

**Minutes**  
**Developmental Disabilities Resource Board of Directors**  
**DDRB Board Meeting**  
**January 26, 2021**

The **DDRB Board** met by Zoom Video Conference due to the CoVid19 Emergency. The meeting was called to order at 6:30 pm by chairman, Gary Steinman. Present for the meeting were in addition to Gary Steinman were Stephen Elliott, Alan Naylor, Patricia Schoenrade, Rick White, Janet White and James Gottstein and Robert Sevier. Also present was Sonja Bennett.

**Guests Included:**

Anita Hartman with Center for Human Services  
Mark Bertrand, Jim Huffman, Brian Watson and Amy Taylor with Life Unlimited  
Kimbell Mothershead with Vocational Services  
Shaney Othic with Northland Therapeutic Riding Center  
Anne Hochstein with Job One  
Brea Connett with Northland Early Education Center

**Announcements**

There were no announcements.

**Minutes**

The minutes of the DDRB Board Meeting of November 24, 2020 were previously read and approved by each member. With no corrections to the minutes as published, Pat Schoenrade motioned the board to approve the minutes as submitted. Alan Naylor provided a second to the motion and the board voted unanimous approval of the members present.

**Financial Report**

Steve Elliott provided the following Financial Report for the year-to-date November 30, 2020. Steve advised that we have not closed the books on December as we are awaiting one outstanding payable. He will report the year-end results in February.

**DDRB P&L YTD to Date November YTD**

- **Total Income =** **\$ 6,057,692.09**
- **Total Expenses =** **\$ 4,383,917.39**
- **Net Income =** **\$ 1,673,774.70**

**DDRB Balance Sheet November YTD**

- **Total Checking & Savings =** **\$ 7,010,036.83**
- **Total Fixed Assets =** **\$ 1,471,715.72**

- Total Assets = \$ 8,481,752.55
- Total Liabilities= \$ 4,373,12
- Total Fund Balance = \$ 6,803,604.73
- Net Income = \$ 1,673,774.70
- Total Equity = \$ 8,477.379.43
- Total Liabilities and Equity = \$ 8,481,752.55

**TCM P & L Year to Date November YTD**

- Total Income = \$ 2,981,629.47
- Total Expenses = \$ 2,347,838.38
- Net Income = \$ 633,791.09

**TCM Balance Sheet November YTD**

- Total Checking & Savings = \$ 3,698,813.32
- Total Assets = \$ 3,698,813.32
- Net Income = \$ 3,698,813,32
- Total Liabilities and Equity = \$ 3,698.813.32

**RECAP of Investments – November 30, 2020**

**DDR**

Long Term Reserves Investment: \$4,905,000.00

Long Term Investment Interest Earned YTD: \$ 70,686.56

Short Term Working Capital Investment: \$ 246,000.00

Short Term Investment Interest Earned YTD: \$ 31,315.23

**TCM**

Long-Term TCM Reserves Investment: \$2,978,000.00

TCM Interest YTD: \$ 47,334.31

### CoViD19 Grant Program Recap

The board paid \$233,176.36 in grants to fund extraordinary costs associated with the CoViD19 epidemic.

2020 CoViD19 Emergency Relief Funding						
Agency	2020 Approved Service Funding	CoViD19 Funding Available	Agency Requested	Board Amount Approved	Amount Approved/Paid Out	Comment
Ability KC	\$ 7,016.55	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	PPE
			\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	TOTAL
Alphapointe	\$ 19,666.87	\$ 3,000.00	\$ -	\$ -	\$ -	
Childrens Center for the Visually Impaired	\$ 145,031.00	\$ 25,000.00	\$ 5,400.00	\$ 5,400.00	\$ 5,400.00	One Drive Move to cloud
			\$ 16,770.00	\$ 16,770.00	\$ 16,770.00	New Server
			\$ 2,830.00	\$ 2,830.00	\$ 2,830.00	Zoom Accounts for 4 months
			\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	TOTAL
Della Lamb	\$ 983,375.22	\$ 100,000.00	\$ 41,300.00	\$ 41,300.00	\$ 41,300.00	Insurance
			\$ 8,700.00	\$ 8,700.00	\$ 8,700.00	Rent
			\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	TOTAL
Easter Seals Midwest	\$ 383,494.99	\$ 50,000.00	\$ 1,240.00	\$ 1,240.00	\$ 1,240.00	Assistive Technology
			\$ 4,080.26	\$ 4,080.26	\$ 4,080.26	Personal Protective Equipment
			\$ 9,682.83	\$ 9,682.83	\$ 9,682.83	Vehicle Lease & Insurance
			\$ 15,003.09	\$ 15,003.09	\$ 15,003.09	TOTAL
Job One	\$ 26,000.00	\$ -	\$ -	\$ -	\$ -	
Life Unlimited	\$ 808,009.09	\$ 100,000.00	\$ 19,080.00	\$ 18,540.00	\$ 18,540.00	Extra Food & Supplies
				\$ (18,540.00)	\$ (18,540.00)	Repaying Extra Food & Supplies
			\$ 11,650.00	\$ 11,650.00	\$ 11,650.00	Cleaning & Disinfecting
			\$ 6,876.89	\$ 6,876.89	\$ 6,876.89	Zoom Conference Subscription
			\$ 8,221.48	\$ 8,221.48	\$ 8,221.48	Furnishings for Benson House
			\$ 799.00	\$ 799.00	\$ 799.00	Roll Away Beds
			\$ 25,000.00	\$ 7,000.00	\$ 6,999.90	Personal Protective Equipment
			\$ 45,500.00	\$ -	\$ -	Remote Monitoring
			\$ 62,600.00	\$ 62,600.00	\$ 62,600.00	2 Vans @ \$31,300 each
			\$ 179,727.37	\$ 97,147.37	\$ 97,147.27	TOTAL
Northland Early Education	\$ 381,936.98	\$ 50,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	Additional Staff Funding March
Northland Therpeutic Riding	\$ 52,622.39	\$ 6,500.00	\$ 2,950.00	\$ 2,950.00	\$ 2,590.00	Staffing - CoViD Safety
			\$ 2,450.00	\$ 2,450.00	\$ 1,935.00	Staffing - CoViD Safety
			\$ 5,400.00	\$ 5,400.00	\$ 4,525.00	TOTAL
TNC Communitiy	\$ 57,413.78	\$ 6,500.00	\$ 3,387.55	\$ 3,387.55	\$ 3,387.55	Medical Scale
			\$ 2,950.20	\$ 2,950.20	\$ 2,950.20	Technology
			\$ 15,178.75	\$ 15,178.75	\$ 15,178.75	Claymont Home Remodel Quarantine
			\$ 13,984.50	\$ 13,984.50	\$ 13,984.50	Hero Pay
			\$ 35,501.00	\$ 35,501.00	\$ 35,501.00	TOTAL
UMKC ACED Program	\$ 46,500.00	\$ 5,000.00	\$ -	\$ -	\$ -	
Vocational Services	\$ 1,653,170.00	\$ 100,000.00	\$ -	\$ -	\$ -	
<b>Total</b>	<b>\$ 4,564,236.87</b>	<b>\$ 447,000.00</b>	<b>\$ 316,631.46</b>	<b>\$ 234,051.46</b>	<b>\$ 233,176.36</b>	

### CoViD19 Service Relief Program Recap

The board paid \$1,567,958.64 to the agency for budgeted expenses they were unable to deliver due to the CoViD19 Pandemic.

2020 YTD CoViD Service Relief			
Agency	Monthly Services YTD	CoViD YTD	Total YTD
ABKC	\$ 935.76	\$ 3,124.77	\$ 4,060.53
Alpha	1,257.15	9,051.48	10,308.63
Alpha Youth Services	\$ 751.60	\$ 1,315.27	\$ 2,066.87
CCVI	\$ 48,578.90	\$ 89,492.62	\$ 138,071.52
CW	\$ 365,280.32	\$ 619,024.75	\$ 984,305.07
ESMW	\$ 165,009.22	\$ 119,051.05	\$ 284,060.27
Job One	\$ 22,750.00	\$ -	\$ 22,750.00
LU	\$ 310,176.76	\$ 360,831.23	\$ 671,007.99
**NEEC	\$ 389,711.57	\$ 62,552.88	\$ 452,264.45
NTRC	\$ 30,168.00	\$ 22,454.39	\$ 52,622.39
TNC	\$ 42,663.47	\$ -	\$ 42,663.47
UMKC ACED *** not complete	\$ 16,498.68	\$ -	\$ 16,498.68
VSI	\$ 1,348,218.95	\$ 281,060.20	\$ 1,629,279.15
<b>Total</b>	<b>\$ 2,742,000.38</b>	<b>\$ 1,567,958.64</b>	<b>\$ 4,309,959.02</b>

## 2021 Reserve Forecast

<b>DDRB Reserve 12 Month Reserve Worksheet</b>		<b>2021</b>
2021 Operating Expense Budget		\$ 5,621,018.71
		100%
Reserve Requirement		\$ 5,621,018.71
Capital Grant Program 2021		\$ 500,000.00
Funds Required for 100% Reserve		\$ 6,121,018.71
<b>Current Long Term Reserve (Year End December 2020)</b>		<b>\$ 5,655,000.00</b>
Additional Reserve Funds Required		\$ 466,018.71
Proposed Funding from 2021 Net Income		\$ 500,000.00
<b>Projected Long Term Reserve 12/31/2021</b>		<b>\$ 6,155,000.00</b>
<i>Additional Reserves Required</i>		<i>\$ (33,981.29)</i>
<b>TCM Reserve 12 Month Reserve Worksheet</b>		
2021 Operating Expense Budget		\$ 3,712,320.00
		100%
Reserve Requirement		\$ 3,712,320.00
<b>Current Long Term Reserve (Year End December 2020)</b>		<b>\$ 3,230,000.00</b>
Additional Reserve Funds Required		\$ 482,320.00
Proposed Funding from 2021 Net Income		\$ 250,000.00
<b>Projected Long Term Reserve 12/31/2021</b>		<b>\$ 3,480,000.00</b>
<i>Additional Reserves Required</i>		<i>\$ 232,320.00</i>
<b>Funding Policy adopted March 29, 2005</b>		
The board adopted a policy to maintain 9 months of operating expenses in reserve with a long term goal of 12 months operating expenses in reserve.		

Steve pointed to the long-term reserve requirements based on the budgets expenses for 2021 and suggests he believes we would have the funds in 2021 to accommodate a capital grant program. The Finance Committee agreed to review and make a proposal to the board next month.

### **Administrative Directors Report**

Sonja Bennett advised that all the agency contracts for 2021 services and been received and signed by all parties. Sonja advised that everyone should have received a letter of instruction from the Missouri Ethics Commission for filing their 2021 Financial Disclosure Statements. She advised that we had received our first county tax revenue on January 15, 2021 and that Commerce Bank would again invest funds in the short term as previously instructed. Sonja said that she had received notice from the Department of Mental Health (DMH) that the governor had released the funds previously withheld from the Shared Unit Agreement and those funds would be added to the payments to DDRB through June for a total amount of \$23,269. She also advised that the Missouri Department of Transportation Grant (MEHTAP) had finally been finalized and DDRB was awarded \$25,000 for the State Fiscal Year 2021.

### **Executive Committee**

There was no report.

### **Nominating Committee**

Rick White presented the 2021 slate of officers for vote noting that all members had submitted their nominations and the committee is making their recommendations accordingly. The recommendations are:

Stephen Elliott – Chairman  
Gary Steinman – Vice Chairman  
James Gottstein – Secretary  
Richard White – Treasurer

Alan Naylor moved that the board approve the recommendation by acclamation as presented by the Committee. Janet White seconded the motion. The slat

### **Finance Committee**

There was no report.

### **Board Owned Committee**

There was no report.

### **Long Range Planning Committee**

There was no report.

### **Services Committee**

Pat Schoenrade advised that the board had received a very thoughtful and thankful letter from TNC Community for the various projects and services the board had generously funded in 2020. A copy of the letter is attached to these minutes.

### **Center for Human Services**

Anita Hartman reported that CHS has 45 full time employees and were in the process of hiring a Service Coordinator. They are serving 1266 consumers at year end with a current caseload of 1 to 39. She said that the number was lower as this is typically their slower time and she thought some people just did not want services right now due to CoViD. The Medicaid eligible rate was about 72%.

She advised that the Waiver Wait List had improved. Anita reported last month that the governor had provided extra funds for the waivers and they would begin approving the funding and moving people off the wait list. She provided the following information by waiver.

**FY 2021 Expenditure Restrictions Restored**

(\$22.2M) Eliminate the waitlist – Fully Restored

**January Release**

<b>Comp Waiver Wait list</b>	<b>Community Support Waiver Wait list</b>	<b>PFH Waiver Wait list</b>
Remove 26 per month from wait list starting Jan 11.	Remove 90 per month from wait list starting Jan 11.	No waitlist
Removes 194 from waitlist	Removes 540 from waitlist	
GR cost is \$3.4M	GR cost is \$1.7M	

Anita advised that the Hope Waiver had been totally cleared and the Community Support and Comprehensive Waivers would be cleared per the above noted schedule. To date, there are no funds for the Autism Waiver.

<b>Waiver Wait List</b>	<b>Number on List</b>	<b>Types of Service Requested</b>	<b>Slots Approved</b>
Autism	84	PA, Respite, SME,	0
Hope	0	PA, Home Modification, Day- Habilitation, Employment	16
CSW	15	Home Modification, Transportation	0
Comp	12	Residential	0
Lopez	2	Respite, Home Modification, DME, PA	0

Anita and Amy Taylor with Life Unlimited have been working on the LU Nursing Program participants to gain additional hours of service funded through Medicaid. The LU staff and CHS Service Coordinators will continue to work on this program with an update provided through out the year. Anita provided the below information as to the progress to date.

<b>REQUESTS FOR INCREASED RN HOURS</b>	<b># OF PACKETS SUBMITTED TO UR</b>	<b># OF PACKETS APPROVED</b>	<b># OF REQUESTS WITHDRAWN</b>
9	4	0	1

Lastly, Anita reported they had been working with Amy Young with Life Unlimited to implement the ILAP program to include the Service Coordination staff establishing goals and outcome measures by participants. Life Unlimited currently has 13 participants in the program. The board agreed to extend the program to additional participants as well as providers in 2021. Anita and her staff will continue to

review the needs of their clients and make recommendations for the program. She provided the following recap as to progress to date.

# OF ILAP INDIVIDUALS	# ISP'S/ADDENDUMS COMPLETED WITH OUTCOMES/HOURS	# ISPS/ADDENDUMS SCHEDULED	# ISP'S TRYING TO BE SCHEDULED
13	8	2	3

### **Guest Communications**

Mark Bertrand reported that Life Unlimited had been able to provide CoViD19 vaccinations to their residents and employees. He said that 73% of the qualified individuals had participated and received the first vaccine. They will offer the 2<sup>nd</sup> “booster” vaccine in the coming weeks as well offering this to individuals who did not participate originally and then a 3<sup>rd</sup> and final booster for those who participated in the 2<sup>nd</sup> offering. Steve Elliott thanked Life Unlimited for making this vaccine available. Mark also asked if the board would consider offering the CoViD19 Service Relief funding to which the Finance Committee agreed to review.

Shaney Othic with Northland Therapeutic Riding Center that they had experienced the loss of several of their horses to due to death, injury and owner moving. They have been able to locate two replacement horses but have not confirmed replacement. She inquired if the board would again agree to pay for the extra staff and supplies, they need to disinfect prior to and following the riding sessions. The Finance Committee agreed to review.

Shaney Othic (NTRC) and Anne Hochstein with Job One both said they were able to acquire the CoViD19 vaccines for their staff through the Clay and Jackson County Public Health Departments.

With no further requests submitted for review, Gary adjourned the meeting.

Respectfully submitted,  
Sonja Bennett, January 27, 2021