

Minutes

Developmental Disabilities Resource Board of Directors

DDRB Board Meeting

November 25, 2019

The **Board of Directors of DDRB** met on November 25, 2019 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, Rick White, Pat Schoenrade, Alan Naylor, James Gottstein and Robert Sevier. Also present was Sonja Bennett, Administrative Director.

Guests present were:

Randy Hylton, VSI

Holly Wilmes, ESMW

Shaney Othic, NTRC

Cassey Melancon, ESMW

Brea Connett, NEEC

Kelly McGillis, TNC

Nancy Carter, UMKC

Clay Berry, Alphapointe

Kimbal Mothershead, VSI

Jim Huffman, Life Unlimited

Christi Carlson, CHS

Mark Bertrand, Life Unlimited

Brian Watson, Life Unlimited

Julie Edlund, Life Unlimited

Danielle Schulte, CCVI

Announcements

There were no announcements.

Minutes

The Minutes of the DDRB Board Meeting of October 29, 2019 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 November 4, 2019 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 Finance Committee Meeting of November 12, 2019 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 November 24, 2019 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.

Financial Report

Tom Bradley, Treasurer provided the following Financial Report for the year to date August 2019.

DDR B P&L YTD to Date October YTD

- Total Income = \$ 5,833,567.44
- Total Expenses = \$ 4,166,958.82
- Net Income = \$ 1,666,608.62

DDR B Balance Sheet October YTD

- Total Checking & Savings = \$ 6,366,822.69
- Total Fixed Assets = \$ 1,804,432.58
- Total Assets = \$ 8,171,255.27
- Total Liabilities= \$ 4,042,70
- Total Fund Balance = \$ 6,500,603.95
- Net Income = \$ 1,666,608.62
- Total Equity = \$ 8,167,212.57
- Total Liabilities and Equity = \$ 8,171,255.27

TCM P & L Year to Date October YTD

- Total Income = \$ 3,075,815.68
- Total Expenses = \$ 2,325,111.07
- Net Income = \$ 750,704.61

TCM Balance Sheet October YTD

- Total Checking & Savings = \$ 3,155,246.47
- Total Assets = \$ 3,155,246.47
- Net Income = \$ 3,155,246.47
- Total Liabilities and Equity = \$ 3,155,246.67

RECAP of Investments – October 31, 2019

DDRB

Long Term Reserves Investment: \$3,657,000.00

Short Term Working Capital Investment: \$1,476,000.00

DDRB Interest Earned YTD: \$ 87,311.53

TCM

Long-Term TCM Reserves Investment: \$2,473,000.00

TCM Interest YTD: \$ 36,975.16

Administrative Directors Report

Sonja reported Agency Contracts will go out week of December 2 and the budget will be sent to the County Clerk by December 2 as well. She reminded, Stephen Elliott, Thomas Bradley and Alan Naylor their board term expire on January 31 and that she had sent the on-line link for the application. Gary Steinman asked Alan and Tom if they planned to renew and both affirmed, they did. Sonja said that Steve said he had completed is application.

Executive Committee

No report.

Finance Committee

Tom Bradley provided an update on DDRB and TCM **long term investments**. He reminded the board of the reserve policy written in 2005 in which the board wanted to have a minimum of 9 months or 75% of total expenses in reserve with a long-term goal of 12 months. He advised that in 2019 we have achieved the 75%. He suggested that we have available funds in to add to that reserve in 2019. He further suggested that he anticipates that we can achieve the 12-month reserve by the end of 2020. He advised that he had set the same goal for the TCM funds and will have achieved the 75% by year end and anticipates that we can achieve the 12-month reserve by the end of 2020.

Tom provided a recap of the **2019 capital grant program**. He advised that we have paid out \$371,393.05 of the approved amount of \$487,829.45. CCVI, ESMW and LU have outstanding projects totaling \$91,750 which will be completed and paid by year end.

Tom provided an update on the **Life Unlimited New Homes Project**. He reminded the board that we have provided \$910,000. Life Unlimited has completed 2 new homes and the 3rd home is in progress with a completion date of April 2020.

Tom advised the board that the Finance Committee had reviewed all the **funding application requests** and was prepared to recommend funding amounts for each agency. He further said that he had not provided a guideline for the agencies as far as asking for additional funds but rather asked them to complete the application form as provided and ask for what they need. He had reminded each agency that the board was not to be the first funder but rather the funder of last resort. As a result, he feels that the recommendation for each agency accurately depicts their need(s) and feels the process going forward should work in this manner.

Tom provided the following recommendation by agency by program and total:

Ability KC

Workshop Services \$7,016.05

Alan Naylor motioned the board approve **\$7,106.05** for Ability KC Workshop Services. The motion was seconded by Gary Steinman and approved unanimously by those present by roll call vote.

Alphapointe

Workshop Services \$17,600.00

Youth Services Program \$ 2,066.87

Gary Steinman motioned the board approve **\$19,666.87** to include both programs for Alphapointe. The motion was seconded by Rick White and approved unanimously by those present by roll call vote.

Children’s Center for the Visually Impaired

Early Education and Special Instruction Therapy \$145,032.00

Gary Steinman motioned the board approve **\$145,031.00** for Children’s Center for the Visually Impaired. The motion was seconded by Pat Schoenrade and approved unanimously by those present by roll call vote.

Della Lamb/City Wide Transportation

Supported Employment Transportation \$171,502.46

Workshop/Day-Hab Transportation \$811,872.76

Alan Naylor motioned the board approve **\$983,375.22** to include both programs for Della Lamb. The motion was seconded by Pat Schoenrade and approved unanimously by those present by roll call vote.

Easterseals Midwest

Developmental Preschool \$178,379.11

Family Support / Autism \$101,463.32

Therapy Programs \$ 60,937.56

Family/Sibling Support Groups \$ 5,925.00

Early Intervention/Para Educator \$ 36-790.00

Gary Steinman motioned the board approve **\$808,009.09** for Easterseals Midwest to include the funding the as recommended by the Finance Committee (noted above). The motion was seconded by Alan Naylor and approved unanimously by those present by roll call vote.

Life Unlimited Inc.

Community Support	\$ 92,649.51
ILAP	\$ 82,337.57
ISL	\$ 58,948.04
LCBOA	\$ 60,419.52
Group Homes	\$ 59,971.41
Therapeutic Recreation	\$365,683.04
Maintenance Personnel	\$ 36,000.00
Maintenance -Vehicles	\$ 26,000.00
Maintenance – DDRB Homes	\$ 26,000.00
Day-Hab Program	no funding
Nursing Program	no funding
Open Options	no funding

Alan Naylor motioned the board approve **\$808,009.09** for Life Unlimited to include the funding the as recommended by the Finance Committee (noted above). The motion was seconded by James Gottstein and approved unanimously by those present by roll call vote.

Northland Early Education Center

Before and After School	\$ 21,710.00
Early Education-Developmental Preschool	\$311,811.60
Physical Therapy	\$ 21,939.55
Occupational Therapy	\$ 15,068.23
Speech and Language Pathology	\$ 4,945.50
Special Instruction	\$ 6,429.10

Alan Naylor motioned the board approve **\$381,936.98** for Northland Early Education Center to include the funding the as recommended by the Finance Committee (noted above). The motion was seconded by Pat Schoenrade and approved unanimously by those present by roll call vote.

Northland Therapeutic Riding Center

Therapeutic Riding	\$ 52,622.39
--------------------	--------------

Alan Naylor motioned the board approve **\$52,622.39** for Northland Therapeutic Riding Center. The motion was seconded by Pat Schoenrade and approved unanimously by those present by roll call vote.

TNC Community

Residential Services and Support	\$ 57,413.78
----------------------------------	--------------

Alan Naylor motioned the board approve **\$57,413.78** for TNC Community. The motion was seconded by Pat Schoenrade and approved unanimously by those present by roll call vote.

UMKC – ACED Education Program

Adult Continuing Education Program \$ 45,600.00

Alan Naylor motioned the board approve **\$57,413.78** for UMKC. The motion was seconded by Pat Schoenrade and approved unanimously by those present by roll call vote.

Vocational Services Inc.

Workshop Services \$968,951.00

Rehabilitation Services \$230,821.00

Work and Personal Program \$356,295.00

Supported Employment \$ 97,103.00

Alan Naylor motioned the board approve **\$1,653,170.00** for Vocational Services to include the funding the as recommended by the Finance Committee (noted above). The motion was seconded by Pat Schoenrade and approved unanimously by those present by roll call vote.

Tom thanked Sonja and the Finance Committee members for their time in reviewing the applications. He stated that the total funding for agencies in 2020 is \$4,538,236.87 which is slightly lower (.4%) than 2019.

Services Committee

No report.

Board Owned Property Committee

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

He reported that the **3rd and final board owned property inspection** was held on November 11, 2019 with Jason Kuhlman, Ryan Hicks and he in attendance. He provided the report by house (copy attached).

Ridgeway House

The bathroom remodel is in process with materials ordered. Jason Kuhlman will perform the work and coordinate with Ryan Hicks with LU. The project will likely be completed in January.

The roof leak as previously reported appears to be no worse but he plans to have it checked again in the spring. The ceiling will need to be primed and painted.

The bathroom shower in the basement has loose tiles near the bottom of the shower. He reminded the board that we had discussed remodeling this bath previously and tabled the idea. The bathroom shower will need to be replaced in the next year.

Hampton House

He reported that when they arrived at the Hampton House for the inspection the water pipes were whistling loudly. They determined that the galvanized water supply line between the

meter and the house had broken. Jason was able to get a crew out the next day to replace the water line. He said that Jason had provided drinking water and water for stool flushing, etc. to make as little interruption to the residents as possible. The work was completed the following day. The cost of the repair was \$9000. Alan reported further that the yard was dug up to make the repair and will need a fair amount of seed, fertilizer and straw which will be about \$550 and Jason will take care of the work. Rick White motioned the board approve the \$9,550.00 with a second from Tom Bradley the board approved unanimously by roll call vote. Gary Steinman thanked Alan for his quick response to the emergency which created no interruption for the residents.

Alan reported the retaining wall at Hampton House is pended to spring.

Liberty House

The parking pad that was poured by the developer this summer still needs fill dirt added to the back of the pad to allow for the vans to exit that direction. Alan said he would follow up with the developer to get that completed.

The shower in the apartment had a leaking valve that Jason was able to repair while on site.

Kent Street

The wood accent in the entryway paneling is coming loose and will need to be repaired in the coming year.

Alan reported that the parking lot resurfacing won't be completed until the spring and that he was still seeking bids. The backyard tree replacement is pended until spring and bids will be presented to the BOP committee for review.

Long Range Committee

There was no report.

Targeted Case Management

Christi Carlson provided a report for targeted case management. She reported that CHS has 44 full time employees. They are serving 1302 consumers with a current caseload of 1 to 40.06. They had 12 newly eligible and 6 transfer in with 4 discharges and 2 transfer out. The Medicaid eligible rate remains pretty constant at 68%. She updated the board on the Waiver Wait List. A copy of her report is attached to these minutes.

Other Business

None noted.

Guest Comments

Holly Wilmes with Easterseals Midwest advised that they would be hosting their annual Thanksgiving lunch on Wednesday and invited the board.

Clay Berry with Alphapointe said they were hosting their luncheon on Tuesday and invited the board.

Randy Hylton with Vocational Services they had their annual Thanksgiving Day celebration on Thursday, sponsored by the ARC of Kansas City. Their Christmas luncheon is scheduled for December 23.

Mark Bertrand with Life Unlimited said they had participated in the 17th annual Sara Owen Bowlathon and raised \$12,000. **Jim Huffman** said they had received notice of the 5310 Project, four (4) ADA accessible vans, which DDRB matched and should have them in service soon.

Danielle Schulte with CCVI expressed her appreciation for the 2020 funding.

Adjourn

With no further business the meeting was adjourned.

Respectfully submitted: Sonja Bennett
November 27, 2019