

Minutes

Developmental Disabilities Resource Board of Directors

DDRB Board Meeting

January 30, 2018

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

Guests present were:

Anita Hartman – CHS

Kimbel Mothershead, VSI

Jim Huffman, Life Unlimited

Brea Connett, Northland Early Education

John Hartman – Ray County DDRB

Randy Hylton, VSI

Holly Wilmes, ESMW

Julie Edlund, Life Unlimited

Dawn Conway – CHS

Announcements

Sonja announce that the Clay County Commissioners have officially **re-appointed James Gottstein and Gary Steinman** to the DDRB board for a 3-year term.

Minutes

The Minutes of the Board Owned Property Committee Meeting of November 28, 2017 were previously read and reviewed by each member. Alan Naylor moved the minutes be approved as submitted; the motion was seconded by Pat Schoenrade and approved by unanimous vote.

The Minutes of the DDRB Board Meeting of November 28, 2017 were previously read and reviewed by each member. Alan Naylor moved the minutes be approved as submitted; the motion was seconded by Pat Schoenrade and approved by unanimous vote.

Financial Report

Stephen Elliott provided the following Financial Report for the months of November of December.

DDRB Balance Sheet November

- Total Checking & Savings = \$ 4,575,110.89
- Total Fixed Assets = \$ 2,014,999.53

- Total Assets = \$ 6,590,110.42
- Total Fund Balance = \$ 5,900,580.49
- Net Income = \$ 685,297.75
- Total Equity = \$ 6,585,878.24
- Total Liabilities and Equity = \$ 6,590,110.42

DDRB P&L Month to Date November

- Total Income = \$ 65,565.32
- Total Expenses = \$ 651,701.55
- Net Income = \$ -586,136.23

DDRB P&L Year to Date November

- Total Income = \$ 5,580,602.89
- Total Expenses = \$ 4,895,305.14
- Net Income = \$ 685,297.75

TCM Balance Sheet November

- Total Checking & Savings = \$ 1,900,075.42
- Total Assets = \$ 1,900,075.42
- Net Income = \$ 1,900,075.42
- Total Liabilities and Equity = \$ 1,900,075.42

TCM P & L Month to Date November

- Total Income = \$ 271,299.20
- Total Expenses = \$ 234,994.63
- Net Income = \$ 36,304.37

TCM P & L Year to Date November

- Total Income = \$ 3,214,239.57
- Total Expenses = \$ 2,503,510.50
- Net Income = \$ 710,729.07

DDRB Balance Sheet December

- Total Checking & Savings = \$ 4,239,741.77
- Total Fixed Assets = \$ 2,014,999.53
- Total Assets = \$ 6,254,741.30
- Total Fund Balance = \$ 5,900,580.49
- Net Income = \$ 352,355.89
- Total Equity = \$ 6,252,936.38
- Total Liabilities and Equity = \$ 6,254,741.30

DDRB P&L Month to Date December

- Total Income = \$ 541,214.88
- Total Expenses = \$ 874,156.74
- Net Income = \$ -332,941.86

DDRB P&L Year to Date December

- Total Income = \$ 6,121,817.77
- Total Expenses = \$ 5,769,461.88
- Net Income = \$ 352,355.89

TCM Balance Sheet December

- Total Checking & Savings = \$ 1,749,872.68
- Total Assets = \$ 1,749,872.68
- Net Income = \$ 1,749,872.68
- Total Liabilities and Equity = \$ 1,749,872.68

TCM P & L Month to Date December

- Total Income = \$ 296,783.89
- Total Expenses = \$ 447,271.63
- Net Income = \$ -150,502.74

TCM P & L Year to Date December

- Total Income = \$ 3,511,023.46
- Total Expenses = \$ 2,950,797.13
- Net Income = \$ 560,226.33

RECAP of Short and Long-Term Investments – December 31, 2017

- DDRB Long Term \$ 2,673,000.00
- DDRB Short Term \$ 608,000.00
- DDRB Interest Earned YTD \$ 50,841.13
- TCM \$ 1,497,000.00
- TCM Interest Earned YTD \$ 8,660.82

Rick White moved the Financial Report for November and December be approved. With a second from Pat Schoenrade, the board voted in favor of approval.

Administrative Directors Report

Sonja reported the following:

Missouri Ethics Commission – Personal Financial Disclosure Statements need to be completed and submitted. Board members should have received email instructions for signing in from the Commission. Sonja sent a blank copy of the PDF to each member under separate email.

The Event Reporting Procedure has been implemented for all agencies per the board instructions of November 28. Agencies will provide a copy of the critical event reports to DDRB at the same time they send to KCRO. KCRO will copy DDRB on all follow up on these events.

Easter Seals – Transportation – approved by DMH to include transportation in their waiver agreement. CHS Service Coordinators are working on updating all the eligible individual plans to include the transportation. Sonja thanked Anita Hartman for her help in this matter.

The thermostats have been replaced in Kent building per the November 28 board approval.

The painting has been completed in Kent building per the November 28 board approval.

Sonja drew the board and audience attention to the artwork in the Keller and Roosevelt rooms as well as the lobby all done by our wonderful Clay County residents with disabilities.

Executive Committee

Gary Steinman reported the following for the Executive Committee:

2018 Officer Nominations– Per the By-Laws Heath appointed a Nominating Committee for the election of the 2018 Officers. The committee is Pat Schoenrade, James Gottstein and Bob Sevier. The Nominating Committee has reviewed and tabulated all the ballots and is prepared to present a recommendation for officers for vote. New officers will take effect February 1, 2018.

Gary asked Pat Schoenrade to present the slate of officers for nomination. After receiving ballots from all the members and based on the results of the vote, the committee put forth the following:

Chairman – Gary Steinman
Vice Chairman – Heath Roberts
Secretary - Stephen Elliott
Treasurer – Thomas Bradley

Alan Naylor moved the Board approve the slate of officers has presented by the Nominating Committee. The motion was seconded by Rick White. The Board voted in favor, with no dissent of members present, to accept the slate of officers to serve for the coming year.

Gary asked each member complete the **Committee Preference Forms** and return to Sonja. The new officers will review these requests and make committee assignments with your preferences in mind. The official announcement of 2018 committee assignments will be made at our next meeting. As a reminder, all officers shall serve as members of the Executive Committee. The Chairman of the Board shall serve as the Chairman of the Executive Committee. The Treasurer shall serve as the Chairman of the Finance Committee.

Gary also noted that he was working with the attorney for Life Unlimited as per previous board instructions on the Group Home Agreement and should have that in place shortly

Services Committee

Rick White said the Services Committee had no report.

Finance Committee

Stephen Elliott reported the following for the Finance Committee:

The 2017 (2018) Audit is in process with a target date of March 27, 2018 as a completed reporting date. The Funds were moved to long term investments per the board vote on November 28, 2017. Commerce Bank has invested the 2018 tax receipts into laddered short-term investments as per the previous board votes in 2016.

Long Range Committee

Gary Steinman advised there was 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.

1. Replace Breaker in Panel for RTU #5 (Kuhlman) = \$775 Alan advised that this work was completed as the unit was throwing the breaker and therefore not working. Alan moved the board approve payment for this item with a second from Stephen Elliott. All members voted in favor by roll call vote.
2. Replace Transmitter/Receiver for ADA Door #1, Adjust Door #3, #4 and #8 – Kent Street (Dorma USA) = \$530 Alan reported that this work had been completed as the handicap door opener was not operational. Doors 3 and 4 were not closing properly leaving the potential for not being able to secure the building. Alan moved the board approve payment for this item with a second from Stephen Elliott. All members voted in favor by roll call vote.
3. Door Bell – Kent Street = \$125 Alan reported that Sonja has requested that a door bell be installed on the front door. On very windy days the front door often needs to be locked utilizing the panic button lock in the reception area. Signs are always placed on the door to notify incoming/outgoing that the door is locked due to wind. The door bell would be helpful on these days to notify the reception office to release the lock. Alan moved the board approve payment for this item with a second from Pat Schoenrade. All members voted in favor by roll call vote.

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 1172 consumers. There were 13 newly eligible, 3 transfers in, 10 discharges and 1 transfer out. Medicaid status is at 69.47%.

She invited the Board to the CHS United Way Chili Day on February 2. Anita presented a brief presentation about one of the artist, Gilvon Greer, who has several of his pieces on display in the building. She reported that his family was very grateful to DDRB for their interest and support of Gilvon and that the CHS is enjoying the work as are the many visitors to the building.

Guest Comments

Holly Wilmes with Easter Seals Midwest reported that they had received their 3-year accreditation from CARF.

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 1. Sherwood House replacement home is on schedule for the end of June first of July.

Adjourn

With no further business the meeting was adjourned.

Respectfully submitted: Sonja Bennett

February 8, 2017