

Minutes

Developmental Disabilities Resource Board of Directors

DDRB Board Meeting

March 31, 2020

The **Board of Directors of DDRB** met on March 31, 2020 at 6:30 pm by teleconference due to the “Stay Home” directive from the Clay County Commissioner due to the CoVid19 emergency. 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, Rick White, Robert Sevier and Janet White. Also present was Sonja Bennett, Administrative Director.

Guests present were:

Randy Hylton, VSI

Tec Chapman, ESMW

Shaney Othic, NTRC

Kelly McGillis, TNC

Anne Hochstein, Job One

Danielle Schulte, CCVI

Mark Bertrand, Life Unlimited

Julie Edlund, Life Unlimited

Kimbal Mothershead, VSI

Jim Huffman, Life Unlimited

Anita Hartman, CHS

Nathan Thomas, Accounting Solutions

Laurie Brewer, Citywide Transportation

Marla Nelson, ABKC

Brea Connett, NEEC

Announcements

Janet White was appointed to the DDRB Board by the Commissioners. Bob Sevier introduced Janet. The Board members welcomed Janet to the board.

Minutes

The Minutes of the DDRB Board Meeting of February 25, 2020 were previously read and reviewed by each member.

The Minutes of the Finance Committee Meeting of March 5, 2020 were previously read and reviewed by each member.

The Minutes of the joint Finance Committee and DDRB Board Meeting of March 19, 2020 were previously read and reviewed by each member.

With no corrections to the minutes as published, Steve Elliott motioned the board approve and accept all three (3) minutes. Alan Naylor seconded the motion and the board voted unanimous approval.

Financial Report

Steve Elliott provided the following Financial Report for the year to date February 29, 2020.

DDR B P&L YTD to Date February YTD

- Total Income = \$ 5,107,938.67
- Total Expenses = \$ 508,476.98
- Net Income = \$ 4,599,459.69

DDR B Balance Sheet February YTD

- Total Checking & Savings = \$ 9,907,716.84
- Total Fixed Assets = \$ 1,804,432.58
- Total Assets = \$11,712,149.42
- Total Liabilities= \$ 4,521.04
- Total Fund Balance = \$ 7,110,193.73
- Net Income = \$ 4,597,434.65
- Total Equity = \$11,707,628.38
- Total Liabilities and Equity = \$11,712,149.42

TCM P & L Year to Date February YTD

- Total Income = \$ 613,714.45
- Total Expenses = \$ 265,789.44
- Net Income = \$ 343,925.01

TCM Balance Sheet February YTD

- Total Checking & Savings = \$ 3,408,947.24
- Total Assets = \$ 3,408,647.24
- Net Income = \$ 3,408,647.24
- Total Liabilities and Equity = \$ 3,408,647.24

RECAP of Investments – February 29, 2020

DDRB

Long Term Reserves Investment:	\$4,401,000.00
Short Term Working Capital Investment:	\$3,932,000.00
DDRB Interest Earned YTD:	\$ 13,921.08

TCM

Long-Term TCM Reserves Investment:	\$2,971,000.00
TCM Interest YTD:	\$ 14,545.09

Rick White moved that Treasurer’s Report be approved as presented with a second from Alan Naylor. The board approved by unanimous vote.

Administrative Directors Report

No report. All information is included in the committee reports.

Executive Committee

No report.

Finance Committee

2019 Audit

Tom Bradley advised that the 2019 Audit had been completed. Tom summarized that this was a clean and unmodified audit result. He said that the Finance Committee had reviewed the Audit and approved. He introduced Nathan Thomas of Accounting Solutions to review the audit with the board. A copy of the Audit draft is attached to the minutes for file. Nathan that he had done test sampling to see that items noted on the balance sheet tie out. He discussed the updater language relative to the Fund Balance making that more clearly stated and also that the board had amended the previous terminology to include a goal of 12-months reserve. He noted that in 2019 the board had achieved the previous goal of 9-month reserve. Steve Elliott interjected that for just such a time as this does the board maintain a large reserve.

Nathan opined that the DDRB operates as designed and keeps a good set of books. To close out the Audit he asked the board for approval of the audit; to sign the management letter and accept their governance letter. Steve Elliott motioned the board to accept and approve the 2019 Audi with a second from Rick White. The board approved unanimously by roll call vote. The final audit will be posted to the DDRB website and provided to the County Commissioners as required.

2020 Capital Grant Program

Steve advised that the Finance Committee had met on March 5, 2020 and approved a 2020 Capital Grant Program in the amount of \$477,000 to be made available to our funded agencies based on the amount of their annual budget. They had been prepared to present this to the board for full approval at tonight’s meeting.

Since that meeting the CoVid19 health crisis has created an additional economic hardship on many of our agencies. The Finance Committee met again on March 19 in a joint meeting with the board and decided to table the Capital Grant Program for 2020 in favor of an emergency relief fund due to the CoVid19 hardships. He did say that there were, however, two requests that had been considered and approved by the Finance Committee on March 5 that needed be addressed tonight.

1. **TNC Community Services** – Wheelchair Accessible Medical Scale in the amount of \$3387.55. Five of the medically fragile residents of the Claymont home have medical issues that require them to be weighed weekly. The scale in the home is broken and no longer repairable. The residents are being transported from Claymont to another home to be weighed. Steve motioned that the board approve this medically necessary emergency expense with a second from Rick White. The board unanimously approved by roll call vote.
2. **Northland Therapeutic Riding Center** – Driveway and Road Work in the amount of \$2500. The board agreed to table this capital grant request and take up at such time if and when the capital grant program is made available. Shaney Othic, Director of NTRC was advised on the call of this decision.

Establishment of a CoVid19 Relief Fund

The Finance Committee recommended that board establish a DDRB CoVid19 Emergency Relief Fund equal in dollar amount, \$477,000, to the funds previously set aside for the Capital Grant Program and further to allocate those funds to the agencies in the same manner as the Capital Grant Program. The guideline is noted below.

2020 Funding Amount Guideline	Available Grant Amount
2020 Annual Funded Amount from 1 to15,000	\$ 1,000.00
2020 Annual Funded Amount Funded from 15,001 to 25,000	\$ 3,000.00
2020 Annual Funded Amount Funded from 25,001 to 50,000	\$ 5,000.00
2020 Annual Funded Amount Funded from 50,001 to 75,000	\$ 6,500.00
2020 Annual Funded Amount Funded from 75,001 to 150,000	\$ 25,000.00
2020 Annual Funded Amount Funded from 150,001 to 500,000	\$ 50,000.00
2020 Annual Funded Amount Funded 500,001 or more	\$ 100,000.00

The committee previously incorporated the following criteria for qualifying for the program.

3. Any agency receiving funds from the DDRB under the CoVid19 Emergency Relief Fund be required to apply for funds under the SBA CARES Act, Paycheck Protection Program and any other program to be made available due to the impact of the virus.
4. Further, should any AGENCY that receives funding under the Paycheck Protection Program, or any other VIRUS RELIEF PROGRAM, such funds would be first used to reimburse the DDRB in the amount of the DDRB's previous funding from its CoVid19 Relief fund.
5. A new application for the funds would be created. When applying for funding from DDRB under the CoVid19 Emergency Relief Fund, the application must be completed in detail along with accompanying pertinent documentation of the expense along with proof of application to the SBA, or agreement to make application to the SBA, depending on the situation. The full board would then agree to convene to review the application within 72 hours of receipt of any such application and advise the requesting agency of its decision.

This proposal, incorporating these guidelines was motioned for approval by Steve Elliott with a second from Gary Steinman and approved unanimously by roll call vote.

Agencies Annual Approved Budgets

Gary Steinman reaffirmed the intention of the board to continue to pay each agency their monthly portion of their annual approved budget by program through the month of April. Each agency should submit an invoice for actual services along with an invoice requesting the balance of the regular budget. He reiterated that any requests for funds under the CoVid19 Relief Fund should not be duplicates of costs we are paying with the regular monthly allotment.

Job One Careers

Job One Careers had previously made a presentation to the Finance Committee and the Board regarding their Supported Employment Program for the Northland. The Finance Committee reviewed the funding application and approved. Steve advised it was the recommendation of the Finance Committee to the Board to approve \$26,000 to be paid in monthly installments of \$3,250 to Job One Careers to establish a Supported Employment Program in Clay County. He motioned the board for approval of this recommendation. Gary Steinman seconded the motion which was approved unanimously by roll call vote. Sonja was directed to prepare a contract for Job One and acquire the appropriate signatures. The board requested that Anne Hochstein provide the board a copy of the lease, once perfected, along with the first invoice.

Easterseals Midwest

Tec Chapman, Executive VP with Easterseals Midwest, advised the board that ESMW had decided to closed the center based early education program no later than June 26. The program has struggled to be financially sustainable. They committed to pay the employees through June and have incentivized them to stay until the closing date. They are working with

the families to find a suitable alternative for the 16 children DDRB helps to support in this program. A copy of the letter of March 12 advising DDRB of these changes is attached to these minutes.

The board confirmed that they will continue to pay for these services through June.

Services Committee

There was no report.

Board Owned Property Committee

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

Kent Street

Alan reported that he had received three (3) bids for the **parking lot resurfacing**. The Board Owned Property Committee had reviewed all bids and selected McConnell & Associates in the amount of \$22,612 which was the lowest bid and they could start and finish the project within the next two weeks. He motioned the board approve the McConnell & Associates bid for the parking lot milling, resurfacing and paint striping in the amount of \$22,612. The motion was seconded by Pat Schoenrade and approved by unanimous roll call vote.

He also advised that the committee had selected Chris Lawn & Landscape to recommend to the board for the **backyard landscaping project**. But the committee also recommended tabling the project until fall due to the CoVid19 emergency which might require additional funds.

Ridgeway House

The **bathroom remodel** has been completed. He advised the **furnace vent pipe** repair had also been repaired.

Hampton House

Alan advised he is waiting on additional information for the **retaining wall** but the committee agreed to table this project for the short term.

Home Inspections

Alan announced that the first board **property inspection was completed on March 9** by Jason Kuhlman and Ryan Hicks. Alan was not able to attend due to recent eye surgery. The inspections included five (5) locations owned or managed by Life Unlimited as well as the three (3) homes owned by DDRB (Ridgeway, Hampton and Liberty). The LU homes to be included were:

(New) Flora House	6027 N. Cypress Ave
Great Guys	8145 N Farley Ave
Baseball	8102 N Thomas Meyer Dr Apt E

Avengers
Outstanding Bowlers

8106 N Thomas Meyer Dr Apt M
8125 N Thomas Meyer Dr Apt M

There were no major issues found in any of the homes/apartments. Gary suggested any homes with mold issues should have that addressed with the current respiratory illness that could be an additional health hazard. Alan said he would advise Ryan Hicks. All of the homes are closed to outside visitors due to the CoVid19 virus. Any minor repairs can be completed at a later date for health safety concerns. A copy of the report will be provided to Ryan Hicks for any of those follow up items. A copy is attached to the Board Owned Property Committee Meeting Minutes of March 30, 2020.

Long- Range Planning Committee

Tom advised that the Long-Range Planning Committee had met on March 5. He referred to the minutes of those meetings for the details. He highlighted:

Robert Sevier had suggested a review of the old housing stock in the county to determine if some of the older homes might need to be replaced.

Steve Elliott suggested the committee review items related to the elderly DD community.

Rick White suggested the committee consider and an outreach to other agencies in the community that might benefit from funding from DDRB. Tom said that he would work with Anita Hartman on a list of agencies and the committee would review at a later date.

Targeted Case Management

Anita provided a report for targeted case management. She reported that CHS has 44 full time employees. They are serving 1303 consumers with a current caseload of 1 to 40.22. They had 5 newly eligible and 3 transfer in with 4 discharges and 9 transfer out. The Medicaid eligible rate remains pretty constant at 68%. She provided updated information on the Waiver Wait List in her report. She advised that the CHS Service Coordination staff with the exception of one (1) receptionist is working from home utilizing their Surfaces. Everyone seems to be adapting well to the current restrictions and appears they will be meeting their billing hours goal for the month of March.

Other Business

None noted.

Guest Comments

Tec Chapman Easterseals Midwest commended the board on their thoughtfulness and vision during this unprecedented time. He said he thought this board had provided continuity and critical leadership during this CoVid19 emergency.

Jim Huffman with Life Unlimited said commended the board for their stewardship during these difficult times.

Laurie Brewer with Citywide Transportation said they were still providing supported employment transportation for those still able to work in the community.

Adjourn

With no further business the meeting was adjourned.

Respectfully submitted: Sonja Bennett

April 2, 2020