

Minutes
Developmental Disabilities Resource Board of Directors
Finance Committee Meeting
August 31, 2021

The **Finance Committee** met on August 31, 2021 at 5:30pm in person and by Zoom Conference. The meeting was called to order by Committee Chairman Rick White. Present at the meeting, in addition to Rick, were Committee members Stephen Elliott, and Marlene Leonce which represented a quorum. Present also were, Alan Naylor, Bob Sevier and Sonja Bennett.

Guests included Sarah Murphy with Ability KC, Kelly McGillis with TNC Community, Anne Hochstein with Job One and Randy Hylton with Vocational Services.

Ability KC submitted a **capital grant request in the amount of \$1,210** to purchase five (5) industrial packing tables for their workshop. They provided three (3) bids for the tables and the request meets the guidelines both in product and financially. Steve Elliott motioned the Committee to approve \$1,210 for the industrial tables. Marlene Leonce provided a second and the request passed by unanimous vote by the members present.

TNC Community submitted a request to the Board for assistance in funding two (2) new homes they have and/or will purchase in Clay County. TNC purchased a remodeled home, Chas Home, early in the year as a necessity as the former home to three (3) individuals was sold. The purchase price for the home was \$200,000. Steve Elliott motioned the board to approve a 20% grant for the TNC Chas Home in the amount of \$40,000 contingent upon TNC finding grant funding for the remaining purchase price. Additionally, the DDRB Board require a Purchase Option for the home in the event that TNC ceases to use the property as a home for developmentally disabled persons. The DDRB Board will provide a letter of intent to grant the funds to enable TNC Community to seek other grant funding. The motion seconded by Rick White and approved unanimously by those present.

TNC Community has contracted to purchase a new build, Belmont Home, in the same subdivision with an estimated cost of \$240,000. As this is a new build, Alan Naylor and others suggested some structural items to include such as an open concept with line of site, water membranes under the floor of a roll in shower and safe room for shelter in a storm. The Committee recognized these improvements may increase the cost. Rick White motioned the board to approve a 20% grant for the TNC Belmont Home to include the cost of improvements and contingent upon TNC finding grant funding for the remaining purchase price. Additionally, the DDRB Board require a Purchase Option for the home in the event that TNC ceases to use the property as a home for developmentally disabled persons. The DDRB Board will provide a letter of intent to grant the funds to enable TNC Community to seek other grant funding. The motion seconded by Steve Elliott and approved unanimously by those present.

Sonja reported that Anita Hartman had approached her about **translation services**. CHS currently has about 28 consumers and families in which English is not their first language. The CHS staff is finding it difficult always to communicate, both verbally and written, and would like the option to utilize a translator. The Committee agreed that it was a need that should be addressed but felt this should be paid by CHS as a part of service coordination. The committee agreed that if extra funding was needed for this program, CHS could petition the board for the additional funds.

The Committee reviewed the year-to-date July **CoViD19 Service Relief** which had been extended to August 31, 2021. Vocational Services has benefited the most dollar wise from this relief and per Randy, it has been most helpful with the pandemic ups and downs. Randy did say he recognized that line-item budgets will need to be addressed for 2022 which may include decrease in some areas. Steve Elliott motioned the Committee extend the CoViD Service Relief through October, 2021 at which time budgets for 2022 will be under review. The motion was seconded by Rick White and approved unanimously by those present.

Sonja reported that she had been asked by **CHS** if we could process their **payment by ACH method** instead of issuing a check. The Committee discussed the policy requiring two (2) signatures on checks over \$1000 and the safety that provides for the Board, check signors and director. They agreed unanimously we could not to agree to this request.

The Committee agreed to review the Operating Reserve Policy and the Bid Policy.

With no further business, the Committee adjourned.

Respectfully submitted:

Sonja Bennett, September 1, 2021