

Minutes
Developmental Disabilities Resource Board of Directors
DDRB Board Meeting
August 31, 2021

The **DDRB Board** met in person and by Zoom video conference on August 31, 2021. The meeting was called to order at 6:30 pm by Chairman, Stephen Elliott. Present for the meeting were, in addition to Stephen Elliott were Gary Steinman, Rick White, James Gottstein, Patricia Schoenrade, Janet White, Alan Naylor, Robert Sevier and Marlene Leonce. Also present was Sonja Bennett.

Guests Included:

David Kramer and Anita Hartman with Center for Human Services
Randy Hylton and Kimbel Mothershead with Vocational Services
Jim Huffman, Mark Bertrand and Julie Edlund with Life Unlimited
Tec Chapman with Easterseals Midwest
Kelly McGillis with TNC Community
Sarah Murphy with Ability KC
Shaney Othic with Northland Therapeutic Riding Center
Anne Hochstein with Job One
Brea Connett and Rebecca Nunn with Northland Early Education Center
Laurie Brewer with Citywide Transportation
Cassidi Jobe with Summit Future Foundations

Announcements and Introductions

Steve Elliott offered condolences to Bob Sevier and family for the loss of his brother, Chuck.

Steve also announced the birth on his grand-daughter, Madison Layne Elliott.

Janet White said the ARC Picnic is scheduled for September 20.

Pat Schoenrade was pleased with the announcement of the Public Administrator, Alexis Summit, whom she knows as a former William Jewell student.

Minutes

The minutes of the Finance Committee Meeting of July 27, 2021 were previously read and approved by each member. With no corrections to the minutes as published, Pat Schoenrade motioned the Board to approve the minutes as submitted. Marlene Leonce provided a second to the motion and the Board voted unanimous approval.

The minutes of the DDRB Board Meeting of July 27, 2021 were previously read by each member. Rick White provided a correction of the spelling of Alan Naylor's last name in paragraph one. With no other corrections to the minutes as published, Rick White motioned the Board to approve the minutes as submitted. Alan Naylor provided a second to the motion and the Board voted unanimous approval.

Financial Report

Rick White provided the following Financial Report for the month ending July 31, 2021.

DDR B P&L YTD to Date July YTD

- Total Income = **\$ 5,811,451.21**
- Total Expenses = **\$ 3,159,411.17**
- Net Income = **\$2,762,040.04**

DDR B Balance Sheet July YTD

- Total Checking & Savings = **\$ 9,239,637.95**
- Total Fixed Assets = **\$ 1,407,336.92**
- Total Assets = **\$10,646,974.87**
- Total Liabilities= **\$ 2,357.34**
- Total Fund Balance = **\$ 7,882,577.49**
- Net Income = **\$ 2,762,040.04**
- Total Equity = **\$10,644,617.53**
- Total Liabilities and Equity = **\$10,646,974.87**

TCM P & L Year to Date July YTD

- Total Income = **\$ 2,111,895.93**
- Total Expenses = **\$ 1,905,293.47**
- Net Income = **\$ 206,602.46**

TCM Balance Sheet July YTD

- Total Checking & Savings = **\$3,949,374.01**
- Total Assets = **\$3,949,374.01**
- Net Income = **\$3,949,374.01**
- Total Liabilities and Equity = **\$ 3,949,374.00**

RECAP of Investments – July YTD

DDRB

Long Term Reserves Investment:	\$5,716,000.00
Long Term Investment Interest Earned YTD:	\$ 37,115.59
Short Term Working Capital Investment:	\$ 2,353,000.00
Short Term Investment Interest Earned YTD:	\$ 412.11

TCM

Long-Term TCM Reserves Investment:	\$3,235,000.00
TCM Interest YTD:	\$ 21,547.05

Administrative Directors Report

Sonja reported that the new CHS sign had been installed and shared pictures of before and after.

Executive Committee

Steve Elliott advised the Board that we had received information from the Missouri Ethics Commission regarding the Personal Financial Disclosure process. The MEC is offering political subdivisions to author an ordinance or resolution regarding conflict of interest. He advised the Executive Committee does not want to issue an ordinance or resolution but rather continue with everyone reporting individually the required information to the MEC. The Board agreed unanimously.

Finance Committee

Ability KC submitted a **capital grant request in the amount of \$1,210** to purchase five (5) industrial packing tables for their workshop. They provided three (3) bids for the tables and the request meets the guidelines both in product and financially. Rick White advised the Finance Committee had approved and recommends to the Board for approval. Steve Elliott motioned the Board to approve \$1,210 for the industrial tables. Marlene Leonce provided a second and the request passed by unanimous vote by roll call vote.

TNC Community submitted a request to the Board for assistance in funding two (2) new homes they have and/or will purchase in Clay County. TNC purchased a remodeled home, Chas Home, early in the year as a necessity as the former home to three (3) individuals was sold. The purchase price for the home was \$200,000. Rick White advised that the Finance Committee had approved the request and recommends to the Board for approval. Rick White motioned the Board to approve a 20% grant for the TNC Chas Home in the amount of \$40,000 contingent upon TNC finding grant funding for the remaining purchase price. Additionally, the DDRB Board require a signed option for the Board to purchase for the home in the event that TNC ceases to use the property as a home for developmentally disabled persons or ceases business operations. The DDRB Board will provide a letter of intent to grant the funds to enable TNC Community to seek other grant funding. The motion seconded by Alan Naylor and approved unanimously by roll call vote.

TNC Community has contracted to purchase a new build, Belmont Home, in the same subdivision with an estimated cost of \$240,000. As this is a new build, Alan Naylor and others suggested some structural items to include such as an open concept with line of site, water membranes under the floor of a roll in shower/bathroom floor and safe room for shelter in a storm. The Finance Committee recognized these improvements may increase the cost. Rick White advised the Finance Committee approved the request and recommends to the Board for approval. He provided a motion the Board to approve a 20% grant for the TNC Belmont Home to include the cost of improvements and contingent upon TNC finding grant funding for the remaining purchase price. Additionally, the DDRB Board require a signed option to purchase the home in the event that TNC ceases to use the property as a home for developmentally disabled persons or ceases business operations. The DDRB Board will provide a letter of intent to grant the funds to enable TNC Community to seek other grant funding. The motion seconded by Alan Naylor and approved unanimously by roll call vote.

Sonja reported to the Finance Committee that Anita Hartman had approached her about **translation services**. CHS currently has about 28 consumers and families in which English is not their first language. The CHS staff is finding it difficult to communicate with these families, both verbally and written, and would like the option to utilize a translator. Rick White reported that the Finance Committee agreed that it was a need that should be addressed but felt this should be paid by CHS as a part of service coordination. He further reported that the Finance committee had agreed that if extra funding was needed for this program, CHS could petition the board for the additional funds.

Rick White reported that the Finance Committee reviewed the year-to-date July **CoViD19 Service Relief** which had been extended to August 31, 2021. He reported the Finance Committee recommends the Board extend the CoViD Service Relief through October, 2021 at which time budgets for 2022 will be under review. Rick White motioned the Board to approve extending the CoViD19 Service Relief through October 2021. The motion was seconded by Alan Naylor and passed unanimously by the Board.

Sonja reported to the Finance Committee that she had been asked by **CHS** if we could process their **payment by ACH method** instead of issuing a check. Rick White reported that the Finance Committee agreed unanimously we could not to agree to this request. David Kramer, the CEO for Center for Human Services indicated this should not be a problem.

Rick White reported that the Finance Committee agreed to review the Operating Reserve Policy and report back to the Board. The Finance Committee also agreed to review the Bid Policy in concert with the Board Owned Property Committee.

Services Committee

Pat Schoenrade provided the report for the Services Committee.

Pat provided a follow up on **Sheriff Akin's initiative** presented at the July Board meeting. Pat advised the she, Sonja, and Anita met to discuss the information that CHS staff have that could be useful to **law enforcement as they interaction on a call with some of our consumers**. Pat will set up a meeting with Sherriff Akin to learn about their data base, how it is presented to responding officers, and procedures for integrating the information. She will also ask about the possibility of his holding an informational meeting for families. Depending on the result, we may also approach city law enforcement units with a similar possibility. Consumer and/or guardian consent would be needed to be able to share information.

Pat advised that responses to the **Services Survey** that Sonja and Anita designed and distributed to consumers, families, providers, and SC's have had a response rate of about 14% overall, varying from 10% to 40% within the various groups. While this may seem low, it is not unusual for an online survey, as folks are bombarded with surveys these days. A few more responses are anticipated, and Pat said, she will begin looking at the group responses this week and will have a report next month. While the responses cannot be considered a representative sample, we can almost certainly gain some helpful ideas from them.

Tec Chapman with Easterseals Midwest provided a follow up on the **ABA Clinic** and provided some success stories of clients served. The program serves children from age 3-10. They had a goal of serving 12 children in 2021. They are currently serving 9 children with 14 on the waitlist. He said that they are having difficulty recruiting staff, both full and part time. Pat Schoenrade asked him to share the application link as she thought maybe some her students at William Jewell might be interested. The Board members said they were pleased and satisfied with the results of the program and thanked Tec and his staff for their dedication.

Anne Hochstein with Job One reported on the **Supported Employment Program** which is now serving seven (7) individuals in Clay County. The established goal was to serve twenty-five (25) consumers by this time but with the pandemic, many consumers are still staying in under an abundance of caution. Anne also shared with the Board a program they had initiated in Jackson County as a result of the pandemic and the stay home orders affecting the workshop. Job One did not reopen the workshop but as they had many long-term employees Job One started a **Community Based Day Program** to ensure these individuals were not isolated. As an unintended result, they found this program to be a springboard for consumers to find satisfying work in the community. Jackson County EITAS provided funding for this in Jackson County. They would like to start this program in Clay County next year and will make a formal proposal to the Board with their 2022 Funding Application.

Board Owned Committee

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

As required by the By-Laws, Alan reported that Board Owned Property Committee reviewed the Lease of the Board Owned Property Manual. Alan Naylor said the BOP Committee suggested a change in the verbiage relative to the provision of keys to the homes owned by DDRB. He explained that all the houses now have digital code locks and suggested the wording should read keys and/or lock codes for each home. The BOP Committee suggested a few minor grammatical and punctuation correction. A copy of the Lease of the Board Owned Property Manual with corrections was provided to the Board members prior to the meeting for review. Alan Naylor motioned the Board to approve the changes of the Lease of the Board Owned Property Manual. Pat Schoenrade seconded the motion which passed unanimously.

Alan reported that the BOP Committee would work with the Finance Committee to review the Bid Policy. Alan commented that the Board's Manuals, Policies and Procedures should be consistent and noted the Bid Policy, as written in 2005, appeared inconsistent.

Alan advised the following board owned property projects are pending bids:

Kent Street

- a. Front Landscaping

Liberty House

- a. Patio
- b. Kitchen Remodel
- c. Flooring

Hampton House

- a. Retaining Wall

Ridgeway House

- a. Sidewalk
- b. Deck Railing

Alan reported that **office copy machine** is not working. The copy machine is over 10 years old. The parts are difficult to get and the repair costs are expensive and not a guarantee that additional repairs will not be needed. He said that Sonja had acquired multiple quotes on comparable machines and Fotos, our current service provider, had quoted \$4,995 for a similar machine. Alan said that the Board Owned Property Committee had approved the purchase. After much discussion, the Board agreed that the printing needs of the organization are not what they were when this machine was purchased in 2011 and the technology has changed. Justin Noel with Nightlifter Consulting agreed and said that an appropriate machine could be purchased for \$1000. The Board further agreed that an additional desktop printer for printing of checks would be in order and Justin said that the cost of printer for that purpose would be \$250 or less. The Board agreed these items could all be purchased under the current budget for office supplies and equipment and advised Sonja to work with Justin to get the printers in and installed as soon as possible.

Center for Human Services

Anita Hartman reported that CHS has 38 full time employees and they are interviewing for four (4) new Service Coordinator. They are serving 1277 consumers. The Medicaid eligible rate was about 71%. She advised the Waiver List had not changed this month. Anita said that hiring people has been a challenge for the organization this past year.

Guest Communications

Randy Hylton with Vocational Services reported that the bathroom project at the NKC Workshop had been completed and they were very pleased. He also advised that they had made the improvements to the lunch and breakrooms at the Liberty locations which have made cleaning and sanitizing much better.

Cassidi Jobe with Summit Future Foundations addressed the Board to introduce her organization. She said her organization is a sister company to Summit Behavioral Services and was started as an identified need in the community. They serve clients in Clay, Platte and Jackson counties and are currently serving 55 in Clay County. The organization is focused on inclusion focused transition-based services preparing young adults and their families for life after school. She said they are working on CARF accreditation and should have that by mid-year 2022. She inquired as to whether her organization and services would qualify for DDRB Funding; the Board agreed that it would. Rick White, Finance Committee chair,

requested that Sonja send her an application and any pertinent information and work with Cassidi in preparing the application for 2022 funding.

With no further requests submitted for review, Steve adjourned.

Respectfully submitted,
Sonja Bennett, September 3, 2021