coordinator once per quarter. The caseload average is 1 to 30.1. The board asked again that Sonja and Anita work with Ann Graff and Debbie at CHS Sedalia on a plan to reduce the case loads to 1 to 35. Anita said that would likely mean the addition of a third team. Anita and Sonja will work on this report.

Other Business

Guest Comments

Randy Hylton with Vocational Services Inc. thanked Pat and Sonja for visiting VSI. He reported that some of the computers provided by DDRB were being used in the common areas at VSI with updates for each location that everyone is enjoying. He reported that the Christmas parties were good at all locations. They had to replace two HVAC units.

Jim with Life Unlimited thanked the board for their support.

Holly Wilmes with Easter Seals Midwest said that they were closed for two weeks over Christmas and took that time to paint and refresh several of the classrooms. The children have enjoyed playing in and painting the snow. She said her staff and helped the furloughed federal workers with food and gas cards.

Jenny Brown with Northland Therapeutic Riding Center announced that she was the acting director and had been on the board for 5 years. She invited the board to their fundraiser on February 14.

Adjourn

With no further business the meeting was adjourned.

Respectfully submitted: Sonja Bennett
February 4, 2019