

Minutes
Developmental Disabilities Resource Board of Directors
DDRB Board Meeting
July 28, 2020

The **DDRB Board** met by Zoom Video Conference due to the CoVid19 Emergency orders from the Clay County Commission to “Stay Home” on June 30, 2020. The meeting was called to order at 6:30pm by vice chairman, Thomas Bradley. Present for the meeting were in addition to Tom Bradley were Stephen Elliott, Richard White, Patricia Schoenrade, Alan Naylor, James Gottstein, Janet White and Robert Sevier. Gary Steinman was on vacation and unable to attend. Also present was Sonja Bennett.

Guests Included:

Anita Hartman with Center for Human Services
Randy Hylton and Kimbel Mothershead with Vocational Services
Julie Edlund, Mark Bertrand, Brian Watson and Jim Huffman with Life Unlimited
Shaney Othic with Northland Therapeutic Riding Center

Announcements

There were no announcements.

Minutes

The minutes of the DDRB Board Meeting of June 30, 2020 were previously read and approved by each member. With no corrections to the minutes as published Pat Schoenrade motioned the board approve the minutes as submitted. James Gottstein provided a second to the motion and the board voted unanimous approval of the members present.

The minutes of the DDRB Finance Committee Meeting of July 21, 2020 were previously read and approved by each member. With no corrections to the minutes as published Alan Naylor motioned the board 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

Stephen Elliott provided the following Financial Report for the year to date June 30, 2020.

DDRB P&L YTD to Date June YTD

- **Total Income =** **\$ 5,631,887.25**
- **Total Expenses =** **\$ 2,392,601.81**
- **Net Income =** **\$ 3,239,285.44**

DDRB Balance Sheet June YTD

• Total Checking & Savings =	\$ 8,573,017.57
• Total Fixed Assets =	<u>\$ 1,471,715.72</u>
• Total Assets =	<u>\$10,044,733.29</u>
• Total Liabilities=	<u>\$ 1,843.12</u>
• Total Fund Balance =	\$ 6,803,604.73
• Net Income =	<u>\$ 3,239,285.44</u>
• Total Equity =	<u>\$10,042,890.17</u>
• Total Liabilities and Equity =	<u>\$10,044,733.29</u>

TCM P & L Year to Date June YTD

• Total Income =	\$ 1,657,992.72
• Total Expenses =	<u>\$ 1,455,750.57</u>
• Net Income =	<u>\$ 202,242.15</u>

TCM Balance Sheet June YTD

• Total Checking & Savings =	\$ 3,267,264.38
• Total Assets =	<u>\$ 3,267,264.38</u>
• Net Income =	<u>\$ 3,267,264.38</u>
• Total Liabilities and Equity =	<u>\$ 3,267,264.38</u>

RECAP of Investments – June 30, 2020

DDRB

Long Term Reserves Investment:	\$4,403,000.00
Long Term Investment Interest Earned YTD:	\$ 44,386.66
Short Term Working Capital Investment:	\$2,212,000.00
Short Term Investment Interest Earned YTD:	\$ 13,438.52

TCM

Long-Term TCM Reserves Investment:	\$2,723,000.00
TCM Interest YTD:	\$ 30,325.86

Administrative Directors Report

Sonja Bennett reported that we had received a notice from the Department of Mental Health stating due the budget cuts implemented by the Governor, the Shared Unit Agreement funds would be decreased to \$17,452 from \$23,269.

She also advised that the Missouri Department of Transportation would be awarding the MEHTAP grants by the first part August. Preliminary indications are that DDRB will receive a grant but no indication as to how much.

Lastly, she reported that we received the first letter from the county regarding the assessed taxes for 2020. It appears the assessed taxes will increase about 2.5%. Early indications are the government will set the COLA at 1%. The levy dollars for 2020 will fall somewhere between these percentages. She reminded the board that we receive funds as they are collected and not as assessed so she suggested a conservative approach to budgeted for 2021.

Executive Committee

No report.

Finance Committee

Funding Application Process for FY2021

Steve Elliott, chair of the Finance Committee, provided the board with a proposed Time Table for the FY2021. He also recommended that we utilize the same format for funding application as last year. The board agreed to both. The Public Announcement will go out on August 3, 2021 and applications will be available that day as requested.

Year to Date Budget versus Actual

The board was presented a recap of the actual expenditures compared to budget year to date for each agency (copy attached for file). The only area of concern is the NEEC Development Preschool Program. That being said, this forecast is based on the annual budget paid out equally by month and not all programs, especially the education programs, in reality operate in that fashion. Typically, the summer months have lower attendance. In total, expenses for services are under budget.

CoVid19 Relief Service Funding

The board was presented with a recap of the funding for delivered services and funding for services for which the agencies have been unable to deliver to the CoViD19 pandemic (copy attached for the file). The board had previously agreed to pay each agencies an amount equal to their annual monthly average in order to keep them vibrant and able to deliver services in the future. The funds for CoViD19 Service Funding total \$604,773 through June. While some programs have reopened fully and others are open on a smaller scale, some have yet to be able to resume services.

CoVid19 Emergency Relief Grant Fund

The board set aside \$447,000 in for emergency funding for expenses directly related to the CoViD19 pandemic. Each request for funding was submitted to the board in an application processed, reviewed by the board with each requiring a majority vote for approval. The board was provided a review by agency of how those funds have been spent (a copy is attached for the file). To date the board has provided \$202,438 in funds for use in this emergency.

CoVid19 Relief Fund Applications

Life Unlimited

Life Unlimited (LU) submitted an updated application for funding from the CoViD19 Emergency Relief Fund.

The updated application does not include funding for the HEARO Emergency Remote Monitoring. They were able to get reimbursement for the \$18,540.00 and will in turn reimburse DDRB. They were also able to get funding for a portion of the PPE and will be sending receipts for reimbursement from DDRB in the amount of \$7000. The amended total of funds paid to LU from the fund is \$34,550.37. LU requested additional funds in the amount of \$62,600 for two (2) vans with the stated purpose of transporting their residents to and from the My Day program.

The board had previously referred this back to the Finance Committee to review. The Finance Committee reviewed on July 21, 2020 and agreed to recommend the board fund the vans under the CoViD Emergency Relief Grant to enable social distancing and health safety in transporting individuals to the Day Program and work. With approval by the board, the funds allocated under this program to LU is \$97,147.27 which is within the guidelines of the program.

Steve Elliott motioned the board for approval the request from Life Unlimited to purchase two wheelchair accessible vans each costing \$31,300 for a total of \$62,600. Tom Bradley seconded the motion which passed by roll call vote unanimously by the members present.

Services Committee

Pat Schoenrade advised that she had reached out to Northland Early Education Center and advised they had reopened the school in May and no cases of CoViD19 have been reported to date. Pat also advised that she had spoken with Northland Therapeutic Riding Center who reported that one barn worker had been diagnosed with CoViD19. They took all the necessary precautions, and the worker not considered essential is quarantined. They do plan to open Monday for Session 3. Lastly, she reported that she had spoken with TNC Community who reported that everyone is healthy and safe.

Board Owned Property Committee

Alan Naylor reported that there are three (3) projects pending; Kent Street landscaping, Hampton House wall and Liberty House dirt work around the new driveway pad. We need to review these projects to determine if funding will be available to complete in the fall.

Long- Range Planning Committee

There was no report.

Targeted Case Management

Anita provided a report for targeted case management. She reported that CHS has 43 full time employees. She reported that Gregg Aultman will be returning to Clay County as the 4th Supervisor. They promoted one of Supervisor III to fill that position in Jackson County. They are interviewing for the Supervisor III position as well as the Administrative Assistant. They serving 1302 consumers with a current caseload of 1 to 41.4. She reported that the program they were not seeing many new applicants to the program and she believed that is due to the pandemic. The Medicaid eligible rate for the month was a little higher 69.73%. She provided updated information on the Waiver Wait List in her report which included 8 people approved for the Comprehensive Waiver when those funds become available.

Other Business

None noted.

Guest Comments

Randy Hylton with **Vocational Services** reported that they have completed the required WIOVA training for 130 individuals on time. He said they had 90 people back to work. He reported that they had one (1) **possible** case of CoViD19 at one of the warehouses and had contacted the health department and were following all the recommended protocols. He reported that Life Unlimited and City-Wide Transportation were working closely with VSI on transportation safety and adhering to all the safety measures put in place.

Mark Bertrand with Life Unlimited thanked the board for approving the funding for the vans.

Adjourn

With no further business Thomas Bradley adjourned the meeting.

Respectfully submitted: Sonja Bennett
July 29, 2020