

Minutes
Developmental Disabilities Resource Board of Directors
DDRB Board Meeting
April 27, 2021

The **DDRB Board** met in person and by Zoom Video Conference on April 27, 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, Alan Naylor, Patricia Schoenrade, Janet White and Robert Sevier. Also present was Sonja Bennett.

Guests Included:

Marlene Leonce, new board member pending approval
Anita Hartman with Center for Human Services
Heather Hall, 1st District Kansas City Councilwoman
Jerry Nolte, Clay County Commissioner
Justin Noel with Nightlifter Consulting
Nathan Thomas with Accounting Solutions
Kelly McGillis with TNC Community
Randy Hylton with Vocational Services
Jim Huffman with Life Unlimited
Sarah Murphy with Ability KC
Brea Connett and Rebecca Nunn with Northland Early Education Center

Announcements

Steve Elliott and Rick White introduced Marlene Leonce as the pending new member to the board. Steve advised the Commissioners are meeting on Wednesday, March 31, 2021 at 6:00pm and have requested the DDRB Board Members attend. Jerry Nolte advised that the reappointed members will be sworn in and the new member approved at the meeting and with the change in county government he wants the other commissioners to get to know the DDRB board members.

Minutes

The minutes of the DDRB Finance Committee Meeting of March 23, 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. Alan Naylor provided a second to the motion and the board voted unanimous approval.

The minutes of the DDRB Board Meeting of March 30, 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. 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 March 2021.

DDR B P&L YTD to Date March YTD

Total Income =	\$ 5,527,793.47
Total Expenses =	<u>\$ 992,137.08</u>
Net Income =	<u>\$ 4,535,656.39</u>

DDR B Balance Sheet March YTD

Total Checking & Savings =	\$11,040,417.16
Total Fixed Assets =	<u>\$ 1,471,715.72</u>
Total Assets =	<u>\$12,512,132.88</u>
Total Liabilities=	<u>\$ 4,780.46</u>
Total Fund Balance =	\$ 7,971.696.03
Net Income =	<u>\$ 4,535,656.39</u>
Total Equity =	<u>\$12,507,352.42</u>
Total Liabilities and Equity =	<u>\$12,512,132.88</u>

TCM P & L Year to Date March YTD

Total Income =	\$ 646,799.56
Total Expenses =	<u>\$ 555,139.08</u>
Net Income =	<u>\$ 91,660.48</u>

TCM Balance Sheet March YTD

Total Checking & Savings =	\$ 3,834,432.03
Total Assets =	<u>\$ 3,834,432.03</u>
Net Income =	<u>\$ 3,834,432.03</u>
Total Liabilities and Equity =	<u>\$ 3,834,432.03</u>

RECAP of Investments – March YTD

DDR B

Long Term Reserves Investment:	\$5,710,000.00
Long Term Investment Interest Earned YTD:	\$ 13,013.10
Short Term Working Capital Investment:	\$ 4,353,000.00
Short Term Investment Interest Earned YTD:	\$ 0.00

TCM

Long-Term TCM Reserves Investment:	\$3,233,000.00
TCM Interest YTD:	\$ 9,331.72

Administrative Directors Report

Sonja Bennett advised that reappointed members could visit the County Clerk's office for swearing in anytime. She also advised that Steve Elliott and Casey Melancon with Easterseals had attended an autism event.

Executive Committee

No Report

Services Committee

Pat Schoenrade invited Councilwoman Heather Hall to address the board about the MOABLE program. Ms. Hall advised that “ABLE” Act passed in 2014 is federal legislation which allows families and individuals with disabilities the opportunity to create tax-advantaged accounts that can be used to help maintain health, independence and quality of life. A copy of her presentation is attached to these minutes.

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.

Nightlifter Consulting, DDRB IT Consultant, submitted a proposal to replace the DDRB Desktop and Laptop with a new laptop. The current desktop computer was purchased in 2016 as was the laptop. The old laptop will be converted to use with the OWL technology for ZOOM meetings for DDRB, CHS and/or any training presenters. Justin Noel recommended a **Dell 5520 Laptop and Docking Station at an installed cost of \$2,173.99**. Rick White motioned the board to approve the request. Janet White seconded the motion which passed by unanimous roll call vote.

Steve requested that Sonja work with Justin Noel to develop Standard Operating Procedures for backing up all the DDRB files.

Northland Early Education Center submitted a **capital grant request in the amount of \$29,147** to replace four (4) HVAC units at the school. The Finance Committee agreed the amount requested was within the guidelines the board established for the grant and further the HVAC units fit the guidelines for a capital grant. Rick White motioned the board to approve the request with a second from Alan Naylor. The grant was approved by unanimous roll call vote.

Vocational Services Inc. submitted a **capital grant request in the amount of \$133,029** to replace the bathrooms at the North Kansas City Workshop. The Finance Committee agreed that the amount requested was within the guidelines the board established for the grant and further agreed the bathroom project fit the guidelines for a capital grant. Rick White motioned the board to approve the request with a second from Alan Naylor. The grant was approved by unanimous roll call vote.

Alphapointe submitted a **CoVID19 Grant request in the amount of \$1,000** to help defray the cost of Fever Warm Hand Scanners and RFID Reader for the workshop. The equipment allows for temperature checking in a fast and orderly manner for anyone entering or leaving the workshop. The Finance Committee agreed that the amount requested was within the guidelines the board established for the grant. The committee further agreed the temperature scanner units fit the guidelines for a CoVID grant. Rick White motioned the board to approve the request with a second from Bob Sevier. The grant was approved by unanimous roll call vote.

Nathan Thomas with Accounting Solutions presented the **2020 Audit Report** to the board after having received approval from the Finance Committee. A copy of the audit report is attached to these minutes for the file. It is the opinion of the auditors the financial information is fairly stated in all material respects in relation to the basic financial statements as a whole. Rick White motioned the

committee to **approve the Audit, authorize payment** to Accounting Solutions **in the amount of \$6,000**. Janet White seconded the motion which was approved by unanimous roll call vote. Rick directed Sonja to make the necessary and approved journal entries. Additionally, he requested that Sonja post a copy of the Audit Report for the public on the DDRB website.

Board Owned Committee

Alan Naylor advised that we had received a quote from Nightlifter Consulting to update the video monitoring system at the Kent Street building in the amount of \$8,635 and two (2) subsequent bids each over \$10,000. It came to the attention of Sonja and Justin Noel, after a theft at RJ Wholesale next door, that while we have cameras, the equipment cannot record. Justin explained the options for updating and recommended that we upgrade to a system which will allow for remote access and monitoring. James Gottstein agreed, from a policing viewpoint, it would be good to have a video recording and monitoring system. Alan Naylor motioned that the board approve up to \$8,635 for upgraded video monitoring system with installation and oversight by Nightlifter Consulting. Rick White seconded the motion which passed by unanimous roll call vote.

Long-Range Planning Committee

Previously, James Gottstein had suggested that the board review the need to continue long-range planning as a standalone committee. A further suggestion was to combine the Services and Long-Range Planning Committees with the current chairs acting as co-chairs of the new committee. Alan, Pat and James will review the language in the By-Laws and return to the board with their suggestions for updates.

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 1275 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.

Waiver Wait List	Number on List	Types of Service Requested	Slots Approved
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

WAITLIST UPDATES

NWAP- Feb- Transition age individuals were removed from the waiting list

March- Individuals on list prior to July 1, 2019 were removed

April- Individuals on list prior to January 1, 2020 were removed

Waiver- No waiting list for PFH slots

No waiting list for PON 12 Comp slots

- CSW slots that are a PON 12-9 can be requested immediately (April)
- CSW slots that are a PON 8-5 can be requested starting in May
- CSW slots that are a PON 4-2 can be requested starting in June

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. They will begin work on additional clients for the increased hours of nursing service.

REQUESTS FOR INCREASED RN HOURS	# OF PACKETS SUBMITTED TO UR	# OF PACKETS APPROVED	# OF PACKETS TO BE SUBMITTED TO UR
11	11	11	0

Anita reported they had been working with Amy Young with Life Unlimited to implement the ILAP program to include the Service Coordination staff establishing goals and outcome measures by participants. Of the original 13 ILAP participants, one opted out of this service with the 12 remaining participants ISPs completed with outcomes.

She advised that her staff has identified ten (10) qualified residents who could benefit from the program and provided this information to TNC. Kelly McGillis advised they have hired a person for this program and began working on this service this month.

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

Anita advised that the CHS staff had returned on a part-time basis to the office this month with a goal of returning everyone full time to the office in June. They have resumed face to face visits with clients as appropriate.

Guest Communications

Jim Huffman with Life Unlimited advised that 87% of the Life Unlimited staff and 90% of the residents had received the CoViD19 vaccine. Any new employees have to have the vaccine prior to beginning work.

Randy Hylton with Vocational Services advised that all but 22 people had returned to work at the workshops. He thanked the board for their aid in the NKC Bathroom Project.

Brea Connett introduced her new assistant in accounting, Rebecca Nunn. She thanked the board for the funding for the HVAC systems.

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

Respectfully submitted,
Sonja Bennett, May 4, 2021