

Minutes

Developmental Disabilities Resource Board of Directors

DDRB Board Meeting

April 24, 2018

The **Board of Directors of DDRB** met on April 24, 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 Heath Roberts, Tom Bradley, Pat Schoenrade, Alan Naylor, and Rick White. Also present was Sonja Bennett.

Guests present were:

Randy Hylton, VSI

Jim Huffman, Life Unlimited

Brea Connett, Northland Early Education

Holly Wilmes, ESWM

James Landrum, TNC

Kimbel Mothershead, VSI

Barbara Griggs, Life Unlimited

Laurie Brewer, City Wide Transportation

Colleen Baker, NTRC

Kendra Kemp, TNC

Announcements

There were no announcements.

Minutes

The Minutes of the Board Meeting with DMH of March 27, 2018 were previously read and reviewed by each member. Alan Naylor moved the minutes be approved as submitted; the motion was seconded by Tom Bradley and approved by unanimous vote.

The Minutes of the DDRB Board Meeting of March 27, 2018 were previously read and reviewed by each member. Rick White moved the minutes be approved as submitted; the motion was seconded by Alan Naylor and approved by unanimous vote.

The Minutes of the Services Committee Meeting of April 10, 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 Finance Committee Meeting of April 10, 2018 were previously read and reviewed by each member. Rick White moved the minutes be approved as submitted; the motion was seconded by Alan Naylor and approved by unanimous vote.

The Minutes of the DDRB Board Meeting of April 10, 2018 were previously read and reviewed by each member. Alan Naylor moved the minutes be approved as submitted; the motion was seconded by Pat Schoenrade and approved by unanimous vote.

Financial Report

Tom Bradley, Treasurer provided the following Financial Report for the months of March.

DDRB P&L YTD to Date March

Total Income =	\$ 4,713,130.17
Total Expenses =	<u>\$ 1,162,335.32</u>
Net Income =	\$ 3,550,794.85

DDRB Balance Sheet March

Total Checking & Savings =	\$ 7,788,724.82
Total Fixed Assets =	<u>\$ 1,917,004.37</u>
Total Assets =	\$ 9,705,729.19
Total Fund Balance =	\$ 6,151,428.22
Net Income =	<u>\$ 3,550,794.85</u>
Total Equity =	\$ 9,702,223.07
Total Liabilities and Equity =	\$ 9,705,729.19

TCM P & L Year to Date March

Total Income =	\$ 894,080.26
Total Expenses =	<u>\$ 506,055.06</u>
Net Income =	\$ 388,025.20

TCM Balance Sheet March

Total Checking & Savings =	\$ 2,137,597.88
Total Assets =	\$ 2,137,597.88
Net Income =	\$ 2,137,597.88
Total Liabilities and Equity =	\$ 2,137,597.88

RECAP of Short and Long-Term Investments – March 31, 2018

DDRB

Long Term CD's
Total Balance = \$2,425,000
Short Term CD's
Total Balance = \$3,864,000
DDRB Interest Earned YTD = \$11,391.75

TCM

Long Term Investments
Total Long-Term Investment Balance= \$1,487,000
TCM Interest YTD = \$1,657.74

Administrative Directors Report

Sonja reported that the office furniture previously approved had been received and installed. She reported that an additional private office space was created and we were still able to create two floating workspaces. The conference room table recall installation was completed but did not fully address the front to back movement in the tables as that is a design issue. The first of the board owned property inspections was completed and the report forwarded to Alan Naylor. The appraisal of the Flora House was completed and the report forwarded to Alan Naylor. The utilities at Flora House are being switched from Life Unlimited to DDRB. She reported that she attended the open house for the new Flora House replacement. She reported that the 2017 Audit has been published to our website and available to the public. The Event Reporting Policy which was implemented on January 1, 2018 has been rescinded per instructions. She said that she has a meeting with Tim Wholf, DMH, on May 2 to review the quarterly reports they are doing relative to event reporting by the agencies. Sonja reminded the members that the Missouri Ethics Commission Personal Financial Disclosure Statements are due by May 1 at the latest. And finally, she reminded the Board that, as in the past, there is no board meeting scheduled at this time for the month of May.

Executive Committee

Gary Steinman said there was no report from the Executive Committee at this time.

Finance Committee

VSI 2015 Sewer Grant Request

Tom reported that the VSI Sewer project which had been approved for funding during the 2015 capital grant program had been completed. The project had been projected to cost \$85,567 but the final cost was \$110,404. VSI has formally requested additional funds in the amount of \$24,837 for the project. Tom Bradley motioned that these funds be approved and be recorded as a part of the 2015 program. The motion was approved by Rick White and approved by roll call vote unanimously by those present.

2018 Capital Asset Grant Program

Tom reported that the Finance Committee is recommending a 2018 Capital Asset Grant program to be made available to all agencies who received funding from DDRB in 2018. The Finance Committee is recommending the board set aside up \$500,000 for this program. He provided a *guideline* for allocating the funds as follows:

2018 Funding Amount Guideline	Available Grant Amount
Funded from 15000 to 50,000	\$ 5,000
Funded from 50,001 to 100,000	\$ 20,000
Funded from 100,001 to 500,000	\$ 65,000
Funded 500,001 or more	\$ 105,000

After some discussion and clarification, the board decided that applications can be presented as soon as they are ready and the Finance Committee will meet in May to review and approve all submissions. The Board will meet on May 29, 2018 at 6:30 pm to review for approval any applications presented by the Finance Committee. Applications will be reviewed in June and July with the deadline for submission, June 22, 2018. The Finance Committee suggests the funds can be paid prior to completion of the project with proper documentation. All projects and funds should be utilized by August 31, 2019. Tom motioned the board to approve the program and this allocation of funds which was seconded by Pat Schoenrade and passed by quorum with 6 Yes votes, 1 No vote and 2 absent.

Sonja was instructed to send the grant application packet along with instructions to the funded agency contacts.

Services Committee

Pat Schoenrade said there was no report from the Services Committee at this time.

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.

Report/Request for Repairs

Liberty House- Last month we approved the repair of the toilet in the apartment bath. While doing so, I found that the plumbing flange is causing water to splash up when it is flushed. It is an offset flange that's oval shaped. A wax ring won't create a good seal. The flange can be changed out and a new 10" OC toilet can be installed. The floor is worn and should also be replaced at the same time. Estimated cost for repair is \$1200. Gary motioned that the board approve up to \$1200 for Jason Kuhlman to make this repair which was seconded by Rick White and approved by roll call vote unanimously by those present.

A bathroom faucet is leaking and needs replacement. Estimated cost to repair is \$300.

The bath fan above the roll in shower needs replacement. The maker of the current fan has gone out of business and replacement parts are no longer available. Estimated cost to repair is \$400.

An outlet in Spencer's room has come loose from the wall. Estimated cost to repair is \$75.

Rick White motioned that the Board approve up to \$775 for Jason Kuhlman to make these repairs. The motion was seconded by Tom Bradley and approved by roll call vote unanimously by those present.

Ridgeway House- The battery backup sump pump has an error light that won't reset. The light says to check the plug and circuit breaker; we did, and nothing happened. Also, the battery storage box has gone missing. Estimated cost to repair is \$350-550 depending on what the problem is.

There are a few issues with the exterior drainage that needs attention. The drain for the sump pump by the garage is missing a fitting. The pipes are not connected so the water doesn't always make it into the

drain pipe. Greg was going to extend and bury the drain pipe that runs under the patio. It has not been done yet. Estimated cost to repair is \$275.

At the last inspection we approved the repair of a hose bib by the back patio. The hose bib was not completely repairable at that time. It was too damaged from freezing up. It's not needed, so the decision was made to remove it permanently. The ceiling in the apartment will have to be repaired after the plumbing work. Estimated cost to repair is \$440.

Rick White motioned that the Board approve up to \$1265 for Jason Kuhlman to make these repairs. The motion was seconded by Tom Bradley and approved by roll call vote unanimously by those present.

The toilet on the main floor has a broken toilet seat and Life Unlimited (Barbara Griggs) was instructed to make that repair.

Hampton House- It appears that the bath fan is not always being used when the residents are using the shower. There is some paint damage above the shower walls. A solution would be to wire the lights and bath fan together. The estimated cost to make this electrical change is \$100.

The tree on the left side of the house need some minor trimming. The estimated cost for this trim work is \$175.

Rick White motioned that the Board approve up to \$275 for Jason Kuhlman to make these repairs. The motion was seconded by Alan Naylor and approved by roll call vote unanimously by those present.

Sherwood House-The battery backup sump pump in the basement has stopped working. The control panel display is not working. Estimated cost to repair /replace is \$300-500 depending on what the problem is.

The dehumidifier in the basement should have a hose attached so that it drains itself. Estimated cost to repair is \$80.

Rick White motioned that the Board approve up to \$600 for Jason Kuhlman to make these repairs. The motion was seconded by Tom Bradley and approved by roll call vote unanimously by those present.

Northland House –A downspout on the back corner of the house has blown off and should be reinstalled. Estimated cost to repair is \$80.

Rick White motioned that the Board approve up to \$600 for Jason Kuhlman to make these repairs. The motion was seconded by Alan Naylor and approved by roll call vote unanimously by those present.

Kent Building- The large sign, Center for Human Services, by the street needs the wooden frame painted. Estimated cost for painting is \$175.

Rick White motioned that the Board approve up to \$175 for Jason Kuhlman to make these repairs. The motion was seconded by Alan Naylor and approved by roll call vote unanimously by those present.

Flora House Appraisal

Alan reported that the updated Flora House Appraisal had been received from Tom Pryor. In 2014 Mr. Pryor appraised the home and property at \$122,700. His current appraisal is \$152,000. Rick White said that he was not sure that the appraiser looked at the faults of the

house. In good shape, the house would probably bring this price but he is doubtful it will come close in its current condition. Alan agreed and confirmed that the bathroom repair is estimated at \$25,000 and the deck repair is estimated to be \$25,000. There is no garage on the house at this time and that would need to be restored as well. Robert Sevier suggested that if we had an appraised value of \$152,000 and sold it for \$88,000, for example, how would we explain this to the citizens of Clay County? All agreed this was a valid concern.

The board agreed to have the Board Owned Property Committee interview three (3) realtors, share the appraisal with the realtors and then if they come back with something far less, the board collectively will make a decision as to what to do. This can be done by teleconference if necessary and more expedient. The realtor(s) should be able to provide a good idea of market value. Once a realtor is picked, the board will come to an agreement as to the listing price and pay structure for the agent. We will take offers as they come, weigh them and using the experience of the agent and our appraisal, make a decision as a board on any offer.

Robert Sevier inquired if we had anyone connected with this board that would bid on the property. Alan Naylor confirmed that Jason Kuhlman said he would like to make an offer on the property. Gary suggested that he make a proposal within the next 5-10 days, prior to securing an agent. Gary further suggested sharing the appraisal with Jason. Alan said he will advise Jason. Tom Bradley said that he was opposed to selling the property to Jason Kuhlman. Jason is associated closely with this board in the community and this could be perceived as less than a "hands off" relationship. Gary and Bob both concurred but Gary said that if Jason's proposal was for the appraised value or more, then that perception would be of no affect. If less, then the board can elect to decline his offer.

Heath inquired as to the assessed value of the property by the county. Alan said we had that information but did not have it available this evening.

The Board Owned Property Committee was directed to proceed as outlined in the discussion above.

Long Range Committee

There was no report.

Targeted Case Management

Anita Hartman was unable to attend the meeting due to a family matter. Sonja provided a report for targeted case management as written by Anita. She reported that CHS has 41 full time employees and are serving 1207 consumers. There were 15 newly eligible, 3 transfers in, 5 discharges and no transfers out. Medicaid status for the month was 69.52%.

Other Business

Rick White reported that the state legislature had cut funding to the Northwest Autism Project.

Robert Sevier noted that he had attended the Flora House replacement open house and found the home stunning! He suggested that a perhaps one use of the capital assets program could be a request for “more substantial” furniture in the home.

Guest Comments

Randy Hylton with Vocational Services Inc. reported that VSI would be holding Community Awards Night to be held at Marriott Court Yard at Briar Cliff on June 21 and invited the DDRB Board members to attend.

Barbara Griggs with Life Unlimited announced this would be her last time attending a DDRB board meeting as she will be retiring next month. She invited the board to attend her retirement party hosted by Life Unlimited on May 18. She took the opportunity to thank the board for the wonderful support that she and her organization have received over the past 40 years and in particular thanked this board for their exemplary support and attitudes. The board members gave Barbara a round of applause and thanked her for her dedication and service.

Brea Connett with Northland Early Education said they are breaking ground on May 4 for the new addition.

Kendra Kemp with TNC said they are having their fund raiser – The Dirty Duo – on June 16 and invited everyone to attend.

Holly Wilmes with Easter Seals Midwest said that May is Autism Awareness Month. She also reported that there are now only 5 Head Start Programs in the Northland.

Adjourn

With no further business the meeting was adjourned.

Respectfully submitted: Sonja Bennett
April 30, 2018