

Minutes

Developmental Disabilities Resource Board of Directors

Finance Committee Meeting

June 20, 2018

The **Finance Committee** met on June 20, 2018 at 6:00 pm at the DDRB office. The meeting was called to order by Finance Committee Chairman and Board Treasurer, Tom Bradley. Present from the Finance Committee were Tom Bradley, Gary Steinman and James Gottstein. Rick White and Steve Elliott were out of town on business and not available to attend. Also present were Pat Schoenrade, Robert Sevier and Sonja Bennett.

Guests present included:

Laurie Brewer – City Wide/Della Lamb

Randy Hylton – VSI

Colleen Baker – NTRC

Linda Holland – CTC

Julie Edlund – Life Unlimited

Kimball Mothershead – VSI

Brea Connett – NEEC

Debby Sanders – CTC

Anita Hartman – CHS

Capital Grants Program

There were a number of capital grant applications submitted by the agencies in which the Finance Committee members reviewed individually prior to the meeting. Any concerns or questions had largely been addressed prior to the meeting. The following agency grants were reviewed by committee with the action for each noted.

1. **Della Lamb / City Wide Transportation** – Grant request - \$105,000 for new vehicles. Laurie Brewer presented the options she is reviewing for vans and explained that she plans to purchase 2 and even possibly 3 vehicles. Once she has a dollar commitment from the board, she can negotiate with the dealers and perhaps be able to acquire a third vehicle. She will definitely purchase 2 vehicles. This request satisfied the guidelines in scope and dollars. Tom Bradley motioned that the committee recommend the board approve \$105,000 to purchase 2 vehicles, 3 if possible, which was seconded by James Gottstein. The motion passed unanimously by the members present.
2. **Northland Therapeutic Riding Center** – Grant request - \$10,000 for an accessible indoor bathroom facility. The guideline for NTRC allowed for a \$5,000 request. Colleen Baker advised that since submitting the grant request, they had received a \$10,000 donation from a volunteer. She said that if the DDRB board would approve the \$10,000 she would like to use the additional funds to enclose the waiting area for parents and riders. The Finance Committee discussed and agreed to recommend \$5,000 for this project and advised if the enclosure of the facility was a need that she could bring that project to the board at another time for review. Gary Steinman moved that the committee recommend to the board to approve \$5,000 for a bathroom facility. The motion was seconded by Tom Bradley and approved unanimously by the members present.

3. Northland Early Education Center – Grant request - \$128,000 for new playground equipment. The guideline for NEEC allow for a \$65,000 request. Brea Connett presented all the options available to finance this project which is a CARF and Licensing recommendation. If all funding options come to fruition they may still have a \$20,000+ deficit which they would need to take from their reserves. She also stated the time frame to complete the project is this fall. After committee discussion, Tom Bradley motioned that the committee recommend the board approve \$65,000 for this project which was seconded by Gary Steinman and approved by the members present. Tom advised Brea that the committee was open to reviewing an additional request for funding the \$20,000 deficit if all other funding sources fall short.

4. Life Unlimited – Grant request – \$104,295 for multiple projects explained by Julie Edlund to include:

- a. Parking Lot Paving and Repairs multiple locations - \$72,602
- b. Server Project – update technology - \$12,887
- c. Signs Project – update signs to Life Unlimited \$11,810
- d. Wheelchair Swing – purchase/installation for campus \$ 6,995

All projects fit within the scope of the grant and dollar amount is within the guideline of \$105,000. Gary Steinman motioned that the committee recommend to the board to approve \$104,295 for the projects. James Gottstein seconded the motion which was approved unanimously by the members present.

5. Ability KC – grant request- \$2200 for industrial carts and shelving for the factory. The guideline for ABKC is \$5,000. This request fits within the guidelines in scope and dollars. Gary Steinman moved that the committee recommend to the board to approve \$2,200 for factory equipment. The motion was seconded by James Gottstein and approved unanimously by the members present.

6. Children’s Center for the Visually Impaired – grant request \$18,770 for (10) laptop computers/technology for staff. The guideline for CCVI is \$20,000 and this requests fits within the scope and dollar amount of the grant. Gary Steinman moved that the committee recommend to the board to approve \$18,770 for the laptop computers. The motion was seconded by Tom Bradley and approved unanimously by the members present.

7. TNC Community – grant request - \$20,000 for multiple projects to update the Claymont Group Home to include:

- a. Paint - \$ 3,104
- b. Furniture - \$ 2,097
- c. Flooring - \$ 11,500
- d. Appliances - \$ 3,299

8. The guideline for TNC is \$20,000 and these projects fit within the scope of the grant. Gary Steinman moved that the committee recommend to the board to approve \$20,000 for the updates to the Claymont Group Home. The motion was seconded by Tom Bradley and approved unanimously by the members present.

9. Alphapointe – grant request - \$5,000 for a taping machine in their office products department of the factory. The guideline for AP is \$5,000 and this project fits with in the scope of the grant. Gary Steinman moved that the committee recommend to the board to approve \$5,000 for the taping machine. The motion was seconded by Tom Bradley and approved unanimously by the members present.

10. VSI – Randy Hylton requested a change to the original grant request. They had requested and were approved \$11,633 for painting of the NKC building. They have since been advised that the building requires additional work prior to painting which is more likely to cost in the area of

\$36,000. Additionally, the guardrails on the 905 Kent building have deteriorated to a point that they need immediate attention. The cost to replace the guardrails is \$11.635. He is requesting that we replace the NKC painting project with the 905 Kent guardrail project. They will revisit the NKC building at a later date. Gary Steinman moved the committee recommend that the board approve the amended scope of the project. The motion was seconded by James Gottstein and approved unanimously by the members present.

Children’s Therapy Center (CHS) FY19 Budget

Present to present the FY19 Budget (July 1, 2018 – June 30, 2019) for Children’s Therapy Center / Center for Human Services were Debby Sanders, CFO, Linda Holland, Director of Case Management Services and Anita Hartman, CHS Program Manager.

Linda opened the discussion with a review of the growth over the past year and more for services in Clay County. She outlined some of the changes that have been implemented by the State with service to non-Medicaid eligible persons and option. The State has never paid for these services as we are reimbursed for Medicaid eligible persons only. The committee reiterated that as per our meetings with and commitments to DMH, DDRB Clay County will continue to provide the same services to non-Medicaid eligible persons as we have historically provided. Our commitment to DMH was that as long as the rate paid for the Medicaid eligible (Targeted Case Management) remained at current levels, we would continue to provide Case Management to the non-eligible. No action is necessary at this time on this matter but should be an item at the forefront of planning.

Linda also expressed a concern that space for CHS in the 920 Kent building was becoming an issue. They want to add three additional service coordinators in FY19 and are concerned that there is not enough office space. She suggested an alternative plan of renting space and possibly sharing space with CHS/Platte County. The Finance Committee flatly refuses the idea of mingling space and funds with another county. The matter was tabled for further review by the Executive Committee.

Debby Sanders provided a copy of their audited financial statements as required by contract. She also reviewed FY18 actuals compared to budget. The FY19 budget request was presented by Debby with the bottom line details as follows and the full presentation attached to the minutes:

CHS Expenses to be paid by DDRB:	\$2,952,459
CHS 5% Operating Reserve:	\$ 147,623
Total Paid to CHS:	<u>\$3,100,082</u>

DDRB TCM Income:	\$3,091,986
Equipment Purchases:	<u>\$ 25,963</u>
Net Income/Loss to DDRB:	<u>(\$ 34,059)</u>

After discussion, the Finance Committee neither approved or rejected the proposed budget but agreed to present to the full board for review on June 26, 2018 as presented.

FY19 Funding Process

Tom distributed the Time Table for the FY19 funding process. He will distribute to the entire board at the next meeting and unless there are any objections, will distribute to the agencies and public.

With no further matters to discuss, the meeting was adjourned.

Respectfully submitted: Sonja Bennett
March 23, 2018