

Minutes

Developmental Disabilities Resource Board of Directors

DDRB Board Meeting

June 25, 2019

The **Board of Directors of DDRB** met on June 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 Heath Roberts, Stephen Elliott, Thomas Bradley, Pat Schoenrade, James Gottstein, Alan Naylor, Rick White and Robert Sevier. Present also was Sonja Bennett.

Guests present were:

Kimbel Mothershead, VSI
Jim Huffman, Life Unlimited
Brea Connett, NEEC

Holly Wilmes, ESMW
Mark Bertrand, Life Unlimited

Announcements

Sonja announced that Heath Roberts would be leaving the DDRB Board as he accepted a new position out of state. Heath told the board that he and his family would be moving to Detroit, Michigan where he accepted a position with Michigan Children's Hospital. Gary Steinman expressed his sincere gratitude to Heath for his contributions to the board.

Sonja also announced that James Landrum would be leaving TNC Community and they were in the process of searching for his replacement. Sally Cook is leaving Children's Center for the Visually Impaired and would be replaced by Hayward Lafferty.

Minutes

The Minutes of the DDRB Board Meeting of April 30, 2019 were previously read and reviewed by each member. Pat Schoenrade moved the minutes be approved as submitted; the motion was seconded by Gary Steinman and approved by unanimous vote.

The Minutes of the DDRB Executive Committee Closed Meeting of April 30, 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 DDRB Board Owned Property Committee Meeting of April 30, 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 combined Finance and Services Committee Meeting of May 20, 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 Meeting of June 11, 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 Year-to-Date January 2019.

DDRB P&L YTD to Date May YTD

Total Income =	\$ 5,221,679.61
Total Expenses =	<u>\$ 1,692,635.18</u>
Net Income =	<u>\$ 3,529,044.43</u>

DDRB Balance Sheet May YTD

Total Checking & Savings =	\$ 8,229,535.72
Total Fixed Assets =	<u>\$ 1,804,432.58</u>
Total Assets =	<u>\$10,033,968.30</u>
Total Liabilities=	<u>\$ 4,319.92</u>
Total Fund Balance =	\$ 6,500,603.95
Net Income =	<u>\$ 3,529,044.43</u>
Total Equity =	<u>\$10,029,648.38</u>
Total Liabilities and Equity =	<u>\$10,033,968.30</u>

TCM P & L Year to Date May YTD

Total Income =	\$ 1,521,184.97
Total Expenses =	<u>\$ 986,778.01</u>
Net Income =	<u>\$ 534,406.96</u>

TCM Balance Sheet May YTD

Total Checking & Savings =	\$ 2,938,948.82
Total Assets =	<u>\$ 2,938,948.82</u>
Net Income =	<u>\$ 2,938,948.82</u>
Total Liabilities and Equity =	<u>\$ 2,938,948.82</u>

RECAP of Investments – May 31, 2019

DDRB

Long Term Reserves Investment:

Total Balance = \$3,657,000.00

Short Term Working Capital Investment:

Total Balance = \$3,202,000.00

DDRB Interest Earned YTD = \$30,928.66

TCM

Long-Term TCM Reserves Investment:

Total Balance= \$2,225,000.00

TCM Interest YTD = \$13,259.29

Long-Term TCM Reserves Investment:

Total Balance= \$2,225,000.00

TCM Interest YTD = \$7,751.12

Administrative Directors Report

Sonja reported that the following Annual Inspections required for the Kent building had been completed and the necessary paperwork filed accordingly.

- Roof Inspection & Maintenance
- HVAC Inspection and Maintenance
- Backflow Inspection
- Fire and Security Alarm Inspection

Executive Committee

Gary Steinman reported that realtor says that Sherwood House did close on May 17 with a sales price of \$235,000.

He said that we had listed the Northland House for sale with a list price of \$165,000 against the current appraisal of \$130,000. We have received an offer of \$171,000 and asked the board for approval to sell at this price in "as in" condition. Rick White motioned that the board accept the offer of \$171,000 for the Northland House with a second from Alan Naylor. The members voted in unanimous agreement.

Finance Committee

Tom Bradley advised that the Finance Committee had met with Ann Graff, Debby Sanders and Linda Holland with Center for Human Services to review their budget proposal for FY20 (July 2019 – June 2020). Tom said the Finance Committee had approved the budget and recommends to the board with expenses of \$3,397,375 and an hourly billing rate to DDRB of \$74.31. This is an increase from the previous year, but Tom explained that it includes a rebasing of salaries with an increase in pay to all but 11 newer employees who were hired in at a higher rate. This includes the addition of one (1) Service Coordinator and allows for a case load average of 1:38.41. Steve Elliott motioned that the board approve this budget with a second from Gary Steiner. The members voted in unanimous favor by roll call vote.

Tom also presented a request for approval to purchase twenty-five (25) new Surface Pros to replace older units allowing for all CHS employees to be operating with the same equipment. The Finance Committee considered this to be a DDRB capital purchase and requested that Sonja acquire three (3) bids.

The bids were as follows:

Nightlifter Consulting: \$1125.90 each = \$28,147.50

Center for Human Services IT: \$1206.29 each = \$30,157.25

Best Buy: \$1449.77 each = \$36,244.25

Steve Elliott motioned that board approve the bid from Nightlifter Consulting in the amount of \$28,147.50 which was seconded by Rick White. The members voted in unanimous favor by roll call vote.

The used Surface computers will need to be cleaned prior to any disposal. Sonja said that Nightlifter Consulting had agreed to clean them for the same price as he has in the past at \$150 each which will include installation of a Windows Operating System. Justin Noel, with Nightlifter, advised her that the computers do have a retail value. Depending on the condition they could be \$300 to \$450. Steve Elliott motioned that the board approve \$3,750 for cleaning the computers which was seconded by Alan Naylor and approved unanimously by roll call vote. The board suggested that we inquire if any of our agencies might be able to use the equipment and pended that action until the cleaning is completed.

Tom introduced the idea of offering a capital grant program, like last year. He suggested that the board does have funds available. The board authorized \$500,000 in 2018 for the capital grant program with all agencies participating utilizing \$480,335 of the set aside funds. Tom motioned the board to approve a 2019 Capital Grant Program in the amount of \$500,000 utilizing the same criteria and guideline for participation and funding as 2018. The motion was seconded by Steve Elliott and approved unanimously by roll call vote.

Sonja was instructed to prepare the necessary forms and notify the agencies of the program.

Services Committee

Pat Schoenrade advised a review of the Transportation Manual and included policies and procedures was underway with participation by all parties concerned. We hope to have a revised version available for the Services Committee to review shortly and hope to present for approval to the board in July.

She also said that she and Sonja had met with a representative from Job One, the new partner with Life Unlimited in their Employment Program, along with Mary Lee Thomas and Anita Hartman with CHS. That meeting was largely to address procedures for approving participants to the program. She will keep the board updated on how the program is working.

She said that she plans to meet with Nancy Carter of UMKC-ACED to review how the first session went, plans for the second session and to address procedures for approving participants to the program.

In addition, Pat said that she plans to visit our agencies that she has not yet visited and will provide the board with updates.

Board Owned Property Committee

Alan Naylor provided the following report on the two outstanding issues from this committee.

Liberty House Easement

He advised that work had not yet begun on the easement project most likely due to weather.

Kent Street Parking

Alan said the BOP Committee was still reviewing options for parking and would be developing plans to present to the board.

Kent Street Tress

Alan said the fourteen (14) pines trees on the property along with one (1) ash tree located in the back of the building are all dead or dying due to disease which cannot be remedied. The board approved removing the ash trees along the front of the property last fall but elected to wait on removing the trees in the back. Walker Tree Service was the approved bid and performed the work of removing the trees in the front. They confirmed that they would honor that bid price for this project if approved to be completed this summer. The bid for removing all 15 trees, stump grinding and removing all the debris and shavings is \$6804.

The Committee agreed to propose to the board that this amount be approved for the project with the caveat that two (2) additional bids be obtained for this project. Alan motioned that the board approve an amount up \$6804 for this project, Sonja to procure 2 additional bids with Alan Naylor would have the authority to authorize the lowest bid. Rick White seconded the motion which was approved unanimously by roll call vote.

Long Range Committee

Heath Roberts said the committee had no report at this time.

Targeted Case Management

Anita Hartman provided a report for targeted case management. She reported that CHS has 43 full time employees and are serving 1270 consumers. There were 20 newly eligible, 0 transfers in, 7 discharges and 4 transfers out. Medicaid status for the month was 68.5%.

Other Business

Guest Comments

Holly Wilmes with Easter Seals Midwest said that she had received a wonderful report from the mother of the young child receiving instruction from the newly funded Para Educator. She said the mother was thrilled and amazed with the progress her daughter had made. Holly thanked the board again for funding the program.

Kimbel Mothershead with Vocational Services Inc. thanked the board members who attended the annual VSI event earlier in the month. He said they had more than 300 attendees.

Brea Connett with Northland Early Education Center said they are near completion of the construction project and hope to be finished in two weeks. The last part of the project will be the installation of the playground equipment and they have volunteers in the ready to help get that completed. She said that the fund-raising goal for the project was \$3.7 million dollars and they raised \$3.1 million dollars.

Adjourn

With no further business the meeting was adjourned.

Respectfully submitted: Sonja Bennett
June 26, 2019