

Minutes

Developmental Disabilities Resource Board of Directors

DDRB Board Meeting

August 28, 2018

The **Board of Directors of DDRB** met on August 28, 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 Stephen Elliott, Thomas Bradley, Pat Schoenrade, James Gottstein, Alan Naylor, Rick White, Robert Sevier and Sonja Bennett.

Guests present were:

Randy Hylton, VSI

Jim Huffman, Life Unlimited

Jake McLaughlin, Alphapointe

Molly Turner, CCVS

Julie Edlund, Life Unlimited

Brea Connett, NEEC

Kimbel Mothershead, VSI

Sharon Brown, Alphapointe

Sally Cook, CCVI

Carol Kobza, NTRC

Mark Bertrand, Life Unlimited

Announcements

There were no announcements.

Minutes

The Minutes of the Services Committee Meeting of July 31, 2018 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 Board Owned Property Committee Meeting of July 31, 2018 were previously read and reviewed by each member. Alan Naylor moved the minutes be approved as submitted; the motion was seconded by Pat Schoenrade and approved by unanimous vote. The DDRB Board Meeting of July 31, 2018 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 DDRB Board Meeting regarding the Flora House Sale via Email of August 3-6, 2018 were previously read and reviewed by each member. Pat Schoenrade moved the minutes be approved as submitted; the motions was seconded by Thomas Bradley and approved by unanimous vote.

Financial Report

Thomas Bradley provided the following Financial Report for the month of June.

DDR B P&L YTD to Date July

- Total Income = \$ 5,124,200.14
- Total Expenses = \$ 3,049,487.32
- Net Income = \$ 2,074,712.82

DDR B Balance Sheet July

- Total Checking & Savings = \$ 6,316,560.19
- Total Fixed Assets = \$ 1,917,004.37
- Total Assets = \$ 8,233,564.56
- Total Liabilities= \$ 3,805.52
- Total Fund Balance = \$ 6,155,046.22
- Net Income = \$ 2,074,712.82
- Total Equity = \$ 8,229,759.04
- Total Liabilities and Equity = \$ 8,233,564.56

TCM P & L Year to Date July

- Total Income = \$ 2,095,129.76
- Total Expenses = \$ 1,507,832.48
- Net Income = \$ 587,296.70

TCM Balance Sheet July

- Total Checking & Savings = \$ 2,336,869.38
- Total Assets = \$ 2,336,869.38
- Net Income = \$ 2,336,869.38
- Total Liabilities and Equity = \$ 2,336,869.38

RECAP of Investments – July 31, 2018

DDR

Long Term Reserves Investment:

- **Total Balance = \$2,425,000**

Short Term Working Capital Investment:

- **Total Balance = \$2,005,000**

DDR Interest Earned YTD = \$45,330.01

TCM

Long-Term TCM Reserves Investment:

- **Total Balance= \$1,979,000**

TCM Interest YTD = \$12,148.42

It was moved by Pat Schoenrade and seconded by Alan Naylor that the Treasure's Report be accepted as read. The board agreed unanimously.

Administrative Directors Report

Sonja reported that she had visited Easter Seals Midwest, Northland Early Education Center and Alphapointe with Pat Schoenrade. Pat has prepared written reports and shared with the board on those visits and will provide a highlight in the Services Committee report. She reported that the information had been supplied to the Finance Committee in order to approve and Set the Levy. She said that she had prepared an actual to budget comparison for Tom Bradley and that she will prepare information for the agencies to use as FY19 funding guidelines after the August invoices for services are received. Public Notices have been issued as required of the Board's intention to accept applications for FY19 funding. All the current agencies have been sent the application as well as two new agencies which requested applications. The office reset of furniture approved last month have been reset. We have two office resets left to complete if the board approves the request for additional furniture.

Executive Committee

Gary Steinman reported that the Flora House has been sold. The house was listed for \$152,000 which was the current appraised price. The board received an offer of \$135,000 and offered a counter of \$142,000 which was accepted by the buyer. The buyer performed an inspection of the property and accepted the home in the "as is" condition with no further requests. The closing is scheduled for September 12, 2018.

Finance Committee

Set the Levy 2018

We need to Set the Levy this meeting as required by law. Sonja supplied the necessary documentation from the County and State Auditor's Office (SAO) to the Finance Committee. The Levy was set in 2017 at .1181 and can only be increased in even number years. The maximum amount that can be levied is .1200. Due to the calculations utilized by the SAO to comply with state regulations including the Hancock Amendment, the rate recommended and certified by the SAO this year is .1180. Tom Bradley said the Finance Committee had reviewed the documents and voted to recommend the Levy be set at .1180 for 2018. **Rick White motioned that the Board Set the Levy at .1180 for 2018; the motion was seconded by Gary Steinman and passed unanimously by the 8 members present.**

2019 Agency Funding Increase Guideline

Tom Bradley stated that the Finance Committee recommended a 4% increase as a guideline for the Agencies as they are preparing their budgets and funding applications for 2019. He stated that the Consumer Price Index was running at about 2.1% and the 4% guideline would allow the agencies some leeway for additional costs. The motion for the 4% increase guideline as a recommended was made by Pat Schoenrade and seconded by Rick White. The measure **passed unanimously by the 8 members present.** Sonja was instructed to advise the agencies of this guideline.

Tom confirmed that **Finance Committee budget review meeting previously scheduled for Tuesday, November 6 at 4:30 pm has been changed** to Monday, November 5, 2018 at 4:30 pm to accommodate attendance by all members of the Finance Committee. He instructed everyone to update their calendars accordingly and requested Sonja send a notice to the agencies. Gary reiterated that an agency grant request that falls within the 4% guideline will not be required to review with the Finance Committee and any request over the guideline will require an agency representative to review the request with the Finance Committee prior to recommendation to the board.

VSI 2018 Capital Grant Program

VSI Capital Grant increase request for \$975 additional funds for a box truck had been reviewed and rejected by the Finance Committee.

VSI Capital Grant increase request of \$2075 for additional funds for a stretch wrap machine; original request was for \$7000 and the machine they are able to procure is \$9075. This will enable them to continue to grow their business with Boulevard Brewing Company. Tom said the Finance Committee had reviewed the request and discussed with Randy Hylton and is recommending approval to the Board. The motion to approve the additional \$2075 for the stretch wrap machine was made by Rick White and seconded by Alan Naylor. The measure **passed unanimously by the 8 members present.**

CCVI Additional Funding Request FY2018

Tom Bradley advised the board that a request for additional funding from the Children's Center for the Visually Impaired in the amount of \$12,000 for FY18 had been received. The funds are necessary as CCVI is serving more children than had been expected last year when the budgets were submitted. CCVI serves children from the ages of birth to three (3) in the DDRB funded program. Tom said the Finance Committee had reviewed the request and is recommending approval of the additional funds which increases their budget from \$76,537 to \$85,537. A motion to approve was made by Rick White and seconded by Alan Naylor and **passed unanimously by the 8 members present.**

CHS Donation Request

Tom Bradley advised that a request had been made by CHS for a contribution of \$250 to help fund the candy for the annual CHS Halloween Party. The Finance Committee had reviewed this request and recommends approval to the board with the funds to be paid from TCM accounts. Pat Schoenrade moved that we approve the \$250 request with a second from Rick White. The measure **passed unanimously by the 8 members present.**

Services Committee

Agency Visits – Pat advised that she and Sonja and visited three agencies this month. She has provided detailed reports to each member of the board. For this meeting she said that she wanted to point out one “cool” thing about each of the agencies and the members can refer to her written report for more information.

Easter Seals Midwest Visit

Pat Schoenrade told the board members ESMW clients are mostly from Clay County and many have a diagnosis of Autism. They are currently looking for a new building but do not want to over-crowd their current classrooms. All the classrooms are well equipped and they work very closely with the families of the children they serve.

Northland Early Education Center Visit

She told the board NEEC works with both developmentally disabled and typically developing children and the majority of the children they serve are from Clay County. One impressive thing about NEEC is that they are finishing up their building campaign of \$3.7 million dollars and have about \$700,000 left to raise. The new building will double the number of clients they can serve. Alan Naylor mentioned that he was by their location recently and saw that they had broken ground on the new building.

Alphapointe Visit

Pat said that they were able to meet a couple of the Clay County clients who work at Alphapointe. She was impressed by their range of products and services. They range from testing to vocational training and many workers are career employees provided a pension plan. She was impressed with their Youth Services Program. They host a camp in the summer with an adventure camp, an overnight camp and a technology camp with 29 Clay County youth with

visual impairment participating and 6 of those with developmental disabilities as well as a visual impairment. Jake McLoughlin, Youth Services Director was offered the opportunity to present information on his program to the board.

Alphapointe Presentation

Jake McLoughlin, Youth Services Director presentation to the board is attached. Jake gave a brief explanation of the various youth programs and initiatives promoted by Alphapointe. The programs are Adventure Day Camp, Adventure Residency Camp, Technology Camp, E.Y.E. Program, S.T.E.P. and College Prep. He played a video at the end which included testimonials from children who participated in the camp.

CCVI Presentation

Molly Turner was introduced by Sally Cook as the new Executive Director for CCVI. Molly thanked the board for all their past support and for the additional funds for 2018. She turned the presentation over to Sally. Sally explained the programs that CCVI promotes to the serve children who are visually impaired which includes both the developmental delayed and otherwise typically developing. They have an Early Intervention Program, Preschool/Kindergarten Program, Home-based Services and Center-based services. She spoke about their sensory garden which was made possible by a grant related to the trolley. She provided some highlights of successes of the program. A copy of the presentation is attached to the minutes.

Board Owned Property Committee

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

The 2nd Board Owned Property Inspection was conducted August 6, 2018. The BOP Committee reviewed the report and had the following recommendations to the Board. A copy of the Inspection Report from Jason Kuhlman is attached to the minutes.

Ridgeway House

The landscaping has not been kept up very well in the past two years. Jason Kuhlman has provided a bid (#18201) of **\$650 for general landscape clean up**. Pat Schoenrade moved the board approve this expense which was seconded by Rick White and **passed unanimously by the 8 members present**.

Liberty House

The trees and shrub, especially along the driveway need to be trimmed. Jason Kuhlman has provided a bid (#18205) in the amount of **\$650 for general cleanup**. Pat Schoenrade moved the board approve this expense which was seconded by Gary Steinman and **passed unanimously by the 8 members present**.

The deck needs to be stained and treads on the steps replaced. Jason Kuhlman has provided a bid (#182057) in the amount of **\$900 for both projects**. Rick White moved the board approve this expense which was seconded by Pat Schoenrade and **passed unanimously by the 8 members present**.

Sherwood House

Alan Naylor advised that the Sherwood House was scheduled to be vacated by Life Unlimited on October 1, 2108.

The following list of repairs was submitted to the board for approval.

One of the bedrooms by the garage has a **broken window**. I was told that the person that lives in the room broke it. The cost to repair it is **Est \$575**.

The same room as mentioned above has heavily **soiled carpet**. The cost to clean it is **Est \$150**.

An **outlet cover is missing** in the living room. **Est\$40**

A **hose bib** on the back of the house is leaking and needs rebuilt. **Est\$160**.

The **landscaping** needs some attention. The trees also need some trimming. **Est\$750**

The **gas vent flashing** at the peak of the roof needs to be nailed back down. **Est\$150**

Alan Naylor motioned the board approve Jason Kuhlman to complete **all of these projects at a total cost of \$1825** with the caveat that the inside maintenance projects should be delayed until the property is vacated. The outdoor maintenance can be completed prior to October 1. All the maintenance should be completed as soon as possible after vacated in order to expedite property being listed for sale. Gary Steinman seconded the motion which **passed unanimously by the 8 members present**.

All other items on the inspection report not specifically addressed by the board related to the homes were referred to Julie Edlund with Life Unlimited to complete. Julie agreed to have the items attended to by the maintenance crew.

Kent Street

The following list of repairs and maintenance were recommended by the BOP Committee for the Kent Street building.

There are several **ceiling tiles** that have been damaged by water. Sonja has called the roofers to take a look. **Est\$ to replace them \$100 – McDermott Roofing to inspect roof for leaks prior to replacing tiles. Sonja reported that she has been in touch with McDermott.**

The drywall under the window in the **Keller Room** is cracked. It was likely caused by the lack of rain this Summer. **Est to repair/paint \$250**

One of the walls in the **Tubman Room** has several spots in the **paint** that have bubbled up. The spots will have to be cut out and primed. Then the wall will need to be skim coated and repainted. **Est\$500**.

Bath #2 has a **toilet** that is dripping. Repair **Est\$150**.

The **water heater** that is used by the Bathroom#7/Kitchen#1 by the Tubman Room has stopped working. It is located above the ceiling. I do not believe it was replaced during the last remodel. The cost to replace it is **Est\$775**.

Alan recommended the board approve Jason Kuhlman to complete the repairs as outlined in the inspection report for a **total amount \$1775**. Pat Schoenrade moved the motion be approved with a second by Rick White. The measure **passed unanimously by the 8 members present**.

Kent Street Office Furniture

Sonja has supplied a proposal from Scott Rice for additional office furniture to furnish three (3) additional offices spaces. She confirmed that this is in addition to the furniture approved last month which has been installed. Anita confirmed that this will leave “maybe” 1 open desk space with the new people that have been hired. The quotation for **the furniture and installation is \$2597.12**. Alan moved that we approve the expenditure of three office desks in the amount of \$2597.12 with a second from Rick White. The **measure passed unanimously by the 8 members present**.

Kent Street Trees

Alan addressed the issue of the 5 ash trees along the front of the building between the parking lot and the street. As requested, we procured three (3) bids for removing the trees, stump grinding and disposing the debris. **Walker Tree Service** provided the lowest bid **in the amount of \$1670**. The BOP Committee is recommending that we approve this bid. Alan moved that we approve the with a second from Rick White. The **measure passed unanimously by the 8 members present**.

Long Range Committee

There was no report from this committee.

Targeted Case Management

Anita Hartman reported for CHS that CHS had 40 full time employees at this time. They have hired 3 new people and replaced 2. The caseload averages for this month was 1:40.6. Anita said with her new hires, she is hoping to get the case load down to 1:38. In July there were 9 newly eligible, 3 transfer in, 8 discharges and 5 transfer out. CHS served 1218 in July. The Medicaid ratio remains 70/30.

The share office spaces are working with 4 office shares now and two more in process. She is pleased with how the space looks and operates. Anita is pleased with the layouts.

Guest Comments

Brea Connett with Northland Early Education Center said that Alan had stolen her thunder by reporting on the ground breaking! They have cleared nearly 2 acres of ground for the start of the new building. The board offered their congratulations.

Randy Hylton with Vocational Services said that they had recently partnered with Ronald McDonald House and they were saving Pop Can Tabs as a fund raiser for the organization. The pop can tabs are sold as scrap aluminum and the funds used to help support the Ronald McDonald House. He said they were having the VSI Length of Service Awards in NKC on October 18 and Liberty on October 19 honoring every employee’s length of service and the board members were invited to attend. He thanked the board for the capital grants and for approving his request for additional funds for the stretch wrap machine.

Mark Bertrand with Life Unlimited that they would be hosting the grand opening of two (2) new homes in September. The board is invited to both events. Sherwood Place is scheduled for September 6 and Great Guys is set for September 20. He said that the parking lots had been paved with the capital grant funds and thanked the board.

Other Business

Steve Elliott said that he was hosting a 90th birthday party for his mother, Jeanne Elliott on October 14 at 2pm at his home. His mother had previously served on the DDRB board for many years and has been and remains active in supporting the needs of the developmentally disabled in the community. He invited the board and any community supporters who wanted to attend.

Adjourn

With no further business the meeting was adjourned.

Respectfully submitted: Sonja Bennett
August 29, 2018