

## **Minutes**

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

#### **DDRB Board Meeting**

**March 27, 2018**

The **Board of Directors of DDRB** met on March 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 Tom Bradley, Stephen Elliott, Pat Schoenrade, James Gottstein, Alan Naylor, and Rick White. Also present was Sonja Bennett.

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

Randy Hylton, VSI

Jim Huffman, Life Unlimited

Brea Connett, Northland Early Education

Tim Wholf, KCRO

Kimbel Mothershead, VSI

Julie Edlund, Life Unlimited

Nathan Thomas, Accounting Solutions

#### **Announcements**

There were no announcements.

#### **Minutes**

The Minutes of the Board Owned Property Committee Meeting of February 27, 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 Minutes of the DDRB Board Meeting of February 27, 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 Finance Committee Meeting of March 22, 2018 were previously read and reviewed by each member. Tom Bradley moved the minutes be approved as submitted; the motion was seconded by Alan Naylor and approved by unanimous vote.

## **Financial Report**

Tom Bradley, Treasurer provided the following Financial Report for the months of February.

### **DDRB P&L Year to Date February**

- Total Income = \$ 4,400,452.43
- Total Expenses = \$ 513,302.22
- Net Income = \$ 3,887,150.21

### **DDRB Balance Sheet February**

- Total Checking & Savings = \$ 8,125,980.70
- Total Fixed Assets = \$ 1,917,004.37
- Total Assets = \$10,042,985.07
- Total Fund Balance = \$ 6,151,323.22
- Net Income = \$ 3,887,150.21
- Total Equity = \$10,038,473.43
- Total Liabilities and Equity = \$10,042,985.07

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

- Total Income = \$ 574,960.92
- Total Expenses = \$ 277,670.37
- Net Income = \$ 297,290.55

### **TCM Balance Sheet February**

- Total Checking & Savings = \$ 2,046,575.41
- Total Assets = \$ 2,046,575.41
- Net Income = \$ 2,046,575.41
- Total Liabilities and Equity = \$ 2,046,575.41

## **Recap of Short and Long-Term Investments February**

### **DDRB**

(GL1154) Long Term CD's

- Total Balance = \$2,673,000

(GL1155) Short Term CD's

- Total Balance = \$4,066,000
- Interest Earned YTD = \$4,868,.67

### **TCM**

- Total Long-Term Investment Balance= \$1,487,000
- Total Interest YTD = \$1,142.00

Steve Elliott moved the Treasure's report be approved as submitted; the motion was seconded by Alan Naylor and approved by unanimous vote.

## **Administrative Directors Report**

Sonja reported that the 2017 Audit has been completed. She also reported that all approved repairs to the Kent building have been completed. She reminded the board members about the DMH Webinar on the Direction of TCM – 10AM March 29 and that a link had been emailed to all board members. Anyone can participate in the webinar. She told the board that Clay County resident and one of our featured artist, Gilvon Greer had been selected as the first-place winner the Mental Health Foundations, Director's Creativity Showcase.

## **Executive Committee**

Gary Steinman advised that the Life Unlimited Group Homes Agreement approved by the Board last month had been completed. The Flora House replacement home on Cypress Avenue agreement had been filed with the Clay County Clerk. This, in effect, places us in the position of lienholder. With this completed, he advised that funds could be released for this project.

## **Finance Committee**

### **2017 Audit**

Tom advised that the 2017 audit had been completed and reviewed by the Finance Committee. He invited Nathan Thomas with Accounting Solutions to present the Audit. Nathan provided copies of the audit draft to each member of the board. He drew the board's attention to the "Opinions" section on page 4 of the audit report which is noted in full below.

*"In our opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities, each major*

*fund and the aggregate remaining fund information of DDRB as of December 31, 2017, the respective changes in modified cash basis financial position and, where applicable, cash flows thereon for the year then ended in conformity with the basis of accounting described in Note 2.”*

This reflects a good, clean audit with no concerns or outstanding issues, he said. Tom concurred that this is exactly the type of opinion you look for in an audit. Nathan pointed out that the Management Discussion and Analysis has been completed by Tom Bradley and approved by Gary Steinman and included in its entirety in the report. Nathan had recommended General Journal Entries to allow for depreciation, a minor reallocation of funds from one account to another and those had been entered and reflected in the balance. The DDRB financials reflect a net change in position from the previous year of \$814,587. He reviewed the different pieces of the audit referencing how the numbers are calculated and how they tie to different areas in the report.

Tom provided the following highlights which can be found on page 9 of the report:

<b>Revenue</b>	<b>2,017</b>	<b>2,016</b>	<b>Change</b>
Operating Grants and Rent	663,713	630,775	32,938
Case Management Services	3,502,363	2,984,946	517,417
Property Taxes	5,284,870	4,746,350	538,520
Interest	59,503	62,561	(3,058)
Other	-	30,231	(30,231)
<b>Total Revenue</b>	<b>9,510,449</b>	<b>8,454,863</b>	<b>1,055,586</b>
<b>Expenses</b>			
Program Support	5,431,762	5,507,316	(75,554)
Case Management Services	2,880,680	2,838,804	41,876
Admin and Other	383,420	369,488	13,932
<b>Total Expense</b>	<b>8,695,862</b>	<b>8,715,608</b>	<b>(19,746)</b>
Increase/Decrease in Net Position	814,587	(260,745)	1,075,332
Net Position Beginning of Year	7,086,308	7,347,053	(260,745)
<b>Net Position End of Year</b>	<b>7,900,895</b>	<b>7,086,308</b>	<b>814,587</b>

Alan Naylor moved the 2017 Audit be approved; the motion was seconded by Tom Bradley and approved by unanimous vote. Nathan said he would provide an electronic version of the Audit as well as bound copies for the file to Sonja the following day. Sonja was instructed to have a copy made available to the public on our website.

### **Life Unlimited Grant Request**

Jim Huffman with Life Unlimited presented the board with a request for a grant for three (3) ADA compliant vehicles through the MARC and ATA 5310 program. Life Unlimited requested

the DDRB provide twenty percent (20%) matching funds of \$11,241.60 per vehicle for a total of \$33,724.80. In order to apply for the grant, Life Unlimited would require a letter from DDRB guaranteeing the match. Tom Bradley motioned this grant amount be approved with a second from Alan Naylor and the measure passed by roll call vote.

### **Services Committee**

Pat Schoenrade, Chairman of the Services Committee said she had again reviewed the by-laws for the requirements of the Committee which consist of an annual review of the transportation policy manual(s) which they will do. The Committee is also required to monitor and resolve issues which may arise regarding all services funded by the Board. In line with this requirement, she is recommending the following:

#### **DDRB Services Committee 2018 Working Plan**

1. One or more member(s) of the Services Committee and, when available, the Administrative Director, will visit each funded agency at least annually, preferably 2 times annually, to talk with directors, staff, and consumers and get a sense of the day to day functioning. A brief report will be shared following the visit.
2. The Services Committee will invite representatives of each funded agency to meet with the Services Committee at the DDRB office to describe their services, successes, and concerns to the committee. The goal will be to meet with representatives of each agency at least once every two years. The committee will provide a brief report to the board following each such meeting.
3. The Services Committee will keep the board apprised of any services related concerns that arise and gather information about concerns from other board members. The Services Committee will work with the board to identify means of addressing concerns that arise.
4. The Services Committee will communicate with the Long-Range Planning Committee about long-range issues that have implications for services and participate in preparing plans to address anticipated needs.

### **Board Owned Property Committee**

Alan Naylor reported that the Board Owned Property Committee rescheduled the property inspections to April 3. All board members are welcome to attend. He also advised that we had received a request from Life Unlimited for permission to install a swing set on the premises at the request of one of the residence. Sonja contacted our insurance carrier and they approved but wanted an additional \$253 in premiums to cover. The Board approved the installation of the swing set with a motion by Steve Elliott and second from Rick White. Steve is going to contact our insurance agent to discuss further the need for additional premium. The Board voted by Roll Call vote under the same motion to approve up to \$253 in additional premium if necessary. The board also agreed that the swing set should be set in concrete for safety and security purposes. Sonja was instructed to let Life Unlimited know they could proceed with installation and advise the board when the project is completed.

## **Long Range Committee**

There was no report.

## **Targeted Case Management**

Anita Hartman provided a report for targeted case management. She reported that CHS has 41 full time employees and are serving 1203 consumers. In the month of February there were 10 newly eligible, 1 transfer in, 2 discharges and no transfers out. Medicaid status for the month was 69.33%.

She shared pictures from a fund raiser in which several CHS employees participated. She also shared that the Desperation Church next door had donated kitchen products for three of our lady clients who were moving into a home. She shared a picture of Amy who attended prom and Gary who turned 65. She also shared how the prisoners in a Jefferson City correctional center are making weighted blankets and donating to children with sensory issues. This is a program promoted by the Department of Mental Health.

## **Guest Comments**

**Randy Hylton with Vocational Services Inc.** reported that VSI had received an Award of Recognition from the Clay County Commissions. He also invited the board members to the VSI Community Awards Night to be held at Marriott Court Yard at Briar Cliff on June 21.

**Julie Edlund with Life Unlimited** said that they will be hosting a retirement party for Barbara Griggs on May 18. More information will be coming soon. The new home replacing Flora House will host an open house on April 12 from 5:30 – 7:00. The board members are invited to attend. Jim Huffman said that he will be taking consumers to participate in the North Kansas City Arts in the Park program on June 8. He was inspired to look into this from the last board meeting when the board talked about the talents of the artist on display in our building and Alan's suggestion of participating in local art festivals. He said that they need no additional funds from the board at this time for this program.

**Tim Wholf with Kansas City Regional Center** said that the department will be participating in an autism acceptance event call Go Green for Blue on April 21.

## **Adjourn**

With no further business the meeting was adjourned.

Respectfully submitted: Sonja Bennett  
April 3, 2018