

**Minutes**  
**Developmental Disabilities Resource Board of Directors**  
**Board Owned Property Committee Meeting**  
**October 15, 2019**

The **Board Owned Property Committee** met on October, 2019 at 5:30 pm at the DDRB office. Present at the meeting were Alan Naylor, Rick White and Robert Sevier of the committee. James Gottstein was unable to attend due to a work conflict. Also, present were Tom Bradley and Sonja Bennett. Guests included Mark Bertrand and Julie Edlund with Life Unlimited. The meeting was called to order by committee chairman, Alan Naylor.

**Ridgeway House**

The committee reviewed the three proposal for remodeling the bathroom of the Ridgeway House in order to make the bath and shower accessible. The bid from Clear Choice Bath was dismissed due to the fact it was \$20,000 higher than the other two bids. The bids from KJ Remodeling and Kuhlman Construction were similar. Alan has an updated plan to provide additional space in the bath area and will request both companies rebid which will increase the cost of the project from \$17,000+ to \$20,000. Alan will send the updated bids to the committee members for review and the committee will meet on Tuesday, October 29 prior to the board meeting to make a final approval to submit to the board. The committee agreed that the proposal to the board would be not to exceed \$20,500 for the project.

**Hampton House**

The retaining wall at Hampton House is pending with no update at this time.

**Kent Street Building**

Sonja advised the committee that the **parking spaces at VSI** had been marked and the spaces were being utilized by CHS.

She advised that she had requested three bids for repairs to the **Kent Street parking lot**. Alan confirmed that the preference would be to grind and relay as opposed to shoot and seal. The committee would prefer the project not be started until spring. As soon as the bids are received, Sonja will forward them to the Committee for review and action.

Sonja showed the committee the proposed **landscape design** for the backyard of the building. The committee approved the design and requested she acquire at least 3 bids for the project. They also asked her to inquire from the designer, the recommendations for watering.

Sonja advised that the **fire alarm system** currently uses the analog telephone lines. As the telephone companies move the fiber optics and digital lines, the alarm system is increasingly having difficulty with line drops and therefore sending alarm signals. Utilizing a cellular radio is the solution to the call drops. Mr. Toomey has and is installing them in other locations he monitors experiencing the same issues. The

committee requested she get the cost for parts and installation as well as monthly fees to make this change.

### **Clay County Homes Inspection**

The committee previously requested the Life Unlimited prepare a proposal for the board for inspection of the homes they own and/or manage in which Clay County. After review and discussion, the Committee and Life Unlimited agreed to three (3) inspections annual to include up to five (5) homes supported by Life Unlimited in Clay County chosen by DDRB 10 to 15 days prior to the inspection date. This selection of homes does not include homes owned by DDRB as those homes will continue to be inspected three (3) times annually or as the board deems appropriate. This will cover 31% of the Life Unlimited homes in Clay County each year as a random sample. Life Unlimited will get approval from individuals served and guardians. If a home is chosen and the individuals served and/or guardian refuse the inspection, DDRB will be notified and requested to choose another home. These inspections will be held on the first Monday of March, July and November unless another date is requested by either party for a special circumstance.

Life Unlimited will provide the following documentation to the DDRB to ensure quality maintenance of the Clay County homes being supported by Life Unlimited are being maintained with exceptional quality.

- Life Unlimited will submit the annual home inspection reports from our insurance company to DDRB within 30 days of receipt.
- Life Unlimited will submit their CARF survey report every three years within 30 days of receipt.
- During the quarterly inspections Life Unlimited will bring a report that lists all APTS from CHS concerning the physical conditions of homes and/or identified repairs needed.
- During the quarterly inspections Life Unlimited will bring a report that lists all maintenance tickets addressed and pending for the previous quarter.

In addition, DDRB will work with TNC Community to include the homes owned and or operated by TNC in Clay County as previously agreed with James Landrum and will follow the same process.

The Committee will submit this proposal to the Board for approval for an immediate implementation date.

With no further business, the Board Owned Property Committee meeting was adjourned.

Respectfully submitted: Sonja Bennett  
October 16, 2019