

DEVELOPMENTAL DISABILITIES RESOURCE BOARD

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November 2, 2004

Ms. Pam Mason
Office of Clay Co. Clerk
One Courthouse Square - Adm. Bldg.
Liberty, MO 64068

Dear Pam:

Enclosed are copies of meeting minutes approved at the 10/26/04 board meeting:

September 28, 2004 - Regular Board Meeting

Thanks for your help in placing these minutes in your files.

Sincerely,



Sharon H. Fields
Executive Secretary

my documents\letters\PM_Mtg_Mins_Sep 28 04.doc

**MINUTES OF
DEVELOPMENTAL DISABILITIES RESOURCE BOARD
OF CLAY COUNTY**

September 28, 2004

The September meeting of the Developmental Disabilities Resource Board of Clay County was called to order at 7:05 p.m. at the executive office, 920 S. Kent, Liberty, Missouri by Glynda Jacobson, Chairman.

Present were: Gail Brown, Karla Duff-Mallams, Gerald Gorman, Norman Guettermann, Glynda Jacobson, Lorry Kelly, Mary Olshefski and Lon Waterman. Janey Taylor was excused from the meeting. Also present was Sharon Fields, Executive Secretary.

Guests present and signing in:

Barbara Griggs	Concerned Care
Nancy Miller	Immacolata Manor
Jerry Tindall	Vocational Services
Andrea Linville	TNC Community
Jill Bartlett	Northland Early Education Center
Jim Huffman	Concerned Care
Dani Wolfe	Triality

ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE: Agencies

Correspondence:

- Pathways Fall 2004 Newsletter
- CEADD Fall 2004 Schedule
- Greater Kansas City Foundation Summer 2004 Newsletter
- MCDD Legislative Open House 10/9/04

APPROVAL OF THE MINUTES

Gerald moved and Lorry seconded that the minutes of the Tuesday, August 31, 2004 Board Meeting be approved. The motion passed unanimously.

TREASURER'S REPORT

As of August 31, 2004 cash assets were \$1,783,325.45 in checking, \$1,201,500 in long-term investments and \$1,196,968.55 in short-term investments for a total in checking/savings of \$4,181,794. Total assets were \$6,296,575.14. Total liabilities and equity were \$6,296,575.14. Income for the month of August was \$56,608. Total expenses for the month of August were \$240,893. August expenses in excess of income were \$185,315. Year-to-date income was \$4,039,382. Year-to-date expenses were \$2,227,989. Total year-to-date income in excess of expenses was \$1,665,430.

Mary moved and Lon seconded that the Treasurer's Report be approved as read. The motion passed unanimously.

EXECUTIVE SECRETARY'S REPORT

The funding application deadline is Friday, October 1. Board members were asked to pick up their material on Tuesday, October 5 or later. The State Auditor's Certification Letter dated September 20 was distributed at the meeting. DDRB's levy of \$.1194 for 2004 was in compliance with Missouri laws. Note was made of some Clay County businesses that are appealing to have their property valuations lowered. If successful, the Board would receive fewer dollars on the levy. The Clay County Administrator requested that the DDRB budget be submitted by November 1. The Board provided a written response explaining our review process and stating that our budget would be finalized on November 30. Sharon will be attending the MACDDS Annual Conference on October 13-15.

COMMITTEE REPORTS:

Executive Committee

Lorry moved and Mary seconded that the minutes of the Tuesday, August 31, 2004 Executive Committee Meeting be approved. The motion passed unanimously.

Finance Committee

The Finance Committee met prior to the board meeting.

1. Review Board Policies: Payment of Invoices

One agency has been billing in advance of providing a service, but they have agreed to address this issue and get it resolved by the end of this calendar year. This means that they will follow the same billing procedure as all other agencies. No action is required; the Board has a policy in place, but the policy was not being followed in this one case.

The disbursement of funds for grants was also reviewed. Some grants are paid monthly, quarterly or on a one-time basis depending upon the item or service. The Finance Committee felt that each agency contract should specify the payment schedule. The Committee also recommended adding a statement to the Board's Funding Policy & Procedure Manual on Page 21, Paragraph #2, to clarify the Board's position that the contract for services will reflect payment schedule details.

Gerald moved and Glynda seconded that the board add the following sentence to Page 21, Paragraph #2 of the Funding Policy & Procedure Manual:

“The agency contract for services will reflect payment schedule details (monthly, quarterly, etc.)”

The motion passed unanimously.

2. DDRB Investment Strategy

Randy Boatman at UMB Bank recommended that the Board invest an additional \$1,200,000 in short-term U. S. Treasury Notes based on the current balance in the Board's checking account. These four \$300,000 individual notes would mature in February, March, April and May of 2005. The Board's current short-term investments will mature in October, November and December 2004. The DDRB cash flow was projected through the end of the calendar year showing that the Board could make the additional investment and have enough money in the checking account to cover expenses through the end of the year. The Finance Committee recommended authorizing Lorry to instruct Randy Boatman at UMB Bank to make the additional \$1.2 million in short-term investments per the UMB proposal.

Gerald moved and Norman seconded that the Board authorize Lorry to instruct Randy Boatman at UMB Bank to invest a total of \$1,200,000 in four individual \$300,000 U. S. Treasury Notes to mature in February, March, April and May 2005. Voting yes: Gail, Karla, Gerald, Norman, Glynda, Lorry, Mary and Lon. The motion passed.

3. Sound System for DDRB Conference Room

Board members voted last year to check into pricing for a sound system for the Board conference room because audience members cannot hear all of the discussions during the meetings. A bid of \$3,945 for a wireless system designed for the conference room was received from All Systems Designed Solutions on September 9. The Committee was asked to evaluate the need based on the current cost before pursuing other competitive bids.

Finance Committee members felt that because the expenditure was significant, other alternatives should be considered prior to purchasing the equipment. For example, an announcement could be made at the beginning of each meeting requesting audience members to ask Board Members to speak louder if they are not being heard. Or, the heating/cooling system could be turned off during the meeting. The Finance Committee recommended putting this on hold.

Lon moved and Norman seconded that the Board table the discussions on the conference room sound system for now. The motion passed unanimously.

4. CY05 Budget Application Process

The Finance Committee opened discussions on how the CY05 budget review process should be handled. In the past the Finance Committee has held agency hearings on two evenings giving each agency 30 minutes to make a presentation; the Finance Committee made budget recommendations on the second night. Several different alternatives were discussed.

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The Finance Committee recommended one evening, November 10 at 5:00 p.m. for the budget review. If any board members have questions for the agencies, they are to be submitted to the Board office on or before the October 26 regular board meeting. Agencies will be given until November 5 to make a written response to questions which will be forwarded to board members prior to the November 10 meeting.

The Board's operating budget will be reviewed at the October 26 board meeting.

Residential Services Committee

Norman visited the 8828 N. Main property. Everything looked well kept from the outside: the landscaping, lawn, deck, roof, siding and driveway. It was suggested that he make an appointment to view the inside.

Employment/Training Committee

No report.

Support Services / Transportation Committee

No report.

Long Range Planning Committee

No report.

Property Maintenance Committee

No report.

OLD BUSINESS:

None.

NEW BUSINESS:

Glynda read an excerpt from Vocational Services' article in the fall 2004 issue of Pathways:

“Today VSI employs 45 consumers over the age of 50 with 20% of those individuals living with their families. The overall average age of VSI consumers is 41 years old.”

She recalled her experience with VSI in 1972 when the average age was 27. It was remarkable if a person with Downs Syndrome lived to reach 40 years of age. If something happens to the parents of the 20% of VSI consumers living at home, the Board could be flooded with requests for assistance. Concerned Care also has aging consumers. The Board did a lot of research three years ago about the need to address the aging population. This should probably be put at the top of the Board's list of priorities.

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COMMUNICATIONS: Guests

- TNC replaced the top deck at the Claymont Group Home as part of their capital improvement plan. They will host a haunted house and dance at their office location on October 29.
- Northland Early Education's fundraiser on September 11 was a success; they had over 200 people in attendance and raised \$16,000.

As there were no further discussions, the meeting was adjourned at approximately 7:30 p.m.

Respectfully submitted,

Mary Olshefski
Secretary