

**Minutes**  
**Developmental Disabilities Resource Board of Directors**  
**Finance Committee Meeting**  
**November 19, 2020**

The **Finance Committee** met on November 5, 2020 at 5:30 pm by Zoom Conference. The meeting was called to order by Finance Committee Chairman, Stephen Elliott. Present at the meeting, in addition to Steve Elliott were committee members Gary Steinman, James Gottstein, Rick White from the committee as well as board members Janet White and Pat Schoenrade. Also present was Sonja Bennett.

**Guests included:**

Julie Edlund, Mark Bertrand, Brian Watson, Jim Huffman with Life Unlimited

The Finance Committee meeting was called to order by Stephen Elliott. The purpose of the meeting was to review the updated 2021 Application for Funding from Life Unlimited. The committee met on November 5, 2020 to review applications. They **recommended that LU rework their financials accordingly and resubmit their proposal to committee.**

**Life Unlimited**

Julie Edlund, Brian Watson and Mark Bertrand presented the 2021 funding request for Life Unlimited. Sonja said that she had not received an audited financial statement so she could not verify the financial information submitted. The funding request is as follows with comparisons to 2020 approved funding.

The **Maintenance Personnel** request is to secure LU Maintenance Personnel are allocated time monthly to do routine inspections, maintenance and repairs on the DDRB Board Owned Properties of Ridgeway House, Hampton House and Liberty House. **The request is for \$36,000.00** which will be paid out monthly at \$3000.00 per month. The Committee further requested LU to provide a monthly report of the time spent at each DDRB property and the LU cost of that time.

In addition, the request for **\$26,000.00 Residential Repairs** is to ensure that minor repairs and maintenance can be handled quickly without further approvals from DDRB. The exception, as per agreed, is that any repair of \$2500 does require the prior approval of the DDRB Board. Any monies expended from this allocation are reimbursed to LU on a receipt basis with the name of the home noted.

The request for **\$26,000.00 for Vehicle Maintenance** is to be allocated to vehicles used in Clay County and provides for routine maintenance and repairs. Any funds expended by LU are reimbursed on a receipt for service basis.

	<b>2020 Approved Funding</b>	<b>2021 Updated Requested Funding</b>
<b>Life Unlimited</b>		
Maintenance Personnel	\$ 36,000.00	\$ 36,000.00
Maintenance Residential Repairs	\$ 26,000.00	\$ 26,000.00
Maintenance Vehicles	\$ 26,000.00	\$ 26,000.00
<b>Total Maintenance</b>	<b>\$ 88,000.00</b>	<b>\$ 88,000.00</b>

The **Therapeutic Recreation Program** is fully funded by DDRB. The **program is predicated to cost \$367,986.21**. The updated requests reflects a request to fully fund the program in 2021.

	<b>2020 Approved Funding</b>	<b>2021 Updated Requested Funding</b>
<b>Life Unlimited</b>		
Therapeutic Recreation Program	\$ 365,683.04	\$ 367,986.21

***Individual Support Programs - Community Support and ILAP***

Their financial information suggests the unfunded amount for The Community Support Program, which does receive Medicaid Waiver reimbursements, to be \$113,141. The committee agreed they would be inclined to **fund the cost of the Community Support Program at \$113,141.00** with each person in the program being approved annually and payment to LU would be based on a delivered unit of service (15 minutes). The monthly invoice for services will include a service report by individual (Therap or other report approved by DMH).

The Finance Committee previously agreed to recommend the board approve \$180,000 for the Extended ILAP Program. Life Unlimited provides ILAP services to 13 individuals. The committee **agreed to recommend approval of \$93,600 for the ILAP Program** for Life Unlimited. Life Unlimited is to work with the CHS Service Coordinators to establish an Individual Skill Development (ISD) goal(s) for each person in the program with measurable outcomes. Life Unlimited is to submit an invoice based on a delivered unit of service (15 minutes). The monthly invoice for services will include a service report by individual (Therap or other report approved by DMH).

	<b>2020 Approved Funding</b>	<b>2021 Updated Requested Funding</b>
<b>Life Unlimited</b>		
Community Support	\$ 92,649.51	\$ 113,140.00
ILAP	\$ 82,337.57	\$ 93,600.00

***Residential Services and Supports***

Life Unlimited provides residential service and supports to individuals who live in LCBOA Apartments, ISL's (49), and Group Homes (55). The person DDRB funded in the LCBOA program passed away in 2020 and there are no other persons at this time requiring funding for that program. The updated request for funding for the ISL's is \$92,684.50 and Group Homes is \$155,543.81. The cost of Nursing Program and Health Care Coordinators are included in the cost of the programs. Brian Watson advised that he would provide a list of individuals in the Group Homes organized by the highest medical need and work with the CHS Staff and DMH to see if additional services could be authorized for these individuals under Medicaid.

	<b>2020 Approved Funding</b>	<b>2021 Updated Requested Funding</b>
<b>Life Unlimited</b>		
LCBOA	\$ 60,419.52	\$ -
ISL Program	\$ 58,948.04	\$ 92,684.50
Group Home	\$ 59,971.41	\$ 155,543.81

The committee requested a copy of their Audited Financial Statement prior to implementation of the agreement in 2021. With this requirement noted, Steve Elliott motioned the Finance Committee approve the updated request from Life Unlimited by program for a total of \$910,954.52. Rick White seconded the motion. All members of the committee favored the motion.

	<b>2020 Approved Funding</b>	<b>2021 Updated Requested Funding</b>
<b>Life Unlimited</b>	<b>\$ 808,009.09</b>	<b>\$ 910,954.52</b>
Maintenance Personnel	\$ 36,000.00	\$ 36,000.00
Maintenance Residential Repairs	\$ 26,000.00	\$ 26,000.00
Maintenance Vehicles	\$ 26,000.00	\$ 26,000.00
<b>Total Maintenance</b>	<b>\$ 88,000.00</b>	<b>\$ 88,000.00</b>
Waiver Wait List Program	\$ -	\$ -
Nursing and Health Support	\$ -	\$ -
LCBOA	\$ 60,419.52	\$ -
ISL Program	\$ 58,948.04	\$ 92,684.50
Group Home	\$ 59,971.41	\$ 155,543.81
Day Hab Program	\$ -	\$ -
Community Support	\$ 92,649.51	\$ 113,140.00
ILAP	\$ 82,337.57	\$ 93,600.00
<b>Total Residential Support Programs</b>	<b>\$ 354,326.05</b>	<b>\$ 454,968.31</b>
Therapeutic Recreation Program	\$ 365,683.04	\$ 367,986.21

The committee requested a copy of their Audited Financial Statement prior to a recommendation to the board for approval.

With no further business, the Committee adjourned.

Respectfully submitted:

Sonja Bennett, November 20, 2020