

## **Minutes**

### **Developmental Disabilities Resource Board of Directors**

#### **DDRB Board Meeting**

**October 30, 2018**

The **Board of Directors of DDRB** met on October 30, 2018 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 Heath Roberts, Stephen Elliott, Pat Schoenrade, James Gottstein, Alan Naylor and Rick White. Thomas Bradley and Robert Sevier were unable to attend due to out of town commitments. In attendance was Sonja Bennett.

#### **Guests present were:**

Randy Hylton, VSI

Jim Huffman, Life Unlimited

Etta Mitchell, Life Unlimited

Holly Wilmes, ESMW

Kimbel Mothershead, VSI

Mark Bertrand, Life Unlimited

Casey Melancon, ESMW

Kendra Kemp, TNC

#### **Announcements**

There were no announcements.

#### **Minutes**

The Minutes of the Board Meeting of September 25, 2018 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 DDRB Board Meeting regarding the Sherwood House Sale via Email of October 16-19, 2018 were previously read and reviewed by each member. Alan Naylor moved the minutes be approved as submitted; the motions was seconded by Pat Schoenrade and approved by unanimous vote.

The Minutes of the Finance Committee Meeting of October 22, 2018 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 month of August.

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

- Total Income = \$ 5,414,108.80
- Total Expenses = \$ 3,832,943.21
- Net Income = \$ 1,581,165.59

### **DDR B Balance Sheet September YTD**

- Total Checking & Savings = \$ 5,822,713.56
- Total Fixed Assets = \$ 1,917,004.37
- Total Assets = \$ 7,739,717.93
- Total Liabilities= \$ 3,506.12
- Total Fund Balance = \$ 6,155,046.22
- Net Income = \$ 1,581,165.59
- Total Equity = \$ 7,736,211.81
- Total Liabilities and Equity = \$ 7,739,717.93

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

- Total Income = \$ 2,451,449.37
- Total Expenses = \$ 1,761,371.78
- Net Income = \$ 690,077.59

### **TCM Balance Sheet September UTD**

- Total Checking & Savings = \$ 2,439,650.27
- Total Assets = \$ 2,439,650.27
- Net Income = \$ 2,439,650.27
- Total Liabilities and Equity = \$ 2,439,650.27

## **RECAP of Investments – September 30, 2018**

DDRB

Long Term Reserves Investment:

Total Balance = \$2,425,000

Short Term Working Capital Investment:

Total Balance = \$1,104,000

DDRB Interest Earned YTD = \$57,694.94

TCM

Long-Term TCM Reserves Investment:

Total Balance= \$1,979,000

TCM Interest YTD = \$14,009.44

## **Administrative Directors Report**

Sonja reported that her focus this month had been on the budgets. She reported that the office resets were completed. She said the pictures and client posters have been hung throughout the building and are being enjoyed by CHS staff. The five (5) dying ash trees have been removed from the front of the property. She reported that she had attended houses by Life Unlimited for new homes.

## **Executive Committee**

Gary Steinman reported that the Sherwood House offer of \$185,000 had been rejected with no counter as per the board vote. Gary inquired if the board would recommend that any offer below an agreed upon amount could be automatically rejected making the process easier for everyone. Rick White motioned that any offer less than \$240,000 could be rejected without a vote by the board. The motion was seconded by Pat Schoenrade and passed unanimously by the members present.

## **Finance Committee**

Sonja provided the Finance Committee report for Tom. The Finance Committee meeting to review the agency funding applications and the annual operating budget for DDRB is scheduled for Monday, November 5 at 4:30pm. All board members are welcome to attend. The Committee's recommendations will be presented to the Board on November 27 for vote.

## **Services Committee**

Pat Schoenrade stated that the Services Committee had no report for this month.

### **Board Owned Property Committee**

Alan Naylor reported that the all the repairs from the previous reports and approvals had been completed on all the DDRB owned properties. He stated that the next property inspection is scheduled for November 12 at 9:00am beginning at Ridgeway House.

He reported that he had request from Sonja to install new soap dispensers in the bathrooms at Kent Street. Sonja said that, after contacting the manufacturer, the she had taken the dispensers apart and cleaned and changed to their recommended soap. It had not helped; the dispensers don't work. Jason Kuhlman provided a quotation for new soap dispensers (9) for \$298 plus installation. Rick White moved for approval to purchase and install 9 new soap dispensers at a cost not to exceed \$500. Pat Schoenrade seconded the motion. The motion passed by roll call vote unanimously by the members present.

### **Long Range Committee**

Heath Roberts stated that Long Range Planning Committee had no report this month.

### **Targeted Case Management**

Sonja provided the report for Anita Hartman. She reported that CHS had 43 full time employees at this time serving 1226 individuals. The caseload averages for this month was 1:37.8 There were 11 newly eligible, 6 transfer in, 3 discharges and 8 transfer out. The Medicaid ratio remains 70/30.

### **Guest Comments**

**Randy Hylton with Vocational Services** said that VSI was hosting their annual Thanksgiving Day dinner on November 5 and the board members were welcome to attend.

**Holly Wilmes with Easter Seals** said the they would be hosting a Thanksgiving Day meal for their families on November 21 and the board members were welcome to attend.

**Kendra Kemp with TNC Community** said that they had participated in their annual Halloween Party today and pictures would be available on their Facebook Page. She reported they would be hosting their annual Christmas party and December and would let the board know when the date was set. She thanked the board for the capital grant funds that is allowing them to update the Claymont Group Home. The updates are near completion and when finished, they welcome the board to come tour the home.

### **Adjourn**

With no further business the meeting was adjourned.

Respectfully submitted: Sonja Bennett  
November 2, 2018