

**Minutes**  
**Developmental Disabilities Resource Board of Directors**  
**Board Owned Property Committee Meeting**  
**July 31, 2018**

The **Board Owned Property Committee** met on July 31, 2108 at 6:00 pm at the DDRB office. Present at the meeting were Alan Naylor and James Gottstein of the committee. Also present were Alan Naylor, Pat Schoenrade and Robert Sevier. The meeting was called to order by committee chairman, Alan Naylor.

**Kent Street**

Alan reminded the committee that previous approval had been given in the amount of \$5418.59 for furniture to convert the Burke Conference Room (#18) to a two-person office. Sonja acquired some savings in the original quotation to \$5176.81. She has requested additional furniture for that room in the amount of \$691.50 or an additional \$250 for the purchase of a small round conference table and bookcase from Scott Rice. The Committee approved this request and will present to the board for approval.

Sonja requested approval to purchase ten (10) office/training room chairs from Scott Rice in the amount of \$1593.20. When the entire CHS staff meets there is a shortage of chairs and they have to bring chairs from different offices around the building. This will help with that as well as providing visitor seating in offices not currently equipped. The Committee approved this request and will present to the board for approval.

Sonja said that CHS Sedalia had recently done a photo shoot which included consumers from Clay County. Working with the CHS staff, she would like to make those photos into posters placed throughout the building. The cost of printing and framing for the fourteen (14) pictures is \$1100. Alan said that he and the other members of the board have really appreciated the artwork that we have added to the building and thinks these posters would be another great addition. James agreed. The Committee approved the request and will present to the board for approval.

The ash trees in front of the building are infest with an ash board and are dying. The trees are no salvageable at this point. Jason Kuhlman provided a bid of \$3,000 to have the trees removed and stump grinded and included raising the canopy on the tree in the front yard behind the dumpster. The Committee recommended we get two additional bids for review.

Discussion over the parking shortage at Kent Street has been on-going. Alan confirmed that the Board had reviewed this in the past. He and Sonja will look for the supporting documents. He recalls that we had worked the city and with an architect and that the cost to generate approximately ten (10) additional spaces was about \$100,000.

Sonja reported that she had Scott Rice review the schematic layout of the offices to see if there are additional offices spaces we could generate. They reviewed and submitted her plans that by doubling some of the office spaces, some with existing furniture and others with the purchase of smaller desks, we could create approximately 20 more spaces. Sonja said she has reviewed this with Anita and they will work on a strategic plan to create these spaces as needed.

**Flora House**

The Flora House will be vacated in April with the residents moving to the new group home. We had to change the insurance coverage since the house is vacant. In order to minimize the cost of the insurance, our agent has requested that we have the house inspected twice per month for water and gas leaking, vermin and the like. Jason Kuhlman will inspect the house for us and make sure everything is in good order and include mowing the lawn for \$150 per visit; \$300 per month for two visits. The Committee approved this expense and will present to the board for approval.

The Committee scheduled the second of three Board Owned Property Inspections for August 6 at 9:00am beginning at the Ridgeway House.

With no further business, the Board Owned Property Committee meeting was adjourned at 6:20 pm.

Respectfully submitted: Sonja Bennett  
August 3, 2018