

Minutes
Developmental Disabilities Resource Board of Directors
DDRB Board Meeting
June 30, 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 chairman, Gary Steinman. Present for the meeting were in addition to Gary Steinman were Thomas Bradley, Stephen Elliott, Richard White, Patricia Schoenrade, Alan Naylor, James Gottstein and Janet White. Robert Sevier was unable to attend. Also present was Sonja Bennett.

Guests Included:

Linda Holland, Anita Hartman and Dawn Conway with Center for Human Services
Randy Hylton and Kimbel Mothershead with Vocational Services
Laurie Brewer with City Wide Transportation
Anne Hochstein with Job One
Julie Edlund, Mark Bertrand, Brian Watson and Jim Huffman with Life Unlimited

Announcements

There were no announcements.

Minutes

The minutes of the DDRB Board Meeting of April 28, 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.

The minutes of the DDRB Board Meeting of May 14, 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.

The minutes of the DDRB Finance Committee Meeting of May 19, 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.

The minutes of the DDRB Board Meeting of June 2, 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

Tom Bradley provided the following Financial Report for the year to date May 31, 2020.

DDR B P&L YTD to Date May YTD

- Total Income = \$ 5,542,805.15
- Total Expenses = \$ 1,929,486.47
- Net Income = \$ 3,613,318.68

DDR B Balance Sheet May YTD

- Total Checking & Savings = \$ 8,949,728.73
- Total Fixed Assets = \$ 1,471,715.72
- Total Assets = \$10,421,444.45
- Total Liabilities= \$ 4,521.04
- Total Fund Balance = \$ 6,803,604.73
- Net Income = \$ 3,613,818.68
- Total Equity = \$10,416,923.41
- Total Liabilities and Equity = \$10,421,444.45

TCM P & L Year to Date May YTD

- Total Income = \$ 1,613,753.29
- Total Expenses = \$ 1,174,942.11
- Net Income = \$ 438,811.18

TCM Balance Sheet May YTD

- Total Checking & Savings = \$ 3,503,833.41
- Total Assets = \$ 3,503,833.41
- Net Income = \$ 3,503,833.41
- Total Liabilities and Equity = \$ 3,503,833.41

RECAP of Investments – May 31, 2020

DDRB

Long Term Reserves Investment:	\$4,403,000.00
Long Term Investment Interest Earned YTD:	\$ 35,584.40
Short Term Working Capital Investment:	\$2,704,000.00
Short Term Investment Interest Earned YTD:	\$ 9,545.72

TCM

Long-Term TCM Reserves Investment:	\$2,971,000.00
TCM Interest YTD:	\$ 24,876.43

Rick White moved that Treasurer's Report be approved as presented with a second from Alan Naylor. The board approved by unanimous vote.

Administrative Directors Report

Sonja reported that everything was quiet on Kent Street. Only she and Paula Bears have been in the office since the "stay home" order. This week a couple of people from CHS returned to the office for part of the day.

Executive Committee

No report.

Finance Committee

Center for Human Services

The Finance Committee met with the Center for Human Services (CHS) on May 19, 2020 to review their proposed budget for July 2020 – June 2021. The Finance Committee approved the budget. The full budget proposal is attached to these minutes for the file. The actual budget file was sent to each board member for review prior to the meeting. Steve Elliott presented the following key items of the budget with input from Linda Holland.

CHS is requesting a 4th team which will include the addition of a Supervisor, SCIII and Administrative Assistant. Linda advised that she hoped to fill the Supervisor and SCIII positions from within. The caseload per SC is projected to be 1:38 which has been the goal. DDRB will continue to provide Case Management for NON-Medicaid residents. The hourly rate we pay CHS will go from \$78.68 to \$82.54. The DDRB reimbursement rate from DMH will remain the same at \$103.68. This budget does

not project an increase in number of clients nor a change in the ratio of Medicaid/Non-Medicaid. The CHS budget proposal allows for 5% reserve for CHS with total expense of \$3,565,689 an income of \$3,743,973. Steve explained that typically, CHS presents a budget of the worst-case scenario and projects DDRB income as a loss. Historically, DDRB has not lost money for these services. The projected loss, per their proposal is \$418,790. He advised the board that should something change in the coming 12 months that would impact DDRB income from case management, we do have sufficient reserves to cover the program.

Steve Elliott recommended the budget to the board and motioned for approval with a second from Alan Naylor. The budget was approved unanimously by roll call vote of the members present.

CoVid19 Relief Fund Applications

Life Unlimited

Life Unlimited (LU) submitted an updated application for funding from the CoViD19 Emergency Relief Fund set aside by the board in March. This request had not been previously reviewed by the Finance Committee as the board had agreed to forgo that process for these emergency funds. The total allowance for LU from the fund was set at \$100,000. The board had previously approved funding as follows:

Description	Amount Requested	Board Approved	Paid Out
Hearo Emergency Remote Monitoring	\$ 45,500.00	\$ -	\$ -
Extra Food and Supplies (106 people at \$180)	\$ 19,080.00	\$ 19,080.00	\$ 18,540.00
Cleaning and Disinfecting	\$ 11,650.00	\$ 11,650.00	\$ 11,650.00
Zoom Conferencing	\$ 6,876.89	\$ 6,876.89	\$ 6,879.89
Personal Protective Equipment	\$ 25,000.00	\$ 25,000.00	\$ -
Converted Two Homes into Temporary Quarantine	\$ 8,221.48	\$ 8,221.48	\$ 8,221.48
Folding Beds	\$ 799.00	\$ 799.00	\$ 799.00
Total Request \$ 117,127.37 \$ 71,627.37 \$ 46,090.37			

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.

After listening to Julie Edlund’s presentation and questions from the board members, the board decided that this did not fit the “emergency” of the CoViD funding process and therefor referred this to the Finance Committee to review and make a recommendation to the full board. Gary requested that Sonja schedule a Finance Committee meeting prior to the next board meeting.

Services Committee

There was no report.

Board Owned Property Committee

Alan Naylor reported that the 2nd Home Inspection has been postponed due to CoViD safety measures. There are three (3) projects pending; Kent Street landscaping, Hampton House wall and Liberty House dirt work around the new driveway pad.

Long- Range Planning Committee

There was no report.

Targeted Case Management

Anita provided a report for targeted case management. She reported that CHS has 41 full time employees. Three Service Coordinators left the organization and they are in the process of hiring their replacements. They are serving 1303 consumers with a current caseload of 1 to 44.39. They had 5 newly eligible and 2

transfer in with 5 discharges and 6 transfer out. The Medicaid eligible rate remains pretty constant at 68%. She provided updated information on the Waiver Wait List in her report.

Other Business

None noted.

Guest Comments

Randy Hylton with **Vocational Services** reported that they have implemented measures to enable people to return to work and were at about 50%. He said that they were running into complications in getting everyone back and was not sure when or if everyone would return to work. He reported that all their customers had returned and they were able to fulfill orders. They are working on a plan to provide the required WIOVA training.

Anne Hochstein with **Job One** reported that they had signed the lease on the building in the North Kansas City and opened June 1. They are interviewing for the administrative staff. She said that it could be slow starting because of the CoViD restrictions but none the less, they are excited to be in Clay County.

Adjourn

With no further business Gary Steinman adjourned the meeting.

Respectfully submitted: Sonja Bennett
July 1, 2020