

Minutes

Developmental Disabilities Resource Board of Directors

DDRB Board Meeting

August 27, 2019

The **Board of Directors of DDRB** met on August 27, 2019 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, Tom Bradley, Rick White, and Robert Sevier. Present by telephone was James Gottstein. Pat Schoenrade was unable to attend due to an emergency family matter. Alan Naylor and Stephen Elliott were on vacation. Also present was Sonja Bennett, Administrative Director.

Guests present were:

Randy Hylton, VSI
Holly Wilmes, ESMW
Jenny Brown, NTRC
Kim Baggett, CCVI
Brea Connett, NEEC
Tec Chapman, ESMW

Clay Berry, Alphapointe
Jim Huffman, Life Unlimited
Tessa Gerhart, CHS
Molly Turner, CCVI
Casey Melancon, ESMW
Kelly McGillis, TNC

Announcements

Sonja introduced Kelly McGillis had taken the place of James Landrum at TNC.

Minutes

The Minutes of the DDRB Board Meeting of July 30, 2019 were previously read and reviewed by each member. Tom Bradley moved the minutes be approved as submitted; the motion was seconded by Rick White and approved by unanimous vote.

The Minutes of the DDRB Finance Committee Meeting of August 20, 2019 were previously read and reviewed by each member. Rick White moved the minutes be approved as submitted; the motion was seconded by Bob Sevier and approved by unanimous vote.

The Minutes of the DDRB Board Owned Property Committee Meeting of August 21, 2019 were previously read and reviewed by each member. Rick White moved the minutes be approved as submitted; the motion was seconded by Tom Bradley and approved by unanimous vote.

Financial Report

Tom Bradley, Treasurer provided the following Financial Report for the year to date July 2019.

DDR B P&L YTD to Date July YTD

- Total Income = \$ 5,580,063.40
- Total Expenses = \$ 2,607,180.76
- Net Income = \$ 2,972,882.64

DDR B Balance Sheet July YTD

- Total Checking & Savings = \$ 7,673,043.49
- Total Fixed Assets = \$ 1,804,432.58
- Total Assets = \$ 9,477,476.07
- Total Liabilities= \$ 3,989.48
- Total Fund Balance = \$ 6,500,603.95
- Net Income = \$ 2,972,882.64
- Total Equity = \$ 9,473,486.59
- Total Liabilities and Equity = \$ 9,477,476.07

TCM P & L Year to Date July YTD

- Total Income = \$ 2,159,529.96
- Total Expenses = \$ 1,518,414.63
- Net Income = \$ 641,115.33

TCM Balance Sheet July YTD

- Total Checking & Savings = \$ 3,045,657.19
- Total Assets = \$ 3,045,657.19
- Net Income = \$ 3,045,657.19
- Total Liabilities and Equity = \$ 3,045,657.19

RECAP of Investments – July 31, 2019

DDRB

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| Long Term Reserves Investment: | \$3,657,000.00 |
| Short Term Working Capital Investment: | \$2,216,000.00 |
| DDRB Interest Earned YTD: | \$ 60,730.15 |

TCM

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| Long-Term TCM Reserves Investment: | \$2,473,000.00 |
| TCM Interest YTD: | \$ 32,676.00 |

Administrative Directors Report

Sonja reported that the tree removal from the back yard of Kent street had been completed with some debris and lawn repair work left to be completed when the weather permits.

Sonja reported that she had notice that DDRB had been award a MEHTAP grant for SFY2020 in the amount of 28,668.77.

Executive Committee

No report.

Finance Committee

Tom Bradley reported for the Finance Committee reminding everyone that the **FY2020 funding applications** were due on October 2. The Finance Committee is scheduled to review the applications on November 4, 2019 at 4:30pm.

He reported that we had received notification from the Department of Mental Health that the **TCM rate for SFY2020** would remain the same at \$103.68 per hour.

Tom reported that we had received the Proforma Invoice from the County Clerk establishing the levy rate for 2019 (DDRB revenue for 2020) at .1130. He explained that while the levy rate is lower than last year, revenue on existing real estate is expected to increase approximately \$100,000. Rick White motioned that the board **Set the Levy rate at .1130** with a second by Gary Steinman, the board approved this measure and instructed Tom to notify the County Clerk.

Tom Bradley advised the we received a request from the Children's **Center for the Visually Impaired** for additional funding for the year in the amount of \$48,000 for the early education program. CCVI is serving 19 children and had anticipated serving 15. The average number of hours of service for all children has increased from 3.7 per month to 4.85. If we provide funding only for the additional 4 children at 4.85 hours per month each, the amount needed would be \$31,611.19. If we provide funding for the 4 additional children as well as the additional services for the other 15 children, the request for \$48,000 is needed and justified.

The Finance Committee had reviewed the request and asked Molly Turner and Kim Baggette to provide additional information. With that information received, reviewed and approved, Tom placed the request to the board for approval of the additional funding in the amount of \$48,000 (documentation from CCVI is attached to the minutes). Rick White seconded the motion for approval and the measure was approved unanimously by roll call vote by the 5 members present.

Tom Bradley advised the board that we had received a request from **Northland Early Education Center** for additional funding for the early education program and occupational therapy. NEEC anticipates serving 10 additional children this fall in the Early Education Program with 2 of those attending part time. The average units of services per child per month is 133 for all children. NEEC is asking for an additional 6500 units of service for the additional children which averages 130 per child, per month at the unit rate of \$9.49. NEEC is requesting additional funding of this program in the amount of \$61,685. NEEC anticipates needing an additional 100 units of Occupational Therapy for new children to the program at a unit rate of \$7.89 per unit for a total of \$789.

The Finance Committee had reviewed the request and asked Brea Connett to provide additional information. With that information received, reviewed and approved, Tom placed the request to the board for approval of the additional funding in the amount of \$62,474 (documentation from NEEC is attached to the minutes). Rick White seconded the motion for approval and the measure was approved unanimously by roll call vote by the 5 members present.

Tom restated that the DDRB Board had made a **capital grants program** available to all agencies who were receiving funding in this calendar year. All agencies, with the exception of the UMKC ACED program had submitted grant applications and were within the guidelines established by the board both in scope and financial parameters. The board set aside \$500,000 for this program and stipulated that all projects needed to be completed in this calendar year. Tom advised that all members of the Finance Committee had reviewed and unanimously approved the grant requests. Tom submitted each individual request for approval.

| Agency | Project Description | Finance Committee <u>Amount Approved</u> |
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| Ability KC | Total | \$ 5,000.00 |
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| | Factory Equipment | \$ 5,000.00 |
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Rick White motioned that the board approve the \$5000 capital grant request submitted by Ability KC. Gary Steinman seconded the motion which was approved by unanimous roll call vote.

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| Alphapointe | Total | \$ 5,000.00 |
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| | Lift Mat | \$ 6,200.00 |
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| | Ramp | \$ 749.00 |
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| | Funded from Reserves | \$ (1,949.00) |
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Gary Steinman motioned that the board approve the \$5000 capital grant request submitted by Alphapointe. Rick White seconded the motion which was approved by unanimous roll call vote.

Children’s Center for the Visually Impaired

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| | Total | \$ 20,000.00 |
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| | Pool Area Lockers | \$ 6,450.00 |
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| | Pool Area Baby Changing Station | \$ 16,178.00 |
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| | To be paid by private donor | \$ (2,628.00) |
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Gary Steinman motioned that the board approve the \$20,000 capital grant request submitted by Eater Seals Midwest. Rick White seconded the motion which was approved by unanimous roll call vote.

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| Della Lamb | Total | \$105,000.00 |
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| | New Van | \$ 44,217.00 |
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| | Used Van | \$ 27,650.00 |
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| | Used Van | \$ 27,650.00 |
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| | Allowance + | \$ 5,483.00 |
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Gary Steinman motioned that the board approve up to \$105,000 capital grant request submitted by Della Lamb. Rick White seconded the motion which was approved by unanimous roll call vote.

Easter Seals Midwest Total **\$ 65,000.00**

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| Playground | \$ 22,000.00 |
| Vehicle | \$ 24,100.00 |
| Miscellaneous Equipment | \$ 18,900.00 |

Tom Bradley motioned that the board approve the \$65,000 capital grant request submitted by Easter Seals Midwest. Gary Steinman seconded the motion which was approved by unanimous roll call vote.

Life Unlimited **Total** **\$103,830.00**

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| 3 new vans | \$ 97,080.00 |
| Mill Street Painting | \$ 6,750.00 |

Rick White motioned that the board approve the \$103,830 capital grant request submitted by Life Unlimited. Gary Steinman seconded the motion which was approved by unanimous roll call vote.

Northland Early Education **Total** **\$ 60,324.95**

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| Window Replacement | \$ 13,414.75 |
| HVAC Units (2) | \$ 6,800.00 |
| Exit Door Replacement | \$ 33,473.00 |
| Water Heaters | \$ 6,637.20 |

Gary Steinman motioned that the board approve the \$65,000 capital grant request submitted by Northland Early Education Center. Tom Bradley seconded the motion which was approved by unanimous roll call vote.

Northland Therapeutic Riding

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| Total | \$ 3,807.50 |
| Barn Drain System | \$ 1,707.50 |
| Re-seeding Pastures | \$ 2,100.00 |

Tom Bradley motioned that the board approve the \$3,807 capital grant request submitted by Northland Therapeutic Riding Center. Gary Steinman seconded the motion which was approved by unanimous roll call vote.

| TNC Community | Total | \$ 12,400.00 |
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| Claymont Home Patio Cover | \$ 9,400.00 |
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| Patio Tables (3) | \$ 3,000.00 |
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Gary Steinman motioned that the board approve the \$12,400 capital grant request submitted by TNC Community Services. Rick White seconded the motion which was approved by unanimous roll call vote.

| Vocational Services | Total | \$105,000.00 |
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| Repair and Replace Sealant Joints 935 Kent | \$ 19,528.00 |
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| Update and Replace all switches for VOIP Telephone System | \$ 9,398.50 |
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| Replace Electric Fork Lift at 905 Kent | \$ 33,570.70 |
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| Repair and Paint Exterior Surfaces at 101 W. 18th Ave. NKC | \$ 43,507.00 |
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| Funded from Reserves | \$ (1,004.20) |
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Gary Steinman motioned that the board approve the \$105,000 capital grant request submitted by Vocational Services Inc. Rick White seconded the motion which was approved by unanimous roll call vote.

The total of the capital grants approved by the board were \$485,362.45.

Services Committee

Pat Schoenrade provided a brief report to Sonja to give in her absence. She highlighted that she had visited Northland Early Education Center, Northland Therapeutic Riding Center and Ability KC. A detailed report was provided to the members and attached to the minutes for file.

Board Owned Property Committee

Sonja provided the report for the Board Owned Property Committee. the motion. This was passed by unanimous roll call vote by the members present.

The board conducted the 2nd inspection of the board owned property earlier in the month. From that inspection the Committee would like for the board to entertain a remodel of one of the bathrooms at the **Ridgeway House**. The estimated total is \$19,000. The board requested that the committee acquire three (3) bids for this project and return to the board with that

information for review. The house also has a roof leak which Jason Kuhlman is going to look into further as is Ryan Hicks with Life Unlimited to determine the source of the leak. If necessary, the insurance company can be contacted to send an adjuster to review the situation. If required, the board asked the committee to acquire three (3) bids for the necessary repairs.

The **Hampton House** has a rather steep drop off in the backyard which is continuing to wash away. The committee has suggested that a retaining wall be built to help eliminate the continual erosion. The estimated cost for building the retaining wall and back filling with the necessary soil is \$3500. The board recommended that the committee acquire three (3) bids for this project and return to the board with that information to review.

The **Liberty House Easement** he reported that the work is underway on the easement project with some work still remaining including additional dirt work at the back of the new parking pads to create a slope for the vans to drive off the pad.

The removal of the trees in the backyard of **Kent Street** being complete, Sonja requested that the board entertain hiring the services of a licensed landscape engineer to help design replacing trees and landscape for both shade and water control. She requested an amount of up to \$500 for this project. Rick White motioned the board approve **\$500 to hire a landscape design firm** with a second from Bob Sevier, the motioned was passed unanimously by roll call vote of those present. She also noted that some metal grids in the ceiling in the southeast hallway are in need of repair with an estimate from Jason Kuhlman for supplies and labor at \$175. Rick White motioned the board approve **\$175 for Jason Kuhlman to repair the metal ceiling grids**. The motioned was seconded by Gary Steinman and approved unanimously by roll call vote of those present.

Clay County Homes Inspection is to be reviewed again by the committee on September 26.

Long Range Committee

There was no report.

Targeted Case Management

Tessa Gerhart provided a report for targeted case management. She reported that CHS has 42 full time employees and are serving 1279 consumers. There were 12 newly eligible, 2 transfers in, 6 discharges and 4 transfers out. Medicaid status for the month was 68.0%. The caseload average is 1 to 42.03. She reported that they would be interviewing for a two (2) Service Coordinator in the coming week. She also provided information to the board on the waiver wait list situation. A copy of Anita's report is attached to the minutes.

Other Business

None noted.

Guest Comments

Randy Hylton with VSI reported they will be hosting the Length of Service awards October 24 and 24 in NKC and Liberty. The board is invited to both events.

Jenny with NTRC invited the board to their September 21 annual horse show where they will 35-40 riders show what they have learned in their riding sessions.

Casey Melancon with ESMW said that the annual autism project will be held November 22. Holly Wilmes thanked the board for the capital grant funds.

Clay Berry with Alphapointe thanked the board for the capital grant and for providing funds for the youth services program this year. They served 120 visually impaired youth in the program with 20% of those youth diagnosed with a developmental disability.

Jim Huffman with Life Unlimited thanked the board for the capital grant funds which would go to purchasing three (3) much needed to new vans.

Adjourn

With no further business the meeting was adjourned.

Respectfully submitted: Sonja Bennett
August 29, 2019