

**Minutes**  
**Developmental Disabilities Resource Board of Directors**  
**DDRB Board Meeting**  
**May 25, 2021**

The **DDRB Board** met in person and by Zoom Video Conference on May 25, 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, Gary Steinman, James Gottstein, Richard White, Patricia Schoenrade, Janet White, Robert Sevier and Marlene Leonce. Also present was Sonja Bennett.

**Guests Included:**

Anita Hartman, Dave Kramer, Loletta Combs and Linda Holland with Center for Human Services  
Randy Hylton and Kimbel Mothershead with Vocational Services  
Mark Bertrand, Brian Watson and Jim Huffman with Life Unlimited  
Shaney Othic with Northland Therapeutic Riding Center

**Announcements**

Steve Elliott introduced Marlene Leonce as the new member to the board. He announced that Ann Graff was retiring from Center for Human Services and introduced the new CEO, Dave Kramer and Program Director, Loletta Combs.

**Minutes**

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

The minutes of the DDRB Board Meeting of April 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. Rick White provided a second to the motion and the board voted unanimous approval.

The minutes of the DDRB Finance Committee Meeting of May 18, 2021 were previously read and approved by each member. With no corrections to the minutes as published, Rick White motioned the board to approve the minutes as submitted. Janet White 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 April 2021.

### **DDR B P&L YTD to Date April YTD**

- Total Income = **\$ 5,664,522.57**
- Total Expenses = **\$ 1,578,305.65**
- Net Income = **\$4,086,216.92**

### **DDR B Balance Sheet April YTD**

- Total Checking & Savings = **\$10,563,814.83**
- Total Fixed Assets = **\$ 1,407,336.92**
- Total Assets = **\$11,971,151.75**
- Total Liabilities= **\$ 2,357.34**
- Total Fund Balance = **\$ 7,882,577.49**
- Net Income = **\$ 4,086,216.92**
- Total Equity = **\$11,968,794.41**
- Total Liabilities and Equity = **\$11,971,151.75**

### **TCM P & L Year to Date April YTD**

- Total Income = **\$ 1,024,827.19**
- Total Expenses = **\$ 906,898.77**
- Net Income = **\$ 117,928.42**

### **TCM Balance Sheet April YTD**

- Total Checking & Savings = **\$3,860,699.97**
- Total Assets = **\$3,860,699.97**
- Net Income = **\$3,860,699.97**
- Total Liabilities and Equity = **\$ 3,860,699.97**

## RECAP of Investments – April YTD

### DDRB

Long Term Reserves Investment:	\$5,464,000.00
Long Term Investment Interest Earned YTD:	\$ 20,349.17
Short-Term Working Capital Investment:	\$ 3,853,000.00
Short Term Investment Interest Earned YTD:	\$ 45.33

### TCM

Long-Term TCM Reserves Investment:	\$3,233,000.00
TCM Interest YTD:	\$ 11,087.35

## Administrative Directors Report

Sonja reported that the Video Camera Security System had been installed. The new office computer was also installed. The backyard landscape project is scheduled for installation as soon as the weather permits. She advised that the outside lights over the doors were not working and she had contacted North Kansas City Electric. She advised that CHS sign out front was in need of replacing and she would work with Linda Holland on a replacement.

## Executive Committee

No Report

## Finance Committee

The Finance Committee report was presented by Rick White. He advised the following items had been approved by the committee for recommendation to the full board for approval.

**Vocational Services Inc.** had previously submitted a **capital grant request** in the amount of \$133,029 to replace the bathrooms at the North Kansas City Workshop. They submitted an **application to increase that grant by \$21,605.86** in order to make the toilets and faucets all touchless. Rick White motioned the board to approve the increase. Pat Schoenrade provided a second and passed by roll call vote.

**Vocational Services Inc.** submitted a **CoViD19 Grant request in the amount of \$25,605.00** for a multi-faceted digital imaging system that through facial recognition and thermal imaging be able to take the temperature of a masked employee. Due to their multiple locations and multiple entry points VSI will need to have the ability to monitor and historically track all employees and visitors at multiple locations. Through this Covid-19 Grant VSI will purchase three Camera/NVR recorders with an additional camera for each of our three locations. With this system in place VSI will be able to document and record literally hundreds of entries by employees and visitors into their facilities for Covid - 19 purposes. Rick White motioned the board to approve the request. Janet White seconded the motion which passed by roll call vote.

**Life Unlimited** submitted a **Capital Grant request in the amount of \$100,000.00** to purchase two (2) 2020 Ram Promaster wheel chair accessible vans. Due to the aging vehicles in their fleet and the aging population served, the vans will provide safe and accessible transportation for their residents. Rick White motioned the board to approve the request. Steve Elliott seconded the motion which passed by roll call vote.

Debby Sanders, CFO for **Center for Human Services prepared the budget for Fiscal Year 2022**. The budget was presented by the new CEO, Dave Kramer, and Linda Holland, Director of Service Coordination and Quality Assurance.

Sonja presented a brief history on the unit rates, income and expenses. She reminded the committee that the board approved a rate increase last year to allow for the addition of a fourth (4<sup>th</sup>) team which would allow for a case load of 1-38. Linda advised that the team has not been fully implemented due to various reasons. Sonja also reminded the committee that the board continues to provide case management services to non-Medicaid residents for which we receive no reimbursement. The Medicaid / Non-Medicaid rate has remained constant at 70% and 30% respectively. The average service hours are split 85% and 15% respectively. She reminded the board that we have reserves equal to 93% of the FY2021 budget. Projected through June 2021, the board is on target to show a profit of \$250,000 for FY21. A review of the service hours available and actually provided indicates, as the 4<sup>th</sup> team becomes fully on line, there is room for additional service hours and revenue for the board which will allow service coordination to continue for the Non-Medicaid residents. Linda also said that she anticipates an increase in the number clients as the CoVid guidelines become less restrictive.

Linda reviewed in detail the operating expenses for FY21 and the projections for FY22. Operating expenses are expected to increase by 157,000 to \$3,715,208 which includes a 3% pay increase for all the Clay County staff as well as a fully staffed four (4) teams. Historically CHS has budgeted for a five (5) percent profit and that is included in budget as well. The unit rate to cover this **proposed budget is \$85.73** which is a 3.86% increase over FY21.

Rick White motioned the board to approve the request for a unit rate of \$85.73 for Fiscal Year 2022. Marlene Leonce seconded the motion which passed by roll call vote.

### **Services Committee**

No Report

### **Board Owned Committee**

Alan Naylor scheduled the property inspections for June 4 beginning at 9:00am at Ridgeway House.

### **Long-Range Planning Committee**

James Gottstein advised that they would have a recommendation next meeting on the language in the By-Laws for combining the services and long-range planning committees.

## **Center for Human Services**

Anita Hartman reported that CHS has 45 full time employees and they are interviewing for one (1) new Service Coordinator. They are serving 1271 consumers. The Medicaid eligible rate was about 71%.

She advised that the Waiver Wait List had improved and pleased that was true for the Autism Wait List as well.

<b>Waiver Wait List</b>	<b>Number on List</b>	<b>Types of Service Requested</b>	<b>Slots Approved</b>
Autism	28	PA, Respite, SME,	0
Hope	0	PA, Home Modification, Day- Habilitation, Employment	ALL
CSW	14	Home Modification, Transportation	0
Comp	8	Residential	2
Lopez	1	Respite, Home Modification, DME, PA	1

Anita and Amy Taylor with Life Unlimited have continued working on the LU Nursing Program participants to gain additional hours of service funded through Medicaid. The LU staff and CHS Service Coordinators have worked the first 11 clients through the system and received approval for the additional hours from DMH. Sonja inquired as to the status of the other 15 clients that Life Unlimited had initially said needed more service. Anita said that Amy advised they did not have any additional needs at this time.

<b>REQUESTS FOR INCREASED RN HOURS</b>	<b># OF PACKETS SUBMITTED TO UR</b>	<b># OF PACKETS APPROVED</b>	<b># OF PACKETS TO BE SUBMITTED TO UR</b>
11	11	11	0

Anita reported they had been ISPs for the 12 people in the Life Unlimited ILAP program had been completed. TNC has hired a person to run the program and 10 people have been approved for the program and ISP are in process.

	<b># OF ILAP INDIVIDUALS</b>	<b># ISP'S/ADDENDUMS COMPLETED WITH OUTCOMES/HOURS</b>	<b># ISPS/ADDENDUMS SCHEDULED</b>	<b># ISP'S TRYING TO BE SCHEDULED</b>
LU	12	12	0	0
TNC	10	4	1	5

Anita provided the following update from the state regarding funding.

1. The State budget has been finalized and includes \$56.6 million in rate rebasing for Department of Mental Health residential programs. Assuming that the Governor signs the budget, that would bring our residential rates to 100% of 2020 lower bound rates. The funding is coming out of the American Recovery Act funding, so we will have work to do next year to assure it stays in the budget.
2. The budget also includes a 5% rate increase for day services, employment and community integration. This increase is funded through General Revenue.

### **Guest Communications**

No communications were offered.

With no further requests submitted for review, Steve adjourned the meeting at 7:45pm.

Respectfully submitted,  
Sonja Bennett, June 1, 2021