

**Minutes**  
**Developmental Disabilities Resource Board of Directors**  
**DDRB Board Meeting**  
**August 25, 2020**

The **DDRB Board** met by Zoom Video Conference due to the CoVid19 Pandemic. The meeting was called to order at 6:30 pm by chairman, Gary Steinman. Present for the meeting were in addition to Gary Steinman were Tom Bradley, Richard White, Patricia Schoenrade, Alan Naylor, James Gottstein, Janet White and Robert Sevier. Also present was Sonja Bennett.

**Guests Included:**

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  
Tec Chapman with Easterseals Midwest  
Anne Hochstein with Job One

**Announcements**

There were no announcements.

**Minutes**

The minutes of the DDRB Board Meeting of July 31, 2020 were previously read and approved by each member. With no corrections to the minutes as published Alan Naylor motioned the board approve the minutes as submitted. Pat Schoenrade provided a second to the motion and the board voted unanimous approval of the members present.

**Financial Report**

Thomas Bradley provided the following Financial Report for the year to date July 31, 2020.

**DDRB P&L YTD to Date July YTD**

- **Total Income =** **\$ 5,764,941.83**
- **Total Expenses =** **\$ 2,780,353.17**
- **Net Income =** **\$ 2,984,588.66**

**DDRB Balance Sheet July YTD**

- **Total Checking & Savings =** **\$ 8,320,574.77**
- **Total Fixed Assets =** **\$ 1,471,715.72**
- **Total Assets =** **\$ 9,792,290.49**

- Total Liabilities= \$ 4,097.10
- Total Fund Balance = \$ 6,803,604.73
- Net Income = \$ 2,984,588.66
- Total Equity = \$ 9,788,193.39
- Total Liabilities and Equity = \$ 9,792,290.49

#### TCM P & L Year to Date July YTD

- Total Income = \$ 2,336,283.47
- Total Expenses = \$ 1,744,872.30
- Net Income = \$ 591,411.17

#### TCM Balance Sheet July YTD

- Total Checking & Savings = \$ 3,656,433.40
- Total Assets = \$ 3,656,433.40
- Net Income = \$ 3,656,433.40
- Total Liabilities and Equity = \$ 3,656,433.40

#### RECAP of Investments – July 31, 2020

##### DDRB

- Long Term Reserves Investment: \$4,405,000.00
- Long Term Investment Interest Earned YTD: \$ 56,019.49
- Short Term Working Capital Investment: \$1,722,000.00
- Short Term Investment Interest Earned YTD: \$ 17,797.39

##### TCM

- Long-Term TCM Reserves Investment: \$2,978,000.00
- TCM Interest YTD: \$ 42,533.05

### **Administrative Directors Report**

Sonja Bennett reported that the funding applications had been sent to all the existing agencies earlier in the month. A Public Announcement regarding the open application were published in the three local Clay County newspapers as required.

Gary advised that Sonja had told him that Platte County had adopted our Funding Application this year. This should make the application process much easier for agencies we share with Platte County. He thanked her and Tom for their efforts to get this implemented.

Sonja also advised that the Missouri Department of Transportation MEHTAP grants had not been awarded. Preliminary indications are that DDRB will receive a grant but no indication as to how much. MODOT hopes to have those notices available yet this month.

### **Executive Committee**

No report.

### **Finance Committee**

#### **Set the Levy**

Tom Bradley advised that we had received the Proforma Invoice from the County Clerk establishing the levy rate for 2020. He reported that the State Auditor Set the Levy rate at .1130 which is the same as last year. The expected revenue from this Levy is \$5,150,000, a \$20,000 increase over last year. Pending approval by the board, the Levy is to be presented to the Commissioners on September 14.

Gary Steinman motioned the board to approve setting the 2020 Levy at .1130 cents per \$100,000 assessed value by the county. Pat Schoenrade seconded the motion and all members presented voted in favor of the motion. Sonja was instructed to gain the appropriate signature on the Proforma and forward to the County Clerk.

#### **CHS Office Space**

Linda Holland with Center for Human Services addressed the board with a request to share Kent Street office space with three (3) CHS employees from Jackson County. She explained the lease for Jackson County was up at the end of September. Since most of the Clay County staff are working from home there is ample space on a daily basis. Of the eight (8) Jackson County employees only three (3) have expressed an interest in working from the office on a part time basis. There are no plans for the near future, due to CoViD19, for the Clay staff to return to the office. The board agreed to allow the shared space and will invoice for the additional three (3) people beginning September 1, 2020. The board further agreed to review in 60 days or the October board meeting.

### **Services Committee**

Pat Schoenrade advised that she had been exploring alternatives for therapeutic horseback riding for large riders. There are no good alternatives at this time but she will continue to explore. Shaney Othic advised that they could procure larger horses but with that would also come the need to volunteer staff that can handle the larger horses as well as other safety concerns. The board advised Shaney to let them know if there was something that we could help with in the future.

### **Board Owned Property Committee**

Alan Naylor reported that there are three (3) projects pending; Kent Street landscaping, Hampton House wall and Liberty House dirt work around the new driveway pad. He is going to contact contractors in the month of September to acquire bids for all the projects and report back to the board in October.

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

There was no report.

### **Targeted Case Management**

Linda Holland provided a report for targeted case management. She reported that CHS has 44 full time employees. She reported that Gregg Aultman will be returning to Clay County as the 4<sup>th</sup> Supervisor. They promoted a Service Coordinator to fill the position of Supervisor III and are in the process of hiring the Administrative Assistant as well as realigning the team members.

They are serving 1296 consumers with a current caseload of 1 to 41. The Medicaid eligible rate for the month was a little higher 69.73%. She provided updated information on the Waiver Wait List in her report and advised that the Wait List was likely to remain through June of 2020.

### **Guest Comments**

Mark Bertrand with Life Unlimited thanked the board for approving the funding for the vans and shared a picture of the vans which arrived last week.

Shaney Othic with Northland Therapeutic Riding Center invited everyone to their annual Fall Tack Sale and Horse Show on September 12, 2020.

### **Board Member Resignation**

Tom Bradley has submitted his resignation from the board. Gary Steinman offered his gratitude to Tom for his years of service to the board and the community we serve. He said that the six (6) years Tom has served on the board his leadership and counsel have made the board operate better. Gary said that Tom leaves the board in a better position than when he came. He will be missed.

### **Adjourn**

With no further business Gary Steinman adjourned the meeting.

Respectfully submitted: Sonja Bennett  
August 25, 2020

