

Minutes

Developmental Disabilities Resource Board of Directors

DDRB Board Meeting

March 26, 2019

The **Board of Directors of DDRB** met on March 26, 2019 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, Tom Bradley, Pat Schoenrade, James Gottstein, Alan Naylor, Rick White and Robert Sevier. Heath Roberts was absent from the meeting. Present also was Sonja Bennett.

Guests present were:

Randy Hylton, VSI

Nathan Thomas, Accounting Solutions

Holly Wilmes, ESMW

Nancy Carter, ACED

Brea Connett, NEEC

Kimbel Mothershead, VSI

Robert Wilson, Accounting Solutions

Jim Huffman, Life Unlimited

Mark Bertrand, Life Unlimited

Karen Trischler, Parent

Announcements

There were no announcement, introductions or correspondence.

Minutes

The Minutes of the DDRB Finance Committee Meeting of February 26, 2019 were previously read and reviewed by each member. Pat Schoenrade moved the minutes be approved as submitted; the motion was seconded by Alan Naylor and approved by unanimous vote.

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The Minutes of the DDRB Board Meeting via Email of March 13-25, 2019 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

Tom Bradley, Treasurer provided the following Financial Report for Year-to-Date February 2019.

DDRB P&L YTD to Date February YTD

Total Income =	\$ 4,439,083.92
Total Expenses =	<u>\$ 533,509.49</u>
Net Income =	<u>\$ 3,905,574.43</u>

DDRB Balance Sheet February YTD

Total Checking & Savings =	\$ 8,609,333.74
Total Fixed Assets =	<u>\$ 1,917,004.37</u>
Total Assets =	<u>\$10,526,338.11</u>
Total Liabilities=	<u>\$ 4,319.94</u>
Total Fund Balance =	\$ 6,616,443.74
Net Income =	<u>\$ 3,905,574.43</u>
Total Equity =	<u>\$10,522,018.17</u>
Total Liabilities and Equity =	<u>\$10,526,338.11</u>

TCM P & L Year to Date February YTD

Total Income =	\$ 592,189.79
Total Expenses =	<u>\$ 293,003.78</u>
Net Income =	<u>\$ 299,186.01</u>

TCM Balance Sheet February YTD

Total Checking & Savings =	\$ 2,703,727.87
Total Assets =	<u>\$ 2,703,272.87</u>
Net Income =	<u>\$ 2,703,727.87</u>
Total Liabilities and Equity =	<u>\$ 2,703,272.87</u>

RECAP of Investments – February 28, 2018

DDRB

Long Term Reserves Investment:

Total Balance = \$3,166,000.00

Short Term Operating Reserves:

Total Balance = \$3,934,000.00

DDRB Interest Earned YTD = \$3978.00

TCM

Long-Term TCM Reserves Investment:

Total Balance= \$2,225,000.00

TCM Interest YTD = \$8,681.63

Administrative Directors Report

Sonja reported that spring maintenance items including HVAC and Roof inspections would be scheduled in April and May. She also reported that a large pot hot in the parking lot of Kent

Street had been repaired by Jason Kuhlman as the weather had permitted to reduce the likelihood of worsening.

Executive Committee

Gary Steinman reported that realtor says that Sherwood House offer which had previously been approved had been cancelled by the potential buyer due to the termite and mechanical inspections. The termite issue will need to be addressed quickly and referred to the Board Owned Property Committee. Additionally, the items noted in the mechanical inspection had been referred to the Board Owned Property Committee and at the least will require disclosure.

Nominating Committee

Per the By-Laws he appointed a Nominating Committee for the purpose of nominating and electing officers for 2019. Gary Steinman assigned Steve Elliott, Robert Sevier and Rick White to that committee and asked Steve to chair. Nominating Forms were provided to each member with a request to return to Steve.

The Nominating Committee put forth the following recommendation as officers for 2019 based on the recommendation of all board members:

Chairman:	Gary Steinman
Vice Chairman:	Heath Roberts
Secretary:	Stephen Elliott
Treasurer:	Thomas Bradley

Robert Sevier motioned the recommended slate of officers be approved by the board which was seconded by Rick White. All members present voted unanimously to approve the slate of officers as recommended by the Nominating Committee.

Gary advised that Committee Assignments would be announced at the April meeting.

Finance Committee

Tom Bradley advised that the Finance Committee had met with Nathan Thomas and Robert Wilson of Accounting Solutions and been presented the 2018 DDRB Audit Report. The Finance Committee approved the Audited Financial Report and has recommended it for review and approval to the full board. He introduced Nathan and Rob who presented the report to the board. The Auditor's opinion is that the statement fairly and accurately represents, in all material respects, the financial position of the Board. The net result for 2018 is an increase in net position of \$1,116,367. This compares with an increase in net position of \$912,581 in 2017. Program expenditures were consistent year over year. A full copy of the report is attached to these minutes for the file. Steve Elliott motioned the board to approve the 2018 Audited Financial Statements with a second from Gary Steinman. The members present voted unanimously to approve and accept the report. Gary requested that Tom present a copy of the report to the Clay County Auditor as well as a copy made available to the public on the DDRB website.

Tom Bradley advised that the Finance Committee had reviewed a request from Life Unlimited regarding their "new group homes project" to alter the original plan from two (2) new homes and one (1) remodel with a total grant of \$910,000. Life Unlimited has built two (2) new homes with the final payment on the second home pending final receipts. These homes replace the Flora and Sherwood homes. Life Unlimited has requested the remaining funds of approximately \$321,000 to be allocated to a third new home and not a remodel which will replace the Northland House. The Finance Committee is recommending this request to the board. Steve Elliott motioned that the board allow the remaining \$321,000 be allocated for a third new home instead of a remodeled home. The members presented voted in unanimous favor of this change.

Services Committee

Pat Schoenrade introduced Nancy Carter with the UMKC ACED Program for an update on the first session of the education program for adults. Nancy reported that the program had been held on the campus at Northwest Missouri State University Innovation Campus. The location proved to be ideal. She reported that they had hoped for 25 students and actually registered 28 students. They offered 12 classes for six (6) weeks each for four (4) hours on a Saturday. They hired seven (7) teachers and student aids. Each student was evaluated prior to enrollment and the outcomes for each student are in process. Nancy felt the program was a success and looking forward to the fall program which starts after Labor Day. She did say that next year she hoped we would be able to add a summer program and include field trips as a part of the curriculum.

Board Owned Property Committee

Alan Naylor provided the following report on the two outstanding issues from this committee.

Liberty House Easement

Alan advised we are waiting on the recorded copy of the agreement from Star Development and an approximate date they plan to start the project. Updates will be made as they are available.

Kent Street Parking

Alan advised that he had met with Barney Hite the owner of the RJ Wholesale and the property on Sutton. Mr. Hite expressed an interest in working with the board to develop the property for additional parking. Alan advised he thought the cost of a parking lot project would cost at the minimum \$300,000. This property holds the best opportunity and convenience of location. Alan said the committee will pursue further.

Sherwood House

Alan advised that he would pursue the issues disclosed in the inspection at Sherwood House including the termites and report back to the board.

Northland House

Alan reported that Ryan Hicks with Life Unlimited had contacted him regarding a mold issue that had been discovered in the “apartment/live-in quarters” at Northland House. No one has lived in the apartment for some time. Apparently, some sort of water leak had gone undetected as reported previously when the board approved removing all the flooring. Since then, mold had been discovered resulting in all the residents being moved from Northland House to Hampton House. Ryan is in the process of acquiring bids to address the mold remediation which appears to be limited to the lower level apartment. This could cost in excess of \$5000. Life Unlimited does not intend to move any residents back to Northland and will be working on moving all of their property and cleaning the home in the next month.

Property Inspections

The next board owned property inspections are scheduled for April 22, 2019 beginning at the Ridgeway House at 9:00am.

Long Range Committee

No report.

Targeted Case Management

Anita Hartman provided a report for targeted case management. She reported that CHS has 43 full time employees and are serving 1253 consumers. There were 20 newly eligible, 2 transfers in, 2 discharges and 3 transfers out. Medicaid status for the month was 67.53% and the case load average was 1:39.7.

Other Business

TNC Community announced that James Landrum would be leaving the organization in June and they are searching for his replacement.

Guest Comments

Randy Hylton with Vocational Services Inc. said that VSI hosted First Friday Business Council Coffee held at the North Kansas City shop on March 1 with the Commissioners present. A resolution was made designating March as Disabilities Awareness Month. They will also host their annual awards banquet on June 20.

Mark Bertrand with Life Unlimited thanked the board for making a third new home possible. Jim Huffman said the LU had participated in the annual St. Patrick’s Day Snake Parade and awarded 8th place for their float.

Holly Wilmes with Easter Seals said they will be hosting an art show on April 4,5,6 and 7 at the Gathering Place.

Adjourn

With no further business the meeting was adjourned.

Respectfully submitted: Sonja Bennett
April 23, 2019