

## **Minutes**

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

#### **DDRB Board Meeting**

**June 26, 2018**

The **Board of Directors of DDRB** met on June 26, 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 Tom Bradley, Stephen Elliott, Pat Schoenrade, Rick White, Robert Sevier and James Gottstein. Also present was Sonja Bennett.

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

Randy Hylton, VSI

Jim Huffman, Life Unlimited

Brea Connett, Northland Early Education

Jean Marshall, ESWM

Colleen Baker, NTRC

Ann Graff, CHS

Linda Holland, CHS

Kimbel Mothershead, VSI

Laurie Brewer, Della Lamb

Kendra Kemp, TNC

James Landrum, TNC

Sally Cook, CCVI

Debby Sanders, CHS

#### **Announcements**

Sonja announced that she had attended the VSI 18<sup>th</sup> annual community awards banquet and Stephen Elliott and his Mother Jean had been awarded the Robert F. and Claire Sevier Parent/Guardian of the Year Award. Robert Sevier was awarded the Working for the Public Good Award for his many years of dedication to the developmentally disabled in Clay County.

#### **Minutes**

The Minutes of the Board Owned Property Committee Meeting of May 29, 2018 were previously read and reviewed by each member. Pat Schoenrade moved the minutes be approved as submitted; the motion was seconded by Tom Bradley and approved by unanimous vote. The DDRB Board Meeting of May 29, 2018 were previously read and reviewed by each member. Pat Schoenrade moved the minutes be approved as submitted; the motion was seconded by Steve Elliott and approved by unanimous vote. The Minutes of the Finance Committee Meeting of June 20, 2018 were previously read and reviewed by each member. Pat Schoenrade moved the minutes be approved as submitted; the motion was seconded by Tom Bradley and approved by unanimous vote.

## **Financial Report**

Thomas Bradley, Treasurer provided the following Financial Report for the month of May.

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

- Total Income = \$ 4,955,475.28
- Total Expenses = \$ 2,110,411.86
- Net Income = **\$ 2,845,063.42**

### **DDR B Balance Sheet May**

- Total Checking & Savings = \$ 7,087,210.17
- Total Fixed Assets = \$ 1,917,004.37
- Total Assets = \$ 9,004,214.54
- Total Liabilities= \$ 4,104.90
- Total Fund Balance = \$ 6,155,046.22
- Net Income = \$ 2,845,063.42
- Total Equity = \$ 9,000,109.64
- Total Liabilities and Equity = **\$ 9,004,214.54**

### **TCM P & L Year to Date May**

- Total Income = \$ 1,493,460.43
- Total Expenses = \$1,015,035.34
- Net Income = **\$ 478,425.09**

### **TCM Balance Sheet May**

- Total Checking & Savings = \$ 2,227,997.77
- Total Assets = **\$ 2,227,997.77**
- Net Income = \$ 2,227,997.77
- Total Liabilities and Equity = **\$ 2,227,997.77**

## **RECAP of Short and Long-Term Investments – May 31, 2018**

### **DDRB**

Long Term Reserves Investment:

- Total Balance = \$2,425,000

Short Term Working Capital Investment:

- Total Balance = \$2,908,000

DDRB Interest Earned YTD = \$27,311.75

TCM

Long-Term TCM Reserves Investment:

- Total Balance= \$1,238,000

TCM Interest YTD = \$4,462.39

### **Executive Committee**

Gary Steinman reported that the TCM Contract for July 2017 – June 2022 had been signed and executed along with a Letter of Understanding from DMH that the Center for Human Services handles all the targeted case / case management for the DDRB board.

### **Finance Committee**

Tom Bradley provided the board members with a time-table for the FY19 funding process. This will also be distributed to all the agencies.

### **2018 Capital Grant Program**

Tom advised that we had received capital grant requests from all of our agencies. We approved VSI and ESMW last month. All Finance Committee members had reviewed and approved the grants and favored recommending to the board as follows,

#### **Della Lamb / City Wide Transportation**

- Project: 2 New Vans
- Cost of Project: \$118,000
- Guideline: \$105,000
- Request: \$105,000
- Finance Committee Recommendation: \$105,000

Steve Elliott moved that the board approve the finance committee recommendation of \$105,000. The motion was seconded by Rick White. The measure passed by unanimous roll call vote by the members present.

### **Northland Therapeutic Riding Center**

- Project: Accessible Bathroom Facility
- Cost of Project: \$15,000 - \$17,800
- Guideline: \$5,000
- Request: \$10,000
- Finance Committee Recommendation: \$5,000

Colleen Baker confirmed that they had received a donation from a volunteer in the amount of \$10,000 and the project will be started and completed in the month of July.

Steve Elliott moved that the board approve the finance committee recommendation of \$5,000. The motion was seconded by Tom Bradley. The measure passed by unanimous roll call vote by the members present.

### **Northland Early Education Center**

- Project: Outdoor Play Area
- Cost of Project: \$173,541
- Guideline: \$65,000
- Request: \$128,000
- Finance Committee Recommendation: \$65,000

Brea Connett said provided the various sources from which they are raising the funds for this project. She thinks that they may end up \$20,000 short of the full project cost but if so, they will either takes those funds from their reserves or add to their construction loan.

Steve Elliott moved that the board approve the finance committee recommendation of \$65,000. The motion was seconded by Rick White. The measure passed by unanimous roll call vote by the members present.

### **Life Unlimited**

- Project: Multiple
- Cost of Projects: \$104,295
  - Parking Lot - \$72,602
  - Server Project - \$12,887
  - Signs Project - \$11,810
  - Wheelchair Swing -\$ 6,995
- Request: \$104,295
- Finance Committee Recommendation: \$104,295

Steve Elliott moved that the board approve the finance committee recommendation of \$104,295. The motion was seconded by Rick White. The measure passed by unanimous roll call vote by the members present.

### **Ability KC**

- Project: Industrial Packing Tables and Shelving Carts
- Cost of Project: \$2,200
- Guideline: \$5,000
- Request: \$2,200
- Finance Committee Recommendation: \$2,200

Steve Elliott moved that the board approve the finance committee recommendation of \$2,200. The motion was seconded by Tom Bradley. The measure passed by unanimous roll call vote by the members present.

### **Children's Center for the Visually Impaired**

- Project: Technology – Laptop Computers (10)
- Cost of Project: \$18,770
- Guideline: \$20,000
- Request: \$18,770
- Finance Committee Recommendation: \$18,770

Steve Elliott moved that the board approve the finance committee recommendation of \$18,770. The motion was seconded by Rick White. The measure passed by unanimous roll call vote by the members present.

### **TNC Community**

- Project: Updates to the Claymont Group Home
- Cost of Project: \$80,287
- Guideline: \$20,000
- Request: \$20,000
  - Paint - \$ 3,104
  - Furniture - \$ 2,097
  - Flooring - \$11,500
  - Appliances - \$ 3,299
- Finance Committee Recommendation: \$20,000

James Landrum advised that several of the vendors were donating their time in lieu of fees for these projects and the remaining cost of the project will be paid from reserves.

Steve Elliott moved that the board approve the finance committee recommendation of \$20,000. The motion was seconded by Tom Bradley. The measure passed by unanimous roll call vote by the members present.

## Alphapointe

- Project: Machine Tooling Costs –
  - Tape Machine in Office Products Department
- Cost of Project: \$5,000
- Guideline: \$5,000
- Request: \$5,000
- Finance Committee Recommendation: \$5,000

Rick White moved that the board approve the finance committee recommendation of \$5,000. The motion was seconded by Gary Steinman. The measure passed by unanimous roll call vote by the members present.

## Vocational Services

- Project: Guardrails at 905 Kent Street
- Cost of project: \$11,6335
  - Guardrail has deteriorated to a point immediate attention is required.
  - In place of the prior approved NCK paint project (\$11,633) as the scope of this project has increased due to the need to caulk, tuckpoint and paint. They will revisit this project at a later date.

Steve Elliott motioned that the Board approve the change in projects which was seconded by Rick White and approved unanimously by those members present.

## Children’s Therapy Center / Center for Human Services FY19 Budget (July 2018 – June 2019)

The final issue to be presented by the Finance Committee was the FY19 Budget for Children’s Therapy Center / Center for Human Services. Debby Sanders, Linda Holland and Anita Hartman had presented the budget previously to the Finance Committee. The Finance Committee neither approved or disapproved the budget but recommended a presentation to the Board. In the meantime, Tom and Sonja worked with Debby Sanders to determine the “source” of some of the information and numbers she provided. With those questions satisfied, Tom presented the CTC FY19 Budget to the Board.

Tom pointed out that the FY18 budget reflected a net profit to DDRB of \$63,795 but the actual numbers are projected to be \$646,859 with 11 months actuals included in this number. He showed the CTC proposed FY19 budget which reflects a loss to DDRB of (\$34,059). He explained that Debby has a formula they use to weight the anticipated billings / payments to DDRB from DMH and that it reflects a “worst case scenario”. She has done this year over year in her proposal. He showed the historical income that DDRB has received and explained that “worst case scenario” has not yet happened and he does not anticipate that in FY19.

	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Targeted Case Management Income	205,476	1,221,483	2,268,897	2,545,199	3,156,455	3,294,990	3,584,136
Case Management Expenses	200,961	1,093,510	1,822,372	2,313,257	2,612,086	2,802,148	2,923,596
TCM Income	4,515	127,973	446,525	231,942	544,369	492,842	660,539

This is the budget for FY19 compared to Budget for FY18 and Actuals for FY18.

Item Description	CTC Approved Budget		Actual FY18	Requested FY2019	Compared to
	2018		(June Estimated)		Previous Budget
# of FTE Administrative Staff	10.50		11.00	10.26	(0.24)
# of FTE Case Managers III - Admin	0.75		-	0.75	-
# of FTE Case Managers	29.05		30.00	32.05	3.00
Total Cost (Payments to CHS)	2,767,961		2,923,596	2,952,459.00	6.67%
5% Operating Reserve	138,398			147,623	6.67%
<b>CHS's Grand Total</b>	<b>2,906,359</b>		<b>2,923,596</b>	<b>3,100,082</b>	<b>6.67%</b>
#Hours Served	40,481		40000 ??	44,662	10.33%
CHS Billable Hourly Rate	71.80		71.80	69.41	-3.32%
Annual Cost per Case Manager	100,047		97,453	96,726	-3.32%
# Of Individuals Served	1,162		1,207	1,243	6.97%
Case manager Caseload	40.00		40.23	38.78	-3.04%
<b>CHS Operating Income of Expenses</b>					
Clay County Amount Paid to CHS	2,906,359		2,923,596	3,100,082	6.67%
CHS Total Expenses	2,767,961		2,923,596	2,952,459	6.67%
CHS Income over Expenses	138,398		-	147,623	6.67%
% Operating Reserve	5.00%		0.00%	5.00%	0.00%
<b>Clay County Income over Expenses</b>					
<b>Clay County TCM Medicaid Billing</b>	<b>2,979,110</b>		<b>3,584,136</b>	<b>3,091,986.00</b>	<b>3.79%</b>
Expansion/Equipment Costs	8,956		13,681	25,963	189.90%
Total Net Funds	2,970,154		3,570,455	3,066,023	3.23%
Clay County Amount Paid to CHS	2,906,359		2,923,596	3,100,082	6.67%
Clay County Income over Expenses	63,795		646,859	(34,059)	-153.39%
% Reserves for Clay County	2.20%		22.13%	-1.10%	-150.05%
TCM Rate	103.68		103.68	103.68	no change in rate
Medicaid Eligible	834	71.77%	845	903	72.65%
Non-Medicaid Eligible	328	28.23%	362	340	27.35%
Total	1,162	100%	1,207	1,243	100%

Tom reviewed the “worst case” with our projected actuals based on history which is shown below. He recommended that the Board approve the budget as submitted by Children’s Therapy Center for FY19. Steve Elliott motioned that the Board approve the budget as submitted by Children’s Therapy Center for FY19. The motion was seconded by Rick White and passed unanimously by the members present.

Item Description	CTC Budget		Projected Based On Historical Actuals
	CTC Approved Budget	CHS Worst Case Scenario	
# of FTE Administrative Staff	10.26	10.26	10.26
# of FTE Case Managers III - Admin	0.75	0.75	0.75
# of FTE Case Managers	32.05	32.05	32.05
Total Cost (Payments to CHS)	2,952,459	2,952,459	2,952,459
5% Operating Reserve	147,623	147,623	147,623
<b>CHS's Grand Total</b>	<b>3,100,082</b>	<b>3,100,082</b>	<b>3,100,082</b>
# Hours Served	44,662	44,662	44,662
CHS Billable Hourly Rate	69.41	69.41	69.41
Annual Cost per Case Manager	96,726	96,726	96,726
# Individuals Served	1,243	1,243	1,243
Case manager Caseload	38.78	38.78	38.78
<b>CHS Operating Income of Expenses</b>			
Clay County Amount Paid to CHS	3,100,082	3,100,082	3,100,082
CHS Total Expenses	2,952,459	2,952,459	2,952,459
CHS Income over Expenses	147,623	147,623	147,623
% Operating Reserve	5.00%	5.00%	5.00%
<b>Clay County Income over Expenses</b>			
<b>Clay County TCM Medicaid Billing</b>	<b>3,091,986.00</b>	<b>3,091,986.00</b>	<b>3,691,659.63</b>
Less Expansion/Equipment Costs	25,963	25,963	25,963
Total Net Funds	3,066,023	3,066,023	3,665,697
Clay County Amount Paid to CHS	3,100,082	3,100,082	3,100,082
Clay County Income over Expenses	(34,059)	(34,059)	565,615
% Reserves for Clay County	-1.10%	-1.10%	18.25%
TCM Rate	103.68	103.68	103.68
Medicaid Eligible	903	903	903
Non-Medicaid Eligible	340	340	340
Total	1,243	1,243	1,243

## **Services Committee**

Pat Schoenrade said there was no report from the Services Committee. She does plan to visit each agency over the next 6 weeks and will be scheduling those appointments. She attended the TNC Dirty Duo Fund Raiser and shared several photos of the event with the Board.

## **Board Owned Property Committee**

Rick White gave the report for the Board Owned Property Committee for Alan Naylor who was not in attendance. The Committee recommended two items for approval relative to the Kent Street Building at the request of Sonja.

1. Scott Rice Office Works for cleaning chairs in the office. There are 122 seat-only chairs throughout the office that need cleaning and 14 cloth conference room chairs. The bid from Scott Rice totals \$960.00. Pat Schoenrade moved that Board approve this expenditure which was seconded by Tom Bradley. The measure passed unanimously by roll call vote by those members present.
2. Additional office space for CHS is needed to accommodate the growth. Scott Rice Office Works provided a quotation for the purchase and installation of additional office furniture the bid proposes to make the 2 administrative areas more private and add more desk and storage space to one. Two additional office spaces will be created by converting the Burke Conference Room into shared space and moving the conference table to Keller. The total cost of for these projects is \$5,418.59. Pat Schoenrade moved that Board approve this expenditure which was seconded by Gary Steinman. The measure passed unanimously by roll call vote by those members present.

Rick provided an update from Randy Davis, the realtor Alan Naylor had look at the Flora House. Alan had asked Mr. Davis if he would be willing to list the house for the appraised value of \$152,000. Mr. Davis said he was not interested in doing so as he does not feel that the house would bring anywhere near that and to market it at that price would be wasted efforts. He reported that Mr. Davis' recommended the house be listed for \$89,900 and market it to investors. Bob Sevier questioned again if we had an appraisal from a reputable appraiser at \$152,000, it would seem unexplainable to the tax payers why we would list it for \$89,900. After further discussion it was decided that that the BOP Committee would seek the input of 2 additional realtors and see if they would be willing to list the property. The BOP Committee will get back to the Board with their findings.

## **Long Range Committee**

There was no report from this committee.

## **Administrative Directors Report**

Sonja reported that the Fire, Security and Backflow Annual Inspections had been completed and all the necessary paperwork filed. She reported that the Commissioners approved our updated budget. She reported that we had been awarded the MEHTAP transportation grant FY19 in the amount of \$17,869. She said she had attended the Life Unlimited Arts in the Park and shared photos of the event and some of the artist. She also attended VSI - 52<sup>nd</sup> Anniversary Awards Celebration and shared photos in the announcement section.



## **Targeted Case Management**

Linda Holland reported for CHS that the headcount remained the same for this month and the number of clients exceeds 1200. She reported that there had been 80 new referrals thus far this year. She reported the results from the surveys they receive from clients/parents/guardians average a 99-100% satisfaction rate. The Board expressed their gratitude to the CHS Clay County Team.

## **Other Business**

### **Guest Comments**

**Randy Hylton with Vocational Services Inc.** reported that VSI successfully held Community Awards Night to at Marriott Court Yard at Briar Cliff on June 21 with over 265 attendees.

**Sally Cook with Children's Center for the Visually Impaired** thanked the Board for the grant. She reported that Nicola Heskett would be leaving CCVI and they have hired Molly Turner as the new Executive Director.

**Laurie Brewer with Della Lamb / City Wide Transportation** thanked the Board for the grant and being so generous and good in which to work.

**Colleen Baker with Northland Therapeutic Riding Center** thanked the Board for the grant. She advised the NTRC had restructured the duties of the Executive Director and developed a second position as Program Director. The NTRC Board hired Carol Kobza as the new Executive Director. The Program Director position has not been filled.

**James Landrum with TNC Community** thanked the Board for the grant and also thanked Pat Schoenrade for attending the TNC Dirty Duo Fund Raiser and sharing her photos with the Board.

**Jim Huffman with Life Unlimited** thanked the Board for the grant. He also thanked the Board for their interest in the Arts in the Park and Sonja for sharing the photos.

## **Adjourn**

With no further business the meeting was adjourned.

Respectfully submitted: Sonja Bennett  
May 30, 2018