

DEVELOPMENTAL DISABILITIES RESOURCE BOARD

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September 1, 2005

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

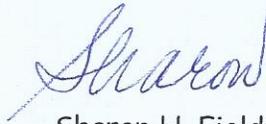
Dear Pam:

Enclosed are copies of meeting minutes approved at the 8/30/2005 board meeting:

June 28, 2005 - Regular Board Meeting
July 26 Meeting - Cancelled (No New Business)

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

Sincerely,



Sharon H. Fields
Director

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

June 28, 2005

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

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

Guests present and signing in:

Nancy Miller	Immacolata Manor
Randy Hylton	Vocational Services
Jerry Tindall	Vocational Services
Jill Bartlett	Northland Early Education Center
Dani Wolfe	Triality
Bobbi McDougale	Triality
Charles Wheeler	Kansas City Regional Center
Betsy Keleher	CEADD
Barbara Griggs	Concerned Care
Jim Huffman	Concerned Care

ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE: Agencies

Correspondence:

- Pathways Summer 2005 newsletter
- Jewish Vocational: Invitation to the 11th Annual Evening at the Theater on 7/24/05
- TNC Community: Annual Report for 7/1/2003 to 6/30/2004, Spring 2005 newsletter and letter from Claymont Homes Association complimenting them on the driveway/sidewalk improvements
- Immacolata Manor: Spring 2005 newsletter
- Northland Early Education Center: Spring 2005 newsletter

APPROVAL OF THE MINUTES

One correction was noted on Page 1. Approval of the minutes should read: Tuesday, March 29, 2005 not April 26 as written.

Gerald moved and Norman seconded that the minutes of the Tuesday, April 26, 2005 Regular Board Meeting be approved with one correction. The motion passed unanimously.

TREASURER'S REPORT

As of April 30, cash assets were \$1,143,884.93 in checking, \$1,845,090.06 in long-term investments and \$2,776,831.10 in short-term investments for a total in checking/savings of \$5,765,806.09. Total assets were \$7,880,587.23. Total liabilities and equity were \$7,880,587.23. Income for the month of April was \$83,741.38. Total expenses for the month of April were \$456,764.13. April expenses in excess of income were \$373,022.75. Year-to-date income was \$4,107,536.13. Year-to-date expenses were \$1,097,592.66. Total year-to-date income in excess of expenses was \$2,996,863.47.

As of May 31, cash assets were \$195,266.20 in checking, \$1,845,090.06 in long-term investments and \$3,547,044.22 in short-term investments for a total in checking/savings of \$5,587,400.48. Total assets were \$7,702,181.62. Total liabilities and equity were \$7,702,181.62. Income for the month of May was \$57,569.91. Total expenses for the month of May were \$233,535.19. May expenses in excess of income were \$180,270.28. Year-to-date income was \$4,165,106.04. Year-to-date expenses were \$1,331,127.85. Total year-to-date income in excess of expenses was \$2,816,593.19.

Mary moved and Steve seconded that the Treasurer's Reports for April and May be approved as read. The motion passed unanimously.

Changes to the April 2005 balance sheet were documented to reflect the Board's decision at the March 29, 2005 board meeting to create one fund balance instead of having several reserve accounts. Bruce Culley supervised the changes to the accounting system on 4/27/05.

Documentation was provided on the new securities purchased on May 2 per the Board's vote on April 26.

EXECUTIVE SECRETARY'S REPORT

Several large projects were completed since the last board meeting. One was the maintenance/repair history on all board-owned properties. The other was the review of the KCRC eligibility for services on the list of adults served under Concerned Care's recreation program. The list contained 271 names; 54 of these need to make contact with KCRC. There are two programs left to check: individuals under the age of 18 who participate in Concerned Care's recreation program and those under the Concerned Care ILAP grant. It was suggested that the finalized lists be checked again to see what progress is being made on getting the eligibilities completed.

COMMITTEE REPORTS:

Executive Committee

Meeting with Clay County Commission on 6/13/05

Glynda, Steve, Mary, Janey and Sharon attended the regular business session of the Clay County Commission on June 13. Handouts were provided covering information on the DDRB and the agencies funded by DDRB.

Proposal for Christmas Dinner

Glynda and Sharon proposed that the function be held at Stroud's Restaurant on Tuesday, December 6, beginning at 6:30 p.m. Details were included in the board meeting packets. The proposal was accepted.

Finance Committee

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

Concerned Care – 20% Match for MODOT Application

Concerned Care requested a letter of support and a 20% match for their MODOT Application for two vehicles not to exceed a total of \$13,600 for their group home program. The application must be submitted before 7/1/05. There are several precedents for this funding request.

Concerned Care was asked if they looked for funds before approaching the board. Barbara Griggs said that they had asked several organizations for a van, but they did not get any commitments.

If the vehicles are awarded, it will be next year before they take delivery. The Board will put the \$13,600 in the budget for next year.

Gerald moved and Mary seconded that the Board write a letter of support and guarantee a 20% match for Concerned Care's application to MODOT for two vehicles not to exceed a total of \$13,600. The motion passed unanimously.

Triality – 20% Match for MODOT Application

Triality requested a letter of support and a 20% match for their MODOT Application for one vehicle not to exceed a total of \$9,620 for their early childhood program. The application must be submitted before 7/1/05. There is no precedent for this funding.

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The proposed vehicle would be used for field trips and for transportation for several children to the Liberty Schools Early Childhood Special Education Program. Currently, the school has refused to transport because Triality is located outside their boundary. It was suggested that the parents of these children exhaust all other avenues and file a due process if necessary.

Mary moved and Gail seconded that the Board deny the 20% match for Triality's application to MODOT. Gerald opposed. The motion passed.

Residential Services Committee

No report.

Employment/Training Committee

No report.

Support Services / Transportation Committee

The Committee met at 6:30 p.m. immediately preceding the Board meeting to discuss proposed changes to the Supported Employment Transportation and Workshop/Day Program Transportation Policy Manuals. The Committee recommended that the proposed changes to the manuals be approved by the full board with one addition to page 4 of both manuals. A "catch all" phase was proposed as bullet #4 under Item #7 for Workshop/Day and Item #8 for Supported Employment: Call as soon as possible for any reason transportation services will not be used.

Lorry moved and Mary seconded that the Board approve recommended changes to the Supported Employment Transportation Policy Manual and the Workshop\Day Program Transportation Policy Manual with the one addition on page 4 of both manuals. The motion passed unanimously.

The summary of changes for both manuals is attached to the permanent file copy of these minutes.

Long Range Planning Committee

No report. Mary requested that a meeting be scheduled prior to the next Board meeting.

Property Maintenance Committee

Dan Smith of Modern Age Remodeling was present at the meeting to review 2nd quarter property inspection reports, provide a status report on the projects approved at the April 26 meeting (from 1st quarter inspection reports) and to review cost estimates on the work necessary for the new fence at Sherwood House.

2nd Quarter Inspection Reports

New items from the 2nd quarter property inspection reports are:

Northland House:

Driveway area next to street is dropping and breaking up. This is not an emergency; it could last another 3 or 4 years.

Sherwood House:

Section of concrete around the old pool has settled and is breaking up; could cause injury.

920 S. Kent Building:

Sill cock on the outside of the building. Dan is still checking on what it will take to replace it.

North Main Apartments:

Ceiling light in the back apartment kitchen. Concerned Care will repair.

Fence: Sherwood House

The Sherwood Estates Homes Association approved the fence replacement; a copy of their letter was distributed at the meeting.

Dan provided a cost estimate on two materials: PVC and wood. The work included removing the 254 feet of wood fence, removing brush and shrubs to permit installation of a shorter fence (approximately 200 feet) and grading and seeding the yard for better maintenance. Glynda suggested replacing the concrete area around the old pool while the fence was down. Dan did not prepare a formal estimate but stated that it would be approximately \$1,000. This would include removing the old concrete, replacing a section of concrete approximately 8 to 10 feet long and 5 feet wide.

The demo and removal of the old fence (\$762), the removal of shrubs between pool planter and fence (\$200) and grading/seeding (\$250) must be done regardless of the fence material. Fence materials suggested were white PVC, 48" tall (\$6,400), wood picket, 48" tall (\$5,200) or wood 6' privacy fence (\$6,950).

Lorry moved and Steve seconded that the Board approve the \$6,400 bid to replace the wooden fence at Sherwood House with 48" tall white PVC fencing and to repair the broken section of concrete walk next to the old pool up to a maximum not to exceed \$1,000. Voting yes: Gail, Steve, Gerald, Norman, Glynda, Lorry, Mary and Janey. The motion passed.

Lorry moved and Gail seconded that the Board approve \$762 to remove the existing wood privacy fence, \$200 to remove shrubs between the pool planter and fence and \$250 to grade and seed the area. Voting yes: Gail, Steve, Gerald, Norman, Glynda, Lorry, Mary and Janey. The motion passed.

The seeding will be done this fall when the weather is cooler.

Maintenance/Repair History on Board-Owned Properties

The information is current through the repairs approved on April 26. Accounting records dating back to 1990 were used to provide the data.

Update on 4/5/05 Meeting with Concerned Care: Property Repairs

All maintenance/repair items assigned to Concerned Care at the 4/5 meeting have been completed except stretching the carpet in the main area of Northland House. They have been told the carpet is too thin and will tear. Concerned Care is looking into replacing the carpet with funds assigned in their maintenance budget.

OLD BUSINESS:

None.

NEW BUSINESS:

Review/Approve 2004 Financial Audit

Bruce Culley reviewed the 2004 audit report. This is the Board's first audit report under the Governmental Accounting Standards Board, Statement No. 34 (GASB34).

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Bruce explained that DDRB complies with accounting principles generally accepted in the USA (GAAP) with the exception of using a modified cash basis of accounting to report tax receipts. Taxes are collected by Clay County through December 31 (taxes receivable). DDRB reports tax revenue in the year cash is received or after January 1. Because the Board reports property taxes on a cash basis, the taxes receivable and the offsetting entry to property tax revenue are not reported on the books. The Board records have always been maintained this way. Bruce does not have a problem with the modified cash basis, but he has to disclose the fact on page 3, paragraph 3, which refers to Note 1 for the full explanation.

The Management's Discussion and Analysis section beginning on page 5 provides an overview for a non-accountant to read and have an understanding of what transpired financially in the organization. The audit report has always provided information on funding to the various agencies. Since we feel that this information is desirable, it has been included in the report beginning on page 9 under the heading of Program Funding.

The Statement of Net Assets on page 16 shows all assets owned by the Board. The main information not shown in the past is the depreciation on capital assets. Page 26 shows that buildings are depreciated over 40 years, improvements other than buildings over 15 to 40 years and office furniture and equipment over 4 to 7 years. The life of the asset starts at the time of acquisition.

Pages 17 through 21 and pages 34 through 36 are required disclosures for government audit reports under GASB34. Pages 22 through 32 are notes to the financial statements; page 33 shows the notes to the budgetary comparison schedule.

The Management Letter includes year-end journal entries or adjustments that need to be made to the accounting records according to GASB34.

One suggestion for the Budgetary Comparison Schedule – General Fund shown on Page 33 was to elaborate on why the Board had \$440,562 left over in the 2004 budget. It could be noted that agencies did not spend all of the funds allocated to them under the purchase of service contracts and that the Board received more levy income than estimated in the budget.

Lorry moved and Gerald seconded that the Board approve the 2004 audit report as presented by Bruce Culley with one amendment to page 33. The motion passed unanimously.

Gerald moved and Lorry seconded that the Board approve the year-end journal entries as presented in Bruce Culley's Management Letter. The motion passed unanimously.

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Changes to Policy Manuals

Three Board policy manuals make reference to the Board's office staff as "Executive Secretary". The Board was asked to review the policies and make recommendations for changing the title as follows:

Funding Policy & Procedure Manual:

Substitute a generic term such as "board office personnel" or "Board staff". This manual is distributed with annual funding requests; it would be easier to keep it current using the generic term.

Bylaws and Employee Personnel Policies Manuals:

Substitute "Director" in the manuals because the policies are specific to board operations.

Gerald moved and Steve seconded that the proposed changes to the policy manuals be approved. The motion passed unanimously.

Cancel July Board Meeting

Glynda suggested that the July board meeting be cancelled since the Board will have a lot of work coming up on the budget. The meeting will be held if there is an emergency agenda item.

COMMUNICATIONS: Guests

VSI received their 3-year CARF accreditation; over 200 people attended their community awards night.

Over 450 bikes participated in Immacolata's 6th annual bike run that raised \$20,000. Nancy Miller is retiring effective October 1.

Donna Thompson, Assessment Supervisor at KCRC, is retiring after 30 years of service. Jerry Carpenter has been named the new Director.

Northland Early Education will have their CARF survey September 29 and 30.

Triality will have their NAEYC accreditation sometime between July 13 and August 2.

As there were no further discussions, the meeting was adjourned at approximately 8:15 p.m.

Respectfully submitted,

Mary Olshefski
Secretary