

Minutes
Developmental Disabilities Resource Board of Directors
Finance Committee Meeting
May 18, 2021

The **Finance Committee** met on May 18, 2021 at 5:30pm at the DDRB Office and by Zoom Conference. The meeting was called to order by Finance Committee Chairman, Rick White. Present at the meeting, in addition to Rick White, were committee members Gary Steinman, Steve Elliott and Janet White. Also present were Alan Naylor, Marlene Leonce and Sonja Bennett.

Guests included Randy Hylton with VSI, Mark Bertrand, Julie Edlund and Brian Watson with Life Unlimited and Ann Graff, Dave Kramer, Loletta Combs and Linda Holland with Center for Human Services.

Vocational Services Inc. had previously submitted a **capital grant request in the amount of \$133,029** to replace the bathrooms at the North Kansas City Workshop. They submitted an application to increase that grant by \$21,605.86 in order to make the toilets and faucets all touchless. Steve Elliott motioned the committee to approve the increase which remains in the guidelines of approved available funding. Janet White provided a second and the committee unanimously approved. The committee will present to the full board for approval.

Vocational Services Inc. submitted a **CoViD19 Grant request in the amount of \$25,605.00.** multi-faceted digital imaging system that through facial recognition and thermal imaging be able to take the temperature of a masked employee. Due to their multiple locations and multiple entry points VSI will need to have the ability to monitor and historically track all employees and visitors at multiple locations. Through this Covid-19 Grant VSI will purchase three Camera/NVR recorders with an additional camera for each of our three locations. With this system in place VSI will be able to document and record literally hundreds of entries by employees and visitors into their facilities for Covid - 19 purposes. Steve Elliott motioned the committee to approve the request and recommend to the full board for approval. Janet White seconded the motion which passed by unanimous vote of the committee.

Life Unlimited submitted a **Capital Grant request in the amount of \$100,000.00** purchase two (2) 2020 Ram Promaster wheel chair accessible vans. Due to the aging vehicles in their fleet and the aging population served, the vans will provide safe and accessible transportation for their residents. Steve Elliott motioned the committee to approve the request and recommend to the full board for approval. Janet White seconded the motion which passed by unanimous vote of the committee.

Debby Sanders, CFO for **Center for Human Services prepared the budget for Fiscal Year 2022.** The budget was presented by the new CEO, Dave Kramer and Linda Holland, Director of Service Coordination and Quality Assurance. Ann Graff, retiring CEO, and Loletta Combs, Program Director were also present and included the presentation. Ann will officially retire on June 30. Loletta started with the organization in October.

Sonja presented a brief history on the unit rates, income and expenses since 2013. She reminded the committee that the board approved a rate increase last year to allow for the addition of a fourth (4th) team which would allow for a case load of 1-38. Linda advised that the team has not been fully implemented due to various reasons. Sonja also reminded the committee that the board continues to provide case management services to non-Medicaid residents for which we receive no reimbursement.

The Medicaid / Non-Medicaid rate has remained constant at 70% and 30% respectively. The average service hours are split 85% and 15% respectively. She reminded the board that we have reserves equal to 93% of the FY2021 budget. Projected through June 2021, the board is on target to show a profit of \$250,000 for FY21. A review of the Service Hours provided and available indicates, as the 4th team becomes fully on line, there is room for additional service hours and revenue for the board which will allow service coordination to continue for the Non-Medicaid residents.

Linda reviewed in detail the operating expenses for FY21 and the projections for FY22. Operating expenses are expected to increase by 157,000 to \$3,715,208 which includes a 3% pay increase for all the Clay County staff as well as a fully staffed four (4) teams. Historically CHS has budgeted for a five (5) percent profit and that is included in budget as well. The rate to cover this **proposed budget is \$85.73 unit rate** which is a 4% increase over FY21. Steve Elliott motioned the committee to approve the request for a unit rate of \$85.73 for Fiscal Year 2022 and recommend to the full board for approval. Rick White seconded the motion which passed by unanimous vote of the committee.

With no further business, the Committee adjourned.

Respectfully submitted:
Sonja Bennett, May 19, 2021