

**Minutes**  
**Developmental Disabilities Resource Board of Directors**  
**DDRB Board Meeting**  
**March 30, 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, Stephen Elliott. Present for the meeting were, in addition to, Stephen Elliott, Gary Steinman, James Gottstein, Rick White, Alan Naylor, Patricia Schoenrade, and Janet White. Robert Sevier was unable to attend. Also present was Sonja Bennett.

**Guests Included:**

Anita Hartman with Center for Human Services  
Kelly McGillis with TNC Community  
Jim Huffman and Brian Watson with Life Unlimited  
Shaney Othic with Northland Therapeutic Riding Center  
Sarah Murphy with Ability KC  
Brea Connett and Rebecca Roach with Northland Early Education Center  
Nancy Carter, UMKC ACED

**Announcements**

There were no announcements.

**Minutes**

The minutes of the DDRB Services Committee Meeting of February 23, 2021 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. Janet White provided a second to the motion and the board voted unanimous approval of the members present.

The minutes of the DDRB Finance Committee Meeting of February 23, 2021 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.

The minutes of the DDRB Board Meeting of February 23, 2021 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**

Rick White provided the following Financial Report for the month ending February 2021.

### **DDR B P&L YTD to Date February YTD**

- Total Income = \$ 5,019,119.19
- Total Expenses = \$ 525,643.41
- Net Income = \$ 4,493,475.78

### **DDR B Balance Sheet February YTD**

- Total Checking & Savings = \$10,995,879.21
- Total Fixed Assets = \$ 1,471,715.72
- Total Assets = \$12,467,594.93
- Total Liabilities= \$ 2,423.12
- Total Fund Balance = \$ 7,971.696.03
- Net Income = \$ 4,493,475.78
- Total Equity = \$12,465,171.81
- Total Liabilities and Equity = \$12,467,594.93

### **TCM P & L Year to Date February YTD**

- Total Income = \$ 323,251.75
- Total Expenses = \$ 257,755.63
- Net Income = \$ 65,496.12

### **TCM Balance Sheet February YTD**

- Total Checking & Savings = \$ 3,808,267.67
- Total Assets = \$ 3,808,267.67
- Net Income = \$ 3,808,267.67
- Total Liabilities and Equity = \$ 3,818,267.67

## RECAP of Investments – February YTD

### DDRB

Long Term Reserves Investment:	\$5,710,000.00
Long Term Investment Interest Earned YTD:	\$ 10,285.02
Short Term Working Capital Investment:	\$ 4,353,000.00
Short Term Investment Interest Earned YTD:	\$ 0.00

### TCM

Long-Term TCM Reserves Investment:	\$3,233,000.00
TCM Interest YTD:	\$ 7,748.71

## Administrative Directors Report

Sonja Bennett advised that the 2020 Audit was completed and ready for review by the Finance Committee.

## Executive Committee

No Report

## Services Committee

No Report

## Finance Committee

Rick White advised that **TNC Community** submitted a capital grant application for **\$8,990 to fund the replacement of two (2) HVAC units for the TNC Claymont House**. The board established financial guidelines when they established the capital grant program for 2021. TNC Community qualified for \$6500 per the guidelines. He advised that after some discussion, **the committee approved \$6,500 for this project** and suggested to Kelly McGillis that if TNC could not find the additional funding elsewhere, they could revisit this request. This opportunity is not a guarantee of funding but an option if additional funds are available for this program. A motion to approve \$6500 towards the replacement of the HVAC units for Claymont House was offered by Rick White with a second by Steve Elliott and approved unanimously by roll call vote.

## Long Range Planning Committee

James Gottstein had suggested that the board review the need to continue long-range planning as a standalone committee. A further suggestion was to combine the Services and Long Range Planning Committees with the current chairs acting as co-chairs of the new committee. The board requested Sonja to send copies of the By-Laws to Alan, Pat and James to review and return to the board with their suggestions for updates.

## **Board Owned Committee**

Alan Naylor advised that we had received a quote from Kuhlman Construction for \$1,250 painting a few offices and hallways at the request of Sonja. Alan motioned the board approve the \$1,250 quote with a second from Janet White. The measure passed unanimously by roll call vote.

Alan Naylor advised that, at the request of Sonja, we received a quotation from Scott Rice Office Furniture for a smaller conference table for the Keller Room and legs to convert two (2) small table tops for use in the conference rooms. The quote in total is \$1,110. Rick White motioned the board to approve this purchase with a second by Alan Naylor. The measure passed unanimously by roll call vote.

Alan Naylor advised that we had received a quotation from Nightlifter Consulting for technology that would allow for the board and CHS to host “hybrid” meetings at Kent Street. The quotation for purchase and installation of the Virtual OWL Technology is \$2,000. Alan motioned the board approve the \$2,000 quote with a second from Rick White. The measure passed unanimously by roll call vote.

Alan advised that a request for updating the landscaping in the front of the Kent building had been requested from Chris Lawn and Landscape. The installation of the back yard trees and landscape is scheduled for the first of May as weather permits. The Hampton House wall is also still a project pending.

## **Center for Human Services**

Anita Hartman reported that CHS has 45 full time employees and they are interviewing for one (1) new Service Coordinator. They are serving 1269 consumers. The Medicaid eligible rate was about 72%.

She advised that the Waiver Wait List had improved and pleased that was true for the Autism Wait List as well.

<b>Waiver Wait List</b>	<b>Number on List</b>	<b>Types of Service Requested</b>	<b>Slots Approved</b>
Autism	54	PA, Respite, SME,	27
Hope	2	PA, Home Modification, Day- Habilitation, Employment	1
CSW	12	Home Modification, Transportation	3
Comp	10	Residential	2
Lopez	1	Respite, Home Modification, DME, PA	1

Anita and Amy Taylor with Life Unlimited have continued 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.

REQUESTS FOR INCREASED RN HOURS	# OF PACKETS SUBMITTED TO UR	# OF PACKETS APPROVED	# OF PACKETS TO BE SUBMITTED TO UR
11	8	8	3

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. Of the original 13 ILAP participants, one opted out of this service with the 12 remaining participants ISPs completed with outcomes.

She advised that her staff has identified qualified residents who could benefit from the program and will provide that list to TNC and begin writing the ISPs for each.

# OF ILAP INDIVIDUALS	# ISP'S/ADDENDUMS COMPLETED WITH OUTCOMES/HOURS	# ISPS/ADDENDUMS SCHEDULED	# ISP'S TRYING TO BE SCHEDULED
LU 12	12	0	0
TNC 0	0	0	0

Anita advised that the CHS staff is scheduled to return on a part-time in office manner on April 5 with a goal of returning everyone full time to the office in June. They will resume face to face visits with clients as appropriate.

### **Guest Communications**

Jim Huffman with Life Unlimited who heads the Therapeutic Recreation Program expressed his gratitude to the CHS staff for working to get people back in the program.

Nancy Carter with the UMKC ACED program said they hoped to be back in the normal classroom program for the fall semester. The spring semester had been in a hybrid fashion.

With no further requests submitted for review, Steve adjourned the meeting at 7:00pm.

Respectfully submitted,  
Sonja Bennett, April 1, 2021