

**Minutes**  
**Developmental Disabilities Resource Board of Directors**  
**Joint Finance Committee and DDRB Board Meeting**  
**March 19, 2020**

The **Board of Directors of DDRB** met by teleconference on March 19, 2020 at 6:00 pm. All board members were provided instructions on how to join the conference. A public announcement was also sent with instructions on joining the conference. 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, Richard White, Alan Naylor, James Gottstein. A quorum was present. Robert Sevier experienced technical difficulties and was unable to enter the conference call. Pat Schoenrade was traveling and unable to get on the conference call. Also present was Sonja Bennett, Administrative Director.

**Guests present were:**

Randy Hylton, VSI  
Holly Wilmes, ESMW  
Shaney Othic, NTRC  
Brea Connett, NEEC  
Marla Nelson, ABKC  
Mark Bertrand, Life Unlimited

Kimbal Mothershead, VSI  
Jim Huffman, Life Unlimited  
Linda Holland, CHS  
Laurie Brewer, Citywide Transportation  
Julie Edlund, Life Unlimited  
Tec Chapman, ESMW

**Announcements**

Sonja provided brief instructions for the call and advised that the call was being recorded. She advised that all votes would be recorded by roll call in order to properly account for each.

Gary advised that this meeting had been called in light of requests from multiple agencies regarding funding due to the Corona Virus CoVid19. DMH has mandated no face-to-face visits with consumers, no gatherings of 10 or more, etc. following the Center for Disease Control (CDC) guidelines nationwide. DDRB contracts for services based on a “purchase of service” for individuals. In the present environment with school and programs closings, people sheltering in place and general uncertainty, the board wanted to provide some certainty to the agencies providing services that funding would not be interrupted. Gary advised that he had reviewed the SB40 statutes and the board has the flexibility to distribute funds as appropriate.

Gary advised that some of the agenda items would need to be approved by the Finance Committee and then presented to the full board for approval. He advised that all members of the Finance Committee were present on the call. He requested that Steve Elliott as chair of the Finance Committee convene the Finance Committee within this meeting.

## **Finance Committee**

Steve Elliott called the Finance Committee to order. Sonja called the roll and present for the Finance Committee were Steve Elliott, Gary Steinman, Thomas Bradley, James Gottstein and Richard White. All committee members were present. Steve suggested that any request approved by the Finance Committee would then be presented to the full board for a vote prior to moving to the next item. The committee members agreed.

Specifically, on the agenda were requests from Northland Early Education Center, Easterseals Midwest and Northland Therapeutic Riding Center. The written requests were sent to each board member for review prior to the teleconference. Each agency is experiencing a loss of revenue due to lack of attendance, closures whether mandated or out of an abundance of caution.

### **Northland Early Education Center (NEEC)**

Brea Connett advised that her program has had an attendance drop dramatically this week (parent choice) and has received increased concern about exposure. They have several families that are expressing an inability to pay full tuition if they were able to remain open. They also have many staff that are extremely worried about closing and not receiving income. She said her board is weighing all options but must consider the population they serve and their elevated risk to this virus. Her board asked her to gain information regarding funding, so they are able evaluate, in the event of closure, whether they will be able to provide some sort of break on tuition and still be able to pay their staff at least a portion of their income. She explained that their minimum expenses including salaries for the next two weeks would be short \$37,950. She does have services she will invoice DDRB which will total about \$5000 month to date.

Sonja confirmed that the total budget for NEEC for the year is \$381,936 which would equate to an average monthly budget of \$31,828. Although January and February were each more than this. The attendance is normally lower in August and December.

After some discussion, Steve Elliott motioned that the board make available the average monthly budget for each agency for the month of March with no prerequisite that services were delivered in order to provide the financial security the agencies need at this time. The motion was seconded by Rick White and agreed on unanimously by the board members present.

With respect to the NEEC request, Steve Elliott motioned that the board pay the average monthly budget amount of \$31,828 plus any billings for services provided which Brea estimated to be about \$5,000. Rick White seconded the motion which passed the Finance Committee unanimously.

On behalf of the Finance Committee, Gary Steinman placed the same motion before the full board for a vote which was again seconded by Steve Elliott and passed unanimously by roll call vote.

### **Easterseals Midwest (ESMW)**

Tec Chapman with ESMW said that given the unprecedented impact of COVID-19 virus and the most recent guidance from the CDC in limiting group activities and honoring social distancing, they are seeing drastic changes to their service delivery model. They are very concerned about their ability to retain their employees, so they are ready and able to provide supports and services when programs are able to resume services. Most importantly, they are concerned for their employees to be able to meet the needs of their own families. He asked the board to consider continuing financial support of ESMW at current funding allocation levels by allowing ESMW to submit monthly invoices equal to the average weekly amount of the last two months invoices. At this time, they anticipate suspending services for at least two weeks through Monday, April 6, 2020.

Steve motioned the Finance Committee to approve funding ESMW at their current average monthly rate through April 6. Rick White seconded the motion which was passed unanimously by roll call vote.

On behalf of the Finance Committee, Gary Steinman placed the same motion before the full board for a vote which was again seconded by Steve Elliott and passed unanimously by roll call vote.

### **Northland Therapeutic Riding Center (NTRC)**

Shaney Othic with NTRC said that they had canceled the first 3 weeks of Session 1 -2020. They are hopeful they will be able to conduct the remainder of the session. She had 41 Clay County riders registered for this session. She requested funding in the amount of \$4428 for these lost sessions. Sonja confirmed the average total budget per session is \$11,800.

Steve motioned the Finance Committee to approve funding ESMW at their current average monthly rate through April 6. Rick White seconded the motion which was passed unanimously by roll call vote.

On behalf of the Finance Committee, Gary Steinman placed the same motion before the full board for a vote which was again seconded by Alan Naylor and passed unanimously by roll call vote.

### **Targeted Case Management**

Linda Holland advised that they had initiated a work from home policy for the CHS staff which is in effect until March 31 at which time they will review. She advised that they had updated their paid sick leave policy. She said that while they are not making face-to-face visits, they are still making contact with the consumers by telephone, face-time and other technologies. She does not think that their billings will be reduced but she will review and let the board know if that does happen. She thanked the board for their support.

**Della Lamb/ Citywide Transportation**

Laurie Brewer advised that they closed transportation to the workshops and day-program on March 16. They were continuing transportation for Supported Employment but not transporting more than 2 consumers per van. They are continuing to pay their personnel and appreciates the board vote to continue funding. She will follow with a formal letter.

**Ability KC (ABKC)**

Marla Nelson with ABKC said that they had closed their workshop until April 6. She appreciates that the board will continue to support the one individual from Clay County.

**Life Unlimited (LU)**

Julie Edlund with Life Unlimited said that they had closed the Day-Program and all the homes are closed to visitors. They are redirecting the staff from the closed programs to help with staffing the homes. She appreciates that they can receive the average monthly funding for the services they are currently not able to provide. Julie will provide a letter requesting the same funding considerations.

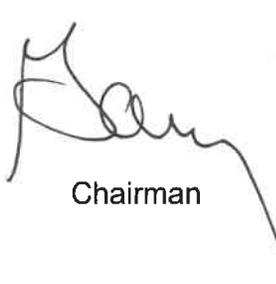
**Adjourn**

Gary reminded everyone the board would meet again by teleconference for the regularly scheduled board meeting on March 31 at 6:30pm. Sonja will send out directions to participate on the call. With no further business the meeting was adjourned.

Respectfully submitted: Sonja Bennett  
March 20, 2020

Sonja Bennett

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Bennett  
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Chairman