

## Minutes

### Developmental Disabilities Resource Board of Directors

#### DDRB Board Meeting

January 28, 2020

The **Board of Directors of DDRB** met on January 28, 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 Rick White, Pat Schoenrade, Alan Naylor, and James Gottstein. Robert Sevier and Stephen Elliott were out of town and Thomas Bradley was ill. Also present was Sonja Bennett, Administrative Director.

#### Guests present were:

Randy Hylton, VSI

Holly Wilmes, ESMW

Shaney Othic, NTRC

Amy Young, Life Unlimited

Brea Connett, NEEC

Kimbal Mothershead, VSI

Jim Huffman, Life Unlimited

Anita Hartman, CHS

Mark Bertrand, Life Unlimited

Nancy Carter, UMKC

#### Announcements

There were no announcements.

#### Minutes

The Minutes of the DDRB Board Meeting of November 25, 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.

The Minutes of the Finance Committee Meeting of November 25, 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.

#### Financial Report

Rick White provided the following Financial Report for the year to date December 2019.

#### DDRB P&L YTD to Date December

- Total Income = \$ 6,130,137.31
- Total Expenses = \$ 5,495,462.61
- Net Income = \$ 634,374.71

### **DDRB Balance Sheet December YTD**

- Total Checking & Savings = \$ 5,332,689.20
- Total Fixed Assets = \$ 1,804,432.58
- Total Assets = \$ 7,137,121.75
- Total Liabilities= \$ 1,843.12
- Total Fund Balance = \$ 6,500,603.95
- Net Income = \$ 634,674.71
- Total Equity = \$ 7,135,278.66

Total Liabilities and Equity = \$ 7,137,121.78

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

- Total Income = \$ 3,724,476.48
- Total Expenses = \$ 3,063,996.11
- Net Income = \$ 660,480.37

### **TCM Balance Sheet December YTD**

- Total Checking & Savings = \$ 3,065,022.23
- Total Assets = \$ 3,065,022.23
- Net Income = \$ 3,065,022.23
- Total Liabilities and Equity = \$ 3,065,022.23

### **RECAP of Investments – December 31, 2019**

#### **DDRB**

- Long Term Reserves Investment:
  - Total Balance = \$4,401,000
- Short Term Working Capital Investment:
  - Total Balance = \$490,000

- DDRB Interest Earned YTD = \$113,600.23

### **TCM**

- Long-Term TCM Reserves Investment:
  - Total Balance= \$2,971,000
- TCM Interest YTD = \$49,898.86

### **2019 Capital Grant – Final Report**

- Approved Funding: \$500,000.00
- Approved Projects Total: \$487,829.45

Total Expended Funds: \$464,261.94

### **Administrative Directors Report**

Sonja reported all agency contracts with the exception of Della Lamb had been received. Ryan Hudnall is the new Executive Director and he wanted to update the subcontracting agreements with Citywide Transportation which should be completed by the end of the week. She reported the DDRB approved budget for 2020 was sent to the County Clerk on December 2. She reported the county acknowledged receipt of board renewal applications from Stephen Elliott, Thomas Bradley and Alan Naylor but no date has been set for the Commissioners to approve. She also stated that there had been two applicants for the open position on the board but again, no date set for the Commissioners to review. She advised that the 2019 audit would begin the week of February 10 with a goal of presenting to the board at the March meeting. She reminded the board members to complete the Personal Financial Disclosures for the Missouri Ethics Commission which can be completed electronically. She advised that she had provided the 2020 meeting schedule and holiday schedule to the board and had requested they be posted to the DDRB website.

### **Executive Committee**

Gary Steinman assigned three members of the Board as the Nominating Committee to present recommendations for officers for 2020. He assigned Tom Bradley, Steve Elliott and Robert Sevier to the committee. The board members were provided a nominating form for their recommendations to the committee. The board members were also provided a Committee Preference form to complete and return Sonja. Gary will review and make the Committee assignments in February.

### **Finance Committee**

Sonja said that Tom asked her to explain the additional funding request from Northland Early Education for 2019. She explained that NEEC had requested additional funding in late November but the Finance Committee decided to wait until the year was completed to approve the final amount. Some programs had excess funds while others were over. The need arose

from the additional children entering the program due to the expansion and the children in the program having greater needs. The total funding needed is an additional \$4,975.75. Rick White said the finance committee was in agreement and motioned the board to approve the additional funding which was seconded by Pat Schoenrade. The funding was approved by roll call vote unanimously by the members and quorum present.

### **Services Committee**

Pat reported, Job One, a Jackson-County based group that was, last year, engaged by Life Unlimited to help with their supported employment plan, is interested in the possibility of developing a location to expand services into Clay County. Sonja, Pat, along with Lesa Keen and Lisa Antonelli with CHS visited with Aaron Martin, President/CEO, and Anne Hochstein, Vice President of Careers of Job One. It seems likely that Job One would be able to serve individuals who are not now being served with supported employment. Additionally, they are developing a program that will integrate job and day program sites, thus serving individuals who are not able to work a full day, but benefit from a consistent work setting. Job One asked about the possibility that a funding application would be considered after the 2020 budgets had been approved. The board recommended they complete a funding application for a review by both Services and Finance Committees.

Pat initiated a discussion on protocol for handling consumer/guardian concerns regarding services. The outcome the board recommended was that upon receiving word of a concern, Sonja should work with the service provider and/or service coordinator to resolve the matter. She should keep the Services Committee chair informed any further necessary measures should be reviewed on the advice of the Services Committee and the Board as appropriate.

### **Board Owned Property Committee**

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

#### **Ridgeway House**

The bathroom remodel is in process with materials ordered. Jason Kuhlman will perform the work and coordinate with Ryan Hicks with LU. The project will be started in February.

#### **Hampton House**

Alan reported the retaining wall at Hampton House is pended to spring and three bids received and reviewed by the committee. He has one (1) bid in hand and is seeking two more (Jason and one other).

#### **Kent Street**

Alan reported that the parking lot resurfacing won't be completed until the spring and that he was still seeking bids. The backyard tree replacement is pended until spring and bids will be presented to the BOP committee for review.

### **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 1301 consumers with a current caseload of 1 to 40.06. They had 7 newly eligible and 3 transfer in with 4 discharges and 9 transfer out. The Medicaid eligible rate remains pretty constant at 68%. She updated the board on the Waiver Wait List. A copy of her report is attached to these minutes.

### **Other Business**

None noted.

### **Guest Comments**

**Jim Huffman with Life Unlimited** said they had received the four (4) ADA accessible vans from the 5310 project which DDRB matched. **Mark Bertrand** said that these vans coupled with the three (3) vans that DDRB made available through the 2019 capital grant program, LU transportation was much improved and thanked the board for their support. **Amy Young** introduced herself as the person now responsible for the ILAP and CSP programs. She recognized that both programs had been underserved in recent months with the ILAP program being the last to be served. She advised that she was working diligently to hire and train additional staff to meet the needs of the consumers and hoped to be up to speed by March-April. She will keep the board posted of the progress in providing these services.

**Randy Hylton with Vocational Services** said their CARF certification process is scheduled for April 2-3, 2020 and he would keep everyone informed.

**Shaney Othic with Northland Therapeutic Riding Center** invited the board to attend their annual fund raiser on February 13 which will be a Totally 80's Murder Mystery.

**Nancy Carter with the UMKC ACED** program provided the board with the results of the previous session. She said that they are starting the 2020 Session One next month and are processing applications now.

### **Adjourn**

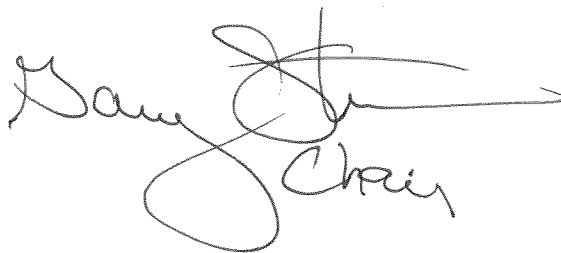
With no further business the meeting was adjourned.

Respectfully submitted: Sonja Bennett  
January 30, 2020

Sonja Bennett

Digitally signed by Sonja  
Bennett  
Date: 2020.02.27  
11:30:00 -06'00'

2/27/20

A handwritten signature in black ink, appearing to read "Sonja Bennett", with a large, stylized flourish extending to the right.