

# DEVELOPMENTAL DISABILITIES RESOURCE BOARD

920 S. Kent St. - Suite "B" Liberty, MO 64068  
Phone: (816) 792-5255 Fax: (816) 792-1818

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July 5, 2005

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 6/28/2005 board meeting:

April 26, 2005 - Regular Board Meeting

Please note we did not meet during the month of May.

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

Sincerely,



Sharon H. Fields  
Director

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*Serving Clay County Citizens with Developmental Disabilities*

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

**April 26, 2005**

The April meeting of the Developmental Disabilities Resource Board of Clay County was called to order at approximately 7:00 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 Janey Taylor. Steve Elliott was excused from the meeting. Also present was Sharon Fields, Director.

Guests present and signing in:

Andrea Linville	TNC Community
Susanna Vogt	Immacolata Manor
Jill Bartlett	Northland Early Education Center
Randy Hylton	Vocational Services
Betsy Keleher	CEADD
Charles Wheeler	Kansas City Regional Center
Nancy Miller	Immacolata Manor
Barbara Griggs	Concerned Care
Wendy Witcig	Triality

**ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE: Agencies**

**Correspondence:**

- Northland Early Education: 3<sup>rd</sup> Annual Walk-a-Thon on 5/14/05
- Immacolata Manor: Letter to KCRC re: funding for awake staff at Cabana House
- TNC Community: Policy change on residential support staff and fund raising update
- Triality: Notice of administrative staff move to Pleasant Valley location, Spring 2005 Newsletter and CARF 3-year accreditation report

**APPROVAL OF THE MINUTES**

Gerald moved and Lorry seconded that the minutes of the Tuesday, March 29, 2005 Regular Board Meeting be approved. The motion passed unanimously.

**TREASURER'S REPORT**

As of March 31, cash assets were \$1,218,537.68 in checking, \$1,845,090.06 in long-term investments and \$3,073,854.43 in short-term investments for a total in checking/savings of \$6,137,482.17. Total assets were \$8,252,263.31. Total liabilities and equity were \$8,252,263.31. Income for the month of March was \$141,790.16. Total expenses for the month of March were \$253,352.47. March expenses in excess of income were \$120,442.31. Year-to-date income was \$4,023,794.75. Year-to-date expenses were \$640,828.53. Total year-to-date income in excess of expenses was \$3,369,886.22.

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

**EXECUTIVE SECRETARY'S REPORT**

Quarterly reports for the 1<sup>st</sup> quarter of 2005 were distributed at the meeting. Bruce Culley will meet at the DDRB office on Wednesday, April 27, to make changes to the balance sheet as approved at the March board meeting. The 2004 financial audit will be ready for approval at the June board meeting. Two vacancies have been filled at Sherwood House. One was funded entirely by KCRC; the second was predominately funded by KCRC with DDRB transferring some funds left over when an individual passed away. One individual receiving services funded by DDRB has been found not eligible for KCRC services. The last major list to check for eligibility is Concerned Care's recreation program.

**COMMITTEE REPORTS:**

**Executive Committee**

Lorry moved and Mary seconded that the minutes of the Tuesday, March 29, 2005 Executive Committee Minutes be approved. The motion passed unanimously.

**Finance Committee**

The Finance Committee did not meet prior to the board meeting.

**UMB Investment Proposal.**

UMB Bank proposed investing in three additional T-Notes in the amount of \$360,000 to mature on 1/9/2006, 5/15/2006 and 8/15/2006. These T-Notes would be deposited into the checking account upon maturity to cover monthly expenses.

Gerald moved and Lorry seconded that the Board authorize Lorry to instruct UMB Bank to invest a total of \$1,080,000 in three individual \$360,000 U. S. Treasury Notes to mature on 1/9/2006, 5/15/2006 and 8/15/2006.

Voting yes: Gail, Karla, Gerald, Norman, Glynda, Lorry, Mary and Janey.

The motion passed.

**Residential Services Committee**

No report.

**Employment/Training Committee**

No report.

**Support Services / Transportation Committee**

No report. The Committee will meet at 6:30 p.m. before the June board meeting.

**Long Range Planning Committee**

No report. Mary asked all Board members for suggestions on topics so that the Committee could schedule a meeting.

**Property Maintenance Committee**

Several board members met with Concerned Care on April 5 to review the results of the 1<sup>st</sup> quarter inspections done by Modern Age Remodeling. The purpose of the meeting was to review the inspection reports for each property, discuss the projects that needed to be done and decide who would be responsible for each item. Copies of the notes from the meeting were distributed to all board members, Modern Age Remodeling and Concerned Care.

Dan Smith of Modern Age Remodeling was present at the Board meeting to review the bids on projects to be completed at the 920 S. Kent location and group homes. He stated that the only excavation work would be at the 920 S. Kent building because there is no drainage. The other properties (Ridgeway, Flora and Northland) need yard grading or fill dirt to build up the ground and grass seed planted after the grading is completed.

Dan did not supply a bid for the drainage at 920 S. Kent. All adjoining properties have built up around the building. Some businesses have water draining onto the Board's property, and the Board's property is draining water onto others. The building needs a drain system out to the street, but Dan will have to work with the City of Liberty engineers to see what would be allowed.

The fence replacement and/or repairs at Sherwood House were discussed. It was decided that Dan would come back to the board with new cost estimates. He will look at ways to reduce the cost of the new fence: 4 feet tall vs. the current one at 6 feet and the possibility of enclosing a smaller area. He will also explore other materials such as PVC that is maintenance free.

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Mary moved and Lorry seconded that the Board approve the \$310 bid for siding repairs at Sherwood House.

Lorry moved and Gerald seconded that the Board approve the \$1,067 bid for exterior trim painting at Liberty House.

Lorry moved and Mary seconded that the Board approve the \$2,348 bid for exterior trim painting at Ridgeway House.

Gerald moved and Lorry seconded to amend the previous motion that the Board also approve the bid for \$380 for porch railing and \$760 for yard grading at Ridgeway House.

Lorry moved and Gerald seconded that the Board approve the bid for \$958 for front drainage at Flora House. If that does not work: the bid for \$2,382 for the sump pump. If that does not work: the bid for \$1,260 for the drain pipe.

Lorry moved and Gerald seconded that the Board approve the bid for \$1,662 for the grade work at Northland House.

Lorry moved and Mary seconded that the board approve the repairs at Suite "A" and Suite "B" at 920 S. Kent for a total of \$1,095.

Voting yes: Gail, Karla, Gerald, Norman, Glynda, Lorry, Mary and Janey.  
The motion passed.

Bids were included for window replacement at Liberty, Flora and Northland Houses and a basement door replacement at Liberty House. These items will be considered for CY2006 budget. The prices were for replacing the windows "as is". The Board could consider energy efficiency and making the windows safer especially in the bedrooms. Some windows will be grandfathered in as to the type of replacement because of the brickwork or existing siding. Dan's priority for replacement is:

**#1 Northland House**

New double-hung windows were installed in the front of the house. The remaining windows are poor quality metal sliders. Brickwork presents a problem in changing the type of window, but the Board could select more energy efficient, better operating windows.

**#2 Liberty House**

The windows are made by Anderson; some of the hardware is broken. The windows are decent quality, but some are breaking down. This could possibly be due to usage or the windows being left open all the time (the weight of the window causes them to breakdown).

**#3 Flora House**

**OLD BUSINESS:**

The May 31 board meeting is cancelled. If a short meeting is required, the date will be moved to Tuesday, May 24.

The DDRB organization will make a short presentation at the Clay County Commission Business Session on Monday, June 13, at 1:30 p.m.

**NEW BUSINESS:**

None.

**COMMUNICATIONS: Guests**

Triality is hosting a wine tasting event on May 3; their second annual "Faces of Hope" event will be held on May 12.

Concerned Care will hold a play fundraiser on May 11.

CEADD provided copies of the new year books.

VSI reported on their recent CARF survey, extended an invitation to their Community Awards night on May 19 and noted that they had a good newspaper article in the Liberty Dispatch.

TNC has completed work on their new driveway and sidewalk funded by the Board. Their new website is [TNCCommunity.com](http://TNCCommunity.com).

Immacolata's annual motorcycle ride will be held on June 26; it will begin and end at Harrah's, one of their main sponsors.

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Northland Early Education Center received a grant to resurface their parking lot; their annual walk-in-the-park will be held May 14.

As there were no further discussions, the meeting was adjourned at approximately 7:40 p.m.

Respectfully submitted,

Mary Olshefski  
Secretary