

Minutes

Developmental Disabilities Resource Board of Directors

DDRB Board Meeting

February 27, 2018

The **Board of Directors of DDRB** met on February 27, 2018 at 6:30 pm at the DDRB office. The meeting was called to order by Chairman, Gary Steinman. Those present at the meeting and noted by Roll Call in addition to Gary Steinman were Heath Roberts, Pat Schoenrade, James Gottstein, Alan Naylor, Rick White and Robert Sevier. Also present was Sonja Bennett.

Guests present were:

Anita Hartman – CHS

Julie Edlund, Life Unlimited

Jim Huffman, Life Unlimited

Randy Hylton, VSI

Kendra Kemp, TNC

Colleen Baker, NTRC

Announcements

There were no announcements.

Minutes

The Minutes of the Board Owned Property Committee Meeting of January 30, 2017 were previously read and reviewed by each member. Pat Schoenrade moved the minutes be approved as submitted; the motion was seconded by Alan Naylor and approved by unanimous vote.

The Minutes of the DDRB Board Meeting of January 30, 2018 were previously read and reviewed by each member. Pat Schoenrade moved the minutes be approved as submitted; the motion was seconded by Alan Naylor and approved by unanimous vote.

Financial Report

Heath Roberts provided the following Financial Report for the month of January 2018.

DDRB P&L Month to Date January

- Total Income = \$ 4,051,748.68
- Total Expenses = \$ 86,267.93
- Net Income = \$ 3,965,480.75

DDRB Balance Sheet January

• Total Checking & Savings =	\$ 8,209,819.86
• Total Fixed Assets =	<u>\$ 2,014,999.53</u>
• Total Assets =	\$10,224,819.39
• Total Fund Balance =	\$ 6,252,951.38
• Net Income =	<u>\$ 3,965,480.75</u>
• Total Equity =	\$10,218,432.13
• Total Liabilities and Equity =	\$10,224,819.39

TCM P & L Year to Date January

• Total Income =	\$ 126,865.60
• Total Expenses =	<u>\$ 243.52</u>
• Net Income =	\$ 126,622.08

TCM Balance Sheet January

• Total Checking & Savings =	\$ 1,876,194.76
• Total Assets =	\$ 1,876,194.76
• Net Income =	\$ 1,876,194.76
• Total Liabilities and Equity =	\$ 1,876,194.76
• Total Fixed Assets =	<u>\$ 2,014,999.53</u>
• Total Assets =	\$ 6,254,741.30
• Total Fund Balance =	\$ 5,900,580.49
• Net Income =	<u>\$ 352,355.89</u>
• Total Equity =	\$ 6,252,936.38
• Total Liabilities and Equity =	\$ 6,254,741.30

RECAP of Short and Long-Term Investments – January 31, 2018

- DDRB
- (GL1154) Long Term CD's
- **Total Balance = \$2,673,000**
- (GL1155) Short Term CD's
- **Total Balance = \$4,237,000**
- **Interest Earned YTD = \$3,135.63**
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- TCM
- Long Term Investments
- **Total Long-Term Investment Balance= \$1,487,000**
- **Total Interest YTD = \$571.00**

Pat Schoenrade moved the Financial Report for January be approved. With a second from Alan Naylor, the board voted in favor of approval.

Administrative Directors Report

Sonja reported the following:

MEHTAP Gran Request for State Fiscal Year 2019 has been submitted. We submitted a request for \$25,000. We received a grant for \$18,056 for SFY 2018.

She also reported that the 2018 audit is in process. The auditors have received all the files they requested. In addition, they have been on premise and inspected all the physical files they wanted to review. She said that they planned to have the audit completed and ready for presentation to the board at the March board meeting.

Executive Committee

Gary Steinman reported the following for the Executive Committee:

2018 Committee Assignments– We reviewed the information submitted by each board member for their committee preferences and have assigned members to committees as follows:

Executive Committee:

Gary Steinman, Chairman; Heath Roberts, Vice Chairman; Stephen Elliott, Secretary and Thomas Bradley, Treasurer

Finance Committee: Thomas Bradley, Chairman; Gary Steinman, Stephen Elliott, Rick White and James Gottstein

Services Committee: Pat Schoenrade, Chairman; Robert Sevier, Alan Naylor and Steve Elliott

Board Owned Property Committee: Alan Naylor, Chairman; Rick White and James Gottstein

Long Range Planning Committee: Heath Roberts, Chairman; Pat Schoenrade, Alan Naylor and Robert Sevier

Life Unlimited Group Home Agreement – Gary advised that he had worked with counsel for Life Unlimited on an agreement relative to the group homes in which DDRB has a significant financial investment. The agreement, which will be filed with the county clerk for each property, states that should Life Unlimited change the purpose of their organization, designated use of the property, become insolvent, etc. that DDRB has the first right of refusal to purchase that property for \$100. The members of the board agreed that this was satisfactory. Julie Edlund was given the approval to move forward with filing the first document on the property which will replace “Flora House”.

Preferred Family Healthcare - Gary informed the board that per board vote, no funding would be made available for Preferred Family Healthcare for calendar year 2018. He further instructed Tom and Sonja to update the budgets and resubmit them to the county.

Targeted Case Management Contracts – Gary informed the board that we have received the new/amended contracts from the Department of Mental Health (DMH) and those are currently under review and will be presented to the board at a later date for approval.

Services Committee

Pat Schoenrade said that she plans to work with Sonja to develop a strategic plan for the Services Committee for the coming year and will have a report for the board next meeting.

Finance Committee

No Report

Long Range Committee

No Report

Board Owned Property Committee

Alan Naylor had the following items to submit for approval by the Board. All items were approved prior by the Board Owned Property Committee.

Request to approve an invoice for pest control from Orkin in the amount of \$1700. He explained that an invasive insect had been discovered on February 16 in the building which required immediate attention. Sonja had telephoned Alan Naylor and advised that she was contacting Orkin to attend to the situation immediately. Pat Schoenrade motioned that the invoice be approved for payment with a second from Gary Steinman. The members present unanimously approved.

The Electrical Surge Suppressor connected to the main breaker for the HVAC units is not working properly. Jason Kuhlman contacted DC Electric who recently installed a breaker. He provided a bid of

\$1735 to purchase and install the surge suppressor. Pat Schoenrade motioned for approval with a second from Rick White. The members present unanimously approved.

The next item of discussion was the ductwork in the Kent Street building relative to HVAC #8. There has been an on-going problem with heating and cooling the offices serviced by this unit as well as extremely high humidity in the warmer months. With the replacement of units 1-6 and a new maintenance contract with MMC Contractors, Don Tappin with MMC determined the ductwork in that area is creating the problem. The offices on either side of the hallway are ducted to the hallway to be pulled into the return air vents in the hallway, but not by duct. Alan Naylor did a follow up investigation and concurred with these findings. The Committee reviewed three bids for this project. The bid from Joe Lowry was accepted and approved in the amount of \$4400 by the Board Owned Property Committee as the lowest bid with a recommendation of his work from Jason Kuhlman. Gary Steinman motioned for approval with a second from Pat Schoenrade. The members present unanimously approved

Sonja has requested approval to purchase additional office furniture from Scott Rice in the amount of \$985 to equip an additional space for a service coordinator. Pat Schoenrade motioned for approval with a second from Rick White. The members present unanimously approved.

Alan reported that Flora House will be vacated in April with the residents moving to the new group home. Alan suggested that we utilize the previous appraiser to have the property appraised. The Committee agreed to request approval for up to \$2000 for the appraisal. When the time comes to place the house on the market, the Committee suggested that we get the input of three (3) different realtors for listing prices, etc. The Committee will meet again after the appraisal is received to determine the next step in putting Flora House on the market. Heath Roberts motioned that the board approve up to \$2,000 for an updated appraisal on the Flora House with a second from Rick White. The members present unanimously approved.

Alan discussed the many comments we have received on the artwork we have purchased from our consumers. He suggested the board look into supporting our Clay County consumers participating at local festivals such as Gladfest. The Board indicated they were interested in pursuing and supporting. They asked Alan to look into this further and come back with a definitive plan and request.

Targeted Case Management

Anita Hartman provided a report for targeted case management. She reported that CHS now has 41 full time employees and are serving 1154 consumers. There were 7 newly eligible, 0 transfers in, 7 discharges and 7 transfers out. Medicaid status is at 68.81%.

She provided an update on the CHS United Way Fund Raiser Chili Day. She also highlighted one of our talented artist whose work is on display, Alex Krahenbuhl.

Guest Comments

Randy Hylton with Vocations reported that the sewer project at NKC has been completed.

Julie Edlund with Life Unlimited reported that the new home replacement for the Flora House is on schedule to be move in ready by March 19. They plan to have an open house on April 12

beginning at 5:30 and everyone on the board is invited. Sherwood House replacement home is on schedule for the end of June first of July.

Colleen Bake with Northland Therapeutic Riding said the first session classes are schedule to begin March 12, weather permitting with the 83 families registered to participate. They have a new parking lot which will be much better and safer for many of the participants.

Adjourn

With no further business the meeting was adjourned.

Respectfully submitted: Sonja Bennett

March 1, 2018