

Minutes

Developmental Disabilities Resource Board of Directors

DDRB Board Meeting

February 25, 2020

The **Board of Directors of DDRB** met on February 25, 2020 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 Stephen Elliott, Thomas Bradley, Pat Schoenrade, Alan Naylor, James Gottstein and Robert Sevier. Richard White had a conflict in schedules and was unable to attend. Also present was Sonja Bennett, Administrative Director.

Guests present were:

Randy Hylton, VSI

Holly Wilmes, ESMW

Shaney Othic, NTRC

Alice Chishimba, TNC

Anne Hochstein, Job One

Kimbal Mothershead, VSI

Jim Huffman, Life Unlimited

Anita Hartman, CHS

Nurdeen , TNC Community

Aaron Martin, Job One

Announcements

There were no announcements.

Minutes

The Minutes of the DDRB Board Meeting of January 28, 2020 were previously read and reviewed by each member. Alan Naylor moved the minutes be approved as submitted; the motion was seconded by James Gottstein and approved by unanimous vote.

The Minutes of the joint Finance and Services Committee Meeting of February 18, 2020 were previously read and reviewed by each member. Alan Naylor moved the minutes be approved as submitted; the motion was seconded by Thomas Bradley and approved by unanimous vote.

Financial Report

Thomas Bradley provided the following Financial Report for the year to date January 31, 2020.

DDRB P&L YTD to Date January YTD

- Total Income = \$ 4,758,067.40
- Total Expenses = \$ 46,645.45
- Net Income = \$ 4,711,421.95

DDRB Balance Sheet January YTD

• Total Checking & Savings =	\$10,021,354.16
• Total Fixed Assets =	<u>\$ 1,804,432.58</u>
• Total Assets =	<u>\$11,825,786.74</u>
• Total Liabilities=	<u>\$ 4,171,06</u>
• Total Fund Balance =	\$ 7,110,193.73
• Net Income =	<u>\$ 4,711,421.95</u>
• Total Equity =	<u>\$11,821,615.68</u>
• Total Liabilities and Equity =	<u>\$11,825,786.74</u>

TCM P & L Year to Date January YTD

• Total Income =	\$ 289,466.80
• Total Expenses =	<u>\$ 4,360.94</u>
• Net Income =	<u>\$ 285,105.86</u>

TCM Balance Sheet January YTD

• Total Checking & Savings =	\$ 3,350,128.09
• Total Assets =	<u>\$ 3,350,128.09</u>
• Net Income =	<u>\$ 3,350,128.09</u>
• Total Liabilities and Equity =	<u>\$ 3,350,128.09</u>

RECAP of Investments – January 31, 2020

DDRB

Long Term Reserves Investment:	\$4,401,000.00
Short Term Working Capital Investment:	\$3,932,000.00
DDRB Interest Earned YTD:	\$ 11,803.30

TCM

Long-Term TCM Reserves Investment:	\$2,971,000.00
TCM Interest YTD:	\$ 12,388.00

Tom included information in his reporting explaining the meaning and importance of the Balance Sheet and Profit and Loss as follows.

The **Profit and Loss** records the accounting activity over a specific period of time. For instance, this month illustrated what happened in the month of January. He explained the formula for determining Net Income is: Total Income – Total Expenses = Net Income. He explained that the Net Income is eventually updated to the Balance Sheet.

Tom explained that the **Balance Sheet 1)** reflects transactions from the start of the entity to current activity and **2)** it is considered an important financial statement because it reflects what has occurred over the life of the entity. He explained that Assets must equal Liabilities plus Equity creating a balance between assets and liabilities on the balance sheet (Assets = Liabilities + Equity).

He explained that Balance Sheet is a historical record while the Profit and Loss is a snapshot for a specific period of time. He also stated that the DDRB shows a strong balance sheet indicating the good financial health of the organization.

Steve Elliott moved that Treasurer's Report be approved as presented with a second from Gary Steinman. The board approved by unanimous vote.

Administrative Directors Report

Sonja Bennett reminded the board members to complete the Personal Financial Disclosures for the Missouri Ethics Commission which can be completed on line. They are due by May 1. She said that she would assist anyone needing help in completing the on line disclosure.

She advised that she had been contacted by the Missouri State Auditor's office in conjunction with the Clay County Petition Audit. The auditor requested copies of the open board meeting minutes from 2018 and 2019 as well as the budgets submitted to the county for the same time frame. After review, the auditor made an oral recommendation that the minutes be signed by the preparer and a board member. She also advised the he was making a written recommendation that our budgets were not in compliance with state statute 67.010 in that they should include a summary of the prior year, a budget message and a summary cash flow. He did not recommend we do this for budgets already submitted but that we do so on a go forward basis. The board recommended we comply with these requirements in the future.

Sonja said that the Audit of the 2019 files had begun with the auditor having spent a day in the office physically reviewing files. He was also provided all the printed documents he requested. The goal is to have the audit complete and ready for the Finance Committee to review mid-March and presentation to the board for approval March 31.

She advised that requests for the backyard landscaping project have been sent out with a request for submittal by March 15 and an implantation date of May 1. This will give the Board Owned Property Committee (BOP) time to review and make a recommendation to the full board March 31.

She said that she had received two bids for the parking lot paving project and was waiting on a third. Again, the goal is to have the proposal to present to the BOP Committee for approval and a recommendation to the full board March 31. Upon approval, the repairs would be completed in the spring as weather permits.

Nominating Committee

Tom Bradley presented, on behalf of the Nominating Committee which included, Tom, Stephen Elliott and Robert Sevier. The committee nominated Gary Steinman, Chairman; Thomas Bradley, Vice Chairman; Richard White, Secretary and Stephen Elliott, Treasurer. Tom moved that the board approve the slate of officers as presented with a second from Pat Schoenrade and with no further discussion, the board voted in unanimous favor.

Executive Committee

As chairman, Gary Steinman assigned members to serve on the various board committees for 2020. The Executive Committee consists of the board of directors with the chairman of the board serving as the chairman of the Executive Committee.

The Finance Committee is chaired by the Treasurer. In addition to Steve Elliott, he assigned himself, Tom Bradley, Rick White and James Gottstein to serve on the Finance Committee.

He assigned Patricia Schoenrade, Robert Sevier, Alan Naylor and Tom Bradley to serve on the Services Committee. Pat has served as chair of that committee for past two years and will serve as chairman unless the committee elects otherwise.

Gary assigned Alan Naylor, Rick White, James Gottstein and Robert Sevier to the Board Owned Property Committee. Alan has served as chairman of that committee for several years and will continue as chairman unless the committee members elect otherwise.

Gary assigned Tom Bradley, himself, Pat Schoenrade and Robert Sevier to the Long-Range Planning Committee. He requested that Tom Bradley, as Vice Chairman, serve as chairman of that committee and work with the other committees to define/redefine the long-term goals and the bench marks as necessary to meet those goals. The committee should provide a report to the Board prior to the budgeting and funding process in 2020 (October).

Finance Committee

Tom advised that we had received additional funding request from the following agencies:

- 1) TNC Community for a wheelchair scale in the amount of \$3387.55.
- 2) Northland Therapeutic Riding Center for driveway and road work in the amount of \$2500.
- 3) Job One Careers, a new agency for DDRB, in the amount of \$26,000 for Supported Employment Services.

Alice Chishimba with TNC said that there are five (5) medically fragile consumers in the Claymont home all of which their medical condition and medication depend on being weighed at least weekly. They are all wheelchair confined. The scale on the premise has been repaired multiple times and has become unrepairable.

Shaney Othic with NTRC reported that the grading and rock they are requesting is another step in helping to address the water issue which causes flooding in the arena.

After some discussion and concern that these items had not been fully vetted by all the members of the Finance Committee, these were referred back to that committee for further review. Gary also requested that the Finance Committee review the establishment of 2020 Capital Grant Program.

Anne Hochstein, VP Careers with Job One, made a presentation about their program. In May of 2019 Job One Careers was asked to assist Life Unlimited to stabilize their Employment Program after the loss of its staff. Anne explained that during that time relationships developed naturally with the staff at the North Kansas City VR office and Job One Careers was asked to start taking referrals from them when the contract with Life Unlimited ended in October of 2019. Job One Careers began accepting referrals from the North Kansas City office in November of 2019 and have had several referrals since that time.

The program goals are to establish a physical location to provide Supported Employment Services to adults with Intellectual and Developmental Disabilities in Clay county. Once an office is established, they will start providing Supported Employment Services during calendar year 2020 with referrals from Missouri Vocational Rehabilitation and Missouri Department of Mental Health. The goal is to serve a minimum of 25 Clay county residents with Intellectual Disabilities (ID) or Developmental Disabilities (DD) during the calendar year 2020. They would provide those services in a timely manner with a goal of 7 business days between authorization date and first client contact.

Pat Schoenrade advised that the Services Committee recommended the program to the Finance Committee and to the board. Tom advised that at the Services and Finance Committee joint meeting, the Finance Committee did not have a quorum present. The Gary Steinman recommended the matter be referred back to the Finance Committee for further review and recommendation.

Services Committee

There was no report.

Board Owned Property Committee

Alan Naylor provided the report for the Board Owned Property Committee.

Home Inspections

Alan announced that the first board property inspection was scheduled for March 9. The inspections will include five (5) locations owned or managed by Life Unlimited as well as the three (3) homes owned by DDRB. The LU homes to be included are:

(New) Flora House	6027 N. Cypress Ave
Great Guys	8145 N Farley Ave
Baseball	8102 N Thomas Meyer Dr Apt E
Avengers	8106 N Thomas Meyer Dr Apt M
Outstanding Bowlers	8125 N Thomas Meyer Dr Apt M

Ridgeway House

The bathroom remodel is in process with materials ordered and work underway. Jason Kuhlman discovered that the bathroom had probably been remodeled once or twice previously. He found things in the wall and ceiling that were different than originally thought. He anticipates additional costs of \$2000 will be needed to take care of those things. Gary Steinman motioned the board to approve an additional \$2,000 to the already approved \$19,976 for the Ridgeway House bathroom. Alan Naylor provided a second to the motion which passed unanimously by roll call vote by those present.

Alan reported that as Jason Kuhlman was working in the attic at the Ridgeway House, he discovered that the furnace vent pipe was rusted and broken. This needs to be repaired immediately. Gary Steinman motioned the board allocate \$1500 to this repair and authorize Jason Kuhlman to make the repair. Bob Sevier seconded the motion which was passed by roll call vote unanimously by members present.

Hampton House

Alan advised he is waiting on a third bid for the retaining wall and the committee should be able to review and present to the board next month.

Liberty House

Alan wanted to make the board aware that Ryan Hicks, Maintenance Supervisor for Life Unlimited, contacted him regarding an issue with bed bugs and Liberty House. Ryan said they had contracted Blue Beetle to treat the infestation which they had done utilizing the heat treatment method. In so doing, the heat had damaged some of the FRP wall covering in two rooms which will need to be repaired/replaced. Jason Kuhlman had originally put the FRP covering in the home. Jason Kuhlman will make the repairs and Blue Beetle will pay him directly.

Kent Street

Alan reported that we are still seeking a third bid for the parking lot resurfacing and hope to have a recommendation ready for the board in March. He further reported that we should have three (3) bids in by March 15 for the committee to review and make a recommendation to the board on the backyard tree and landscaping project.

Long Range Committee

There was no report.

Targeted Case Management

Anita provided a report for targeted case management. She reported that CHS has 44 full time employees. They are serving 1307 consumers with a current caseload of 1 to 40.22. They had 10 newly eligible and 5 transfer in with 4 discharges and 3 transfer out. The Medicaid eligible rate remains pretty constant at 68%. She updated the board on the Waiver Wait List. There are 89 consumers on the waiting list; 59 on the Autism waiver, 19 on the Hope waiver, 8 on the Community Support and 3 on the Comprehensive waiver. Two (2) slots were approved for the Hope waiver. A copy of her report is attached to these minutes.

Other Business

None noted.

Guest Comments

Jim Huffman with Life Unlimited said he had one of his new vans in the parking lot and wanted a picture with the board members and once again thanked the board for their help in procuring the vans.

Adjourn

With no further business the meeting was adjourned.

Respectfully submitted: Sonja Bennett

February 28, 2020