

Minutes
Developmental Disabilities Resource Board of Directors
DDRB Board Meeting
February 23, 2021

The **DDRB Board** met by Zoom Video Conference due to the CoVid19 Emergency. The meeting was called to order at 6:30 pm by chairman, Stephen Elliott. Present for the meeting were, in addition to, Stephen Elliott, Gary Steinman, Alan Naylor, Patricia Schoenrade, Rick White, Janet White, James Gottstein and Robert Sevier. Also present was Sonja Bennett.

Guests Included:

Anita Hartman with Center for Human Services
Kelly McGillis with TNC Community
Mark Bertrand, Jim Huffman and Amy Taylor with Life Unlimited
Randy Hylton Kimbell Mothershead with Vocational Services
Shaney Othic with Northland Therapeutic Riding Center
Anne Hochstein with Job One
Jerry Nolte, Clay County Commissioner

Announcements

There were no announcements.

Minutes

The minutes of the DDRB Board Meeting of January 26, 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 of the members present.

Financial Report

Steve Elliott provided the following Financial Report for the year ending December 31, 2020.

DDRB P&L YTD to Date December YTD

- **Total Income =** **\$ 6,261,092.71**
- **Total Expenses =** **\$ 5,093,001.41**
- **Net Income =** **\$ 1,168,091.30**

DDRB Balance Sheet December YTD

- **Total Checking & Savings =** **\$ 6,501,823.43**
- **Total Fixed Assets =** **\$ 1,471,715.72**
- **Total Assets =** **\$7,973,539.15**

- Total Liabilities= \$ 1,843.12
- Total Fund Balance = \$ 6,803,604.73
- Net Income = \$ 1,168,091.30
- Total Equity = \$ 7,971,696.03
- Total Liabilities and Equity = \$ 7,973,539.15

TCM P & L Year to Date December YTD

- Total Income = \$ 4,247,352.97
- Total Expenses = \$ 3,569,603.65
- Net Income = \$ 677,849.32

TCM Balance Sheet December YTD

- Total Checking & Savings = \$ 3,742,771.55
- Total Assets = \$ 3,742,771.55
- Net Income = \$ 3,742,771.55
- Total Liabilities and Equity = \$ 3,742,771.55

RECAP of Investments – December 31, 2020

DDR

- Long-Term Reserves Investment: \$5,655,000.00
- Long-Term Investment Interest Earned YTD: \$ 90,838.41
- Short-Term Working Capital Investment: \$ 0.00
- Short-Term Investment Interest Earned YTD: \$ 34,501.44

TCM

- Long-Term TCM Reserves Investment: \$3,230,000.00
- TCM Interest YTD: \$ 59,587.71

Steve provided the following information relative to the annual results compared to the 2020 budget.

Income exceeded budget as we received more in tax revenue than projected.

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
2020 DDRB Income				
4202 - County Tax Receipts 2020	5,624,218.56	5,192,575.00	431,643.56	108.31%
4201 - DMH/Della Lamb Waiver Transport (DMH/Della Lamb)	142,259.96	278,000.00	-135,740.04	51.17%
4202 - MEHTAP Transport (MHTD) (MEHTAP Grant - Mo. Dept. of Transportation)	29,324.79	28,000.00	1,324.79	104.73%
4203 - DMH Shred Unit Agreement	24,609.55	25,025.00	-415.45	98.34%
4204 - NonMedicaid Service Coordinators (DMH NonMedicaid Service Coordination)	0.00	67,150.00	-67,150.00	0.0%
4350 - Interest Income on Investments (Short & Long Term Investments)				
4351 - Interest Income on Long Term (Interest Income on Long Term Investment)	90,838.41	78,000.00	12,838.41	116.46%
4352 - Interest Income on Short Term (Interest Income on Short Term Investments)	34,501.44	22,000.00	12,501.44	156.83%
4350 - Interest Income on Investments (Short & Long Term Investments) - Other	0.00	0.00	0.00	0.0%
Total 4350 - Interest Income on Investments (Short & Long Term Investments)	125,339.85	100,000.00	25,339.85	125.34%
4500 - Group Home Rent Income (Group Home Rent Income - Life Unlimited/Concerned Care)	60,760.00	51,750.00	9,010.00	117.41%
4565 - Kent Rent Income (CHS) (S.Kent Building Rent Income / CHS)	214,000.00	205,200.00	8,800.00	104.29%
4566 - Kent Income (Utilities/CHS) (South Kent Income - CHS Utilities)	26,750.00	25,800.00	950.00	103.68%
4567 - Kent Income (Janitorial-CHS) (South Kent Income/ Janitorial CHS)	13,375.00	12,840.00	535.00	104.17%
4900 - Miscellaneous Income (Miscellaneous Income)	455.00	0.00	455.00	100.0%
Total Income	6,261,092.71	5,986,340.00	274,752.71	104.59%

Expenses were \$4,997,941.87 which was \$272,150.82 under budget. We expended \$235,766.26 in CoViD Grants over and above budgeted expenses. We made a final payment to Life Unlimited for the Group Homes Project in the amount \$131,444.10 which was over and above budgeted expenses. With these items the total expenses were \$5,093,001.41 for 2020. The board paid \$1,570,404.49 to the agencies for budgeted expenses they were unable to deliver due to the CoViD19 Pandemic.

2020 Actuals Compared to 2020 Budget								
Agency/	Monthly Services YTD	CoViD Service Relief	Total YTD	2020 Budget	Over/(Under) Budget	CoViD Grant	Other	Total Expenses
ABKC	\$ 935.76	\$ 3,107.96	\$ 4,043.72	\$ 7,016.55	\$ (2,972.83)	\$ 1,000.00		\$ 5,043.72
Alpha	1,257.15	9,051.48	10,308.63	17,600.00	(7,291.37)	-		10,308.63
Alpha Youth Services	751.60	1,315.27	2,066.87	2,066.87	-	-		2,066.87
CCVI	50,203.90	89,492.62	139,696.52	145,031.00	(5,334.48)	25,000.00		164,696.52
CW	367,070.07	618,094.90	985,164.97	983,375.22	1,789.75	50,000.00		1,035,164.97
ESMW	165,525.56	119,050.85	284,576.41	383,494.99	(98,918.58)	15,003.09		299,579.50
Job One	22,750.00	-	22,750.00	26,000.00	(3,250.00)	-		22,750.00
LU	358,534.49	362,936.99	721,471.48	808,009.09	(86,537.61)	97,147.17	\$ 131,444.10	\$ 950,062.75
**NEEC	389,711.66	62,397.17	452,108.83	381,936.98	70,171.85	5,000.00		457,108.83
NTRC	30,168.00	22,454.39	52,622.39	52,622.39	-	7,115.00		59,737.39
TNC	42,264.26	-	42,264.26	57,413.78	(15,149.52)	35,501.00		77,765.26
ACED	33,568.30	-	33,568.30	46,500.00	(12,931.70)	-		33,568.30
VSI	1,348,218.95	282,502.86	1,630,721.81	1,653,170.00	(22,448.19)	-		1,630,721.81
Total Agency Service Expenses	\$ 2,810,959.70	\$ 1,570,404.49	\$ 4,381,364.19	\$ 4,564,236.87	\$ (182,872.68)	\$ 235,766.26	\$ 131,444.10	\$ 4,748,574.55
Partnership for Hope Waiver			\$ 119,159.20	\$ 189,000.00	\$ (69,840.80)	\$ -	\$ -	\$ 119,159.20
DMH Shared Agreement			\$ 12,163.02	\$ 24,000.00	\$ (11,836.98)	\$ -	\$ -	\$ 12,163.02
DDRB Total Operating Expenses			\$ 213,104.64	\$ 220,705.00	\$ (7,600.36)	\$ -	\$ -	\$ 213,104.64
Total All Expenses			\$ 4,725,791.05	\$ 4,997,941.87	\$ (272,150.82)	\$ 235,766.26	\$ 131,444.10	\$ 5,093,001.41

The long-term reserve for DDRB was \$5,655,000 at year end and \$3,230,000 for TCM both exceeding the proposed year end reserve.

Long Term Reserve 2020	12/31/2020	Budget Goal
DDRB	\$ 5,655,000.00	\$ 5,405,000.00
TCM	\$ 3,230,000.00	\$ 3,221,000.00
Funding Policy adopted March 29, 2005		
The board adopted a policy to maintain 9 months of operating expenses in reserve with a long term goal of 12 months operating expenses in reserve.		

Administrative Directors Report

Sonja Bennett advised that the process for the 2020 Audit were underway. She said that she hopes to have everything completed by the end of March but will keep everyone informed as the audit progresses. She advised also that she applied for the SFY22 MEHTAP grant through the Missouri Department of Transportation and requested \$30,000 compared to the \$25,000 we had received for SFY21.

Executive Committee

Steve, after emailing the 2021 board committee assignments reminded everyone of those assignments.

EXECUTIVE COMMITTEE

Chairman: Stephen Elliott
Vice-Chairman: Gary Steinman
Secretary: James Gottstein
Treasurer: Richard White

FINANCE COMMITTEE

Richard White, Chairman
Stephen Elliott
Gary Steinman
Janet White

SERVICES COMMITTEE

Pat Schoenrade - Chairman
Robert Sevier
Alan Naylor
Janet White

LONG RANGE PLANNING COMMITTEE

James Gottstein - Chairman
Gary Steinman
Pat Schoenrade
Robert Sevier

BOARD OWNED PROPERTY COMMITTEE

Alan Naylor - Chairman
Rick White
James Gottstein
Janet White

Services Committee

Pat Schoenrade advised that the **TNC Community** submitted an application for to provide services for **the Independent Living Assistance Program (ILAP)** as a new provider for this program. She advised that the Services Committee had reviewed the application and found that TNC Community meets the criteria required to provide these services. The Services Committee approved and referred to the Finance Committee for review. The Services Committee is prepared to recommend to the board for approval if the Finance Committee approves.

Finance Committee

Rick White **TNC Community submitted an application for \$72,000 for funding the Independent Living Assistance Program (ILAP)** as a new provider for this program. He reminded member that the Board had approved additional funding for this program in 2021 for providers in addition to Life Unlimited. Rick advised the Finance Committee reviewed the financial documents provided by TNC Community and determined they could financially support the program. The Finance Committee approved and recommends to the board for approval.

Pat Schoenrade motioned the board approve TNC Community to provide ILAP Services in 2021 to up to ten (10) qualifying residents with the amount not to exceed \$72,000.00 with delivered services to be paid on a unit basis of 15 minutes equal a unit; a unit rate equal \$7.50. Janet White seconded the motion. By majority roll call vote the measure passed.

Steve directed Sonja to make the line-item budget transfer accordingly and prepare the contracts for signature. The program will be made available March 1, 2021. Anita Hartman confirmed that CHS would provide a list of qualified residents who could benefit from this program.

Rick advised the Finance Committee reviewed the lingering situation created by the on-going CoVID19 pandemic. They discussed the cost/benefits of extending the **CoVID19 Service Relief Program** through June 30, 2021 to all of our agencies who are not able to have 100% of employees return to work and/or participate in service activities. The funding would be based on a monthly average of the approved budget funding for 2021. This would not increase the previously approved budget but allow for the funds to be expended in order to maintain the stability of the agencies and the Finance Committee recommends the board approve. Steve Elliott motioned the board to approve this program through June 2021. James Gottstein seconded the motion and the board members present approved unanimously.

Rick reminded the had Board approved and set aside funds in 2020 for a CoVid19 Grant in the amount of \$400,000 to help cover extraordinary expenditures directly related to the pandemic. All of those funds were not expended in 2020. He advised the Finance Committee discussed the need for funds for these types of expenses to be available in 2021 and recommend the board approve utilizing the remaining funds set aside in 2020 to fund this program in 2021. Alan Naylor motioned that the board to approve funding for a **2021 CoViD Relief Grant in the amount of \$165,000** which is the amount remaining from the 2020 funds. Rick White seconded the motion. The measure passed by majority roll call vote. Rick directed Sonja to establish allocation amounts based on annual approved funding similar to 2020 and prepare a funding application. The funding is made available upon approval of application.

Rick reminded the Board that they did not approve a Capital Grant Program in 2020 due to the uncertainty created by the pandemic. He advised the Finance Committee reviewed our year-end financial position as well as the projections for 2021. The Finance Committee determined that the financial position of the board would allow for a capital grant program in 2021 in the amount of \$500,000. Steve Elliott motioned that the board approve a **2021 Capital Grant Program in the amount of \$500,000** with allocation by agency based on 2021 approved budget funding. Alan Naylor seconded the motion and all members present approved unanimously by roll call vote. Rick directed Sonja to establish allocation amounts based on annual approved funding similar to 2019 and prepare a funding application. The funding is made available upon approval of application with all projects to be completed in calendar year 2021 unless otherwise approved.

Board Owned Committee

Alan Naylor advised that he had visited with Jason Kuhlman regarding the inspection of the board owned homes. Since he and Jason will both have received the CoViD vaccine by mid-March, he plans to coordinate with Ryan Hicks with Life Unlimited to inspect our homes in April.

Long Range Planning Committee

James Gottstein suggested that the board review the need to continue this committee. All agreed to take this under review.

Center for Human Services

Anita Hartman reported that CHS has 45 full time employees and a new Service Coordinator starting on February 24 making them fully staffed. They are serving 1264 consumers. The Medicaid eligible rate was about 72%.

She advised that the Waiver Wait List had improved and pleased that was true for the Autism Wait List as well.

Waiver Wait List	Number on List	Types of Service Requested	Slots Approved
Autism	69	PA, Respite, SME,	19
Hope	3	PA, Home Modification, Day- Habilitation, Employment	0
CSW	14	Home Modification, Transportation	0
Comp	11	Residential	1
Lopez	2	Respite, Home Modification, DME, PA	0

Anita and Amy Taylor with Life Unlimited have been working on the LU Nursing Program participants to gain additional hours of service funded through Medicaid. The LU staff and CHS Service Coordinators will continue to work on this program with an update provided through out the year. Anita provided the below information as to the progress to date.

REQUESTS FOR INCREASED RN HOURS	# OF PACKETS SUBMITTED TO UR	# OF PACKETS APPROVED	# OF PACKETS TO BE SUBMITTED TO UR
8	7	3	1

Lastly, Anita reported they had been working with Amy Young with Life Unlimited to implement the ILAP program to include the Service Coordination staff establishing goals and outcome measures by participants. Of the original 13 ILAP participants, one opted out of this service with the 12 remaining participants ISP's completed with outcomes. She advised that her staff has identified qualified residents who could benefit from the program and will provide that list to TNC. The board confirmed to Life Unlimited that they could add a replacement for the dropped individual and could apply for the remaining 2 slots funding has been allocated for in 2021.

# OF ILAP INDIVIDUALS	# ISP'S/ADDENDUMS COMPLETED WITH OUTCOMES/HOURS	# ISPS/ADDENDUMS SCHEDULED	# ISP'S TRYING TO BE SCHEDULED
LU 12	12	0	0
TNC 0	0	0	0

Guest Communications

Jerry Nolte, Clay County Commissioner advised that the county was preparing to launch an Emergency Rental Assistance program in conjunction with the Federal Government. More information will be available on the county website. He also advised the Commission will review openings on the county boards quarterly. He suggested a review with the DDRB Chair regarding this matter.

Jim Huffman with Life Unlimited who heads the Therapeutic Recreation Program said the they had been selected as one of 12 members for a national panel to establish national testing guidelines for therapeutic recreation in the ID/DD community.

Randy Hylton with Vocational Services thanked the board for all of the various CoViD19 related support.

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

Respectfully submitted,
 Sonja Bennett, February 26, 2021