

# 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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January 26, 2010

Mrs. Sherri Chapman  
Office of Clay Co. Clerk  
One Courthouse Square - Adm. Bldg.  
Liberty, MO 64068

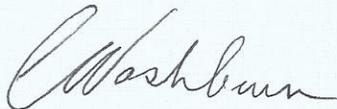
Dear Ms. Chapman:

Enclosed are copies of meeting minutes approved at the 01/25/11 board meeting:

November 30, 2010 Regular Board Meeting

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

Sincerely,



Charles Washburn  
Executive Director

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JAN 28 2011

CLAY COUNTY CLERK  
1:43pm J

*Serving Clay County Citizens with Developmental Disabilities*

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

**November 30, 2010**

The November meeting of the Developmental Disabilities Resource Board of Clay County was called to order at approximately 7:25 p.m. at the executive office, 920 S. Kent, Liberty, Missouri by Norm Guettermann, Vice-Chairman.

Present were: Gail Brown, Ryland Duchardt, Steve Elliott, Norm Guettermann, Mary Olshefski, Beverly Sue Ryan and Linda Weisbach. Karla Arnold and Lorry Kelly were excused. Also present was Charles Washburn, Executive Director.

Guests present and signing in:

Jill Bartlett	Northland Early Education Center
Dale Herrick	Immacolata Manor
Randy Hylton	Vocational Services
Barbara Griggs	Concerned Care
Betsy Keleher	CEADD
Wendy Witcig	Triality
Carol Connor	Triality
William Taylor	Future Board Member
James Landrum	TNC
Ann Johnson	TNC

**ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE**

**Correspondence:**

None

**APPROVAL OF THE MINUTES**

Steve moved and Ryland seconded that the minutes of the Tuesday, October 26, 2010 Regular Board Meeting be approved.  
The motion passed unanimously.

Steve moved and Mary seconded that the minutes of the Tuesday, October 26, 2010 Closed Board Meeting be approved.  
The motion passed unanimously.

Steve moved and Ryland seconded that the minutes of the Monday, November 8, 2010 Finance Committee Meeting be approved as amended.  
The motion passed unanimously.

**TREASURER'S REPORT**

Steve Elliott read the Treasurer's Reports for October 2010.

As of October 31, cash assets were \$1,425,487.17 in checking and \$5,406,883.31 in short-term investments for a total in checking/savings of \$6,832,370.48. Total assets were \$8,426,984.48. Total liabilities and equity were \$8,426,984.48. Income for the month of October was \$36,851.74. Budgeted expenses for the month of October were \$586,949.11. October expenses in excess of income were \$563,666.27. Year to date income is \$4,800,354.29 and year to date budgeted expenses are \$4,110,911.62. Year to date net income is \$625,264.88.

Gail moved and Linda seconded that the Treasurer's Reports for October be approved as read. The motion passed unanimously.

**EXECUTIVE DIRECTOR'S REPORT**

Mailed approved board mtg. minutes from 8/24/10 to T. Brandom; Mailed letter to Matthew Chestnut; Received Immacolata Manor Audit for year ended June 30, 2010; Received CCVI Audit for the year ended July 31, 2010; Attended VSI and Triality Thanksgiving lunches; Received notification of appointment of Amanda Gade to the position of KCRO Director effective December 1, 2010; Continued to work with KCRO to enroll several consumers in the Prevention Waiver; Received Draft proposal for Long Range Planning Committee; Continued to work with Agencies and Board members regarding CY2011 Funding Requests.

**COMMITTEE REPORTS**

**Executive Committee**

The Executive Committee did not meet.

**Long Range Planning Committee**

Beverly Sue reported the Long Range Planning Committee had not met. The Long Range Planning Committee had received a proposal from Lebedun Consulting Services, LLC and plans to hold a committee meeting in January 2011 to discuss further.

**Services Committee**

The Services Committee did not meet.

**Board Owned Property Committee**

The Board Owned Property Committee did not meet.

**Developmental Disabilities Resource**

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**Finance Committee**

**Review Financial Requests**

The Executive Director of NEEC sent DDRB a letter requesting line item transfers from Physical therapy \$3,179, Occupational therapy \$6,944, Speech and Language Pathology \$7,078, Special Instruction \$186 and training \$4,000 for a total of \$21,387 to Early Education due to the increase in children served.

Steve moved and Ryland seconded that NEEC be granted their request to transfer budgeted funds from Physical therapy (acct#5400:440) \$3,179, Occupational therapy (acct#5400:440) \$6,944, Speech and Language Pathology (acct#5400:440) \$7,078, Special Instruction (acct#5400:450) \$186 and training \$4,000 for a total of \$21,387 to Early Education (acct#5400:420) due to the increase in children served. Voting yes: Gail, Ryland, Steve, Norm, Mary, Beverly Sue and Linda. The motion passed.

The Executive Director of Concerned Care sent a letter to DDRB requesting line item transfers from Group Home \$5,500, Apts/ISL/CSP \$11,000, vehicle maintenance \$7,000 and group home maintenance \$25,000 for a total of \$48,500 to Recreation due to the under estimation of units (4900 estimated/6100 projected) to be provided in 2010 and the expansion of offerings.

Steve moved and Mary seconded Concerned Care be granted their request to transfer line items from Group Home (acct#5100:170) \$5,500, Apts/ISL/CSP (acct#5100:190) \$11,000, vehicle maintenance (acct#5100:103) \$7,000 and group home maintenance (acct#5100:102) \$25,000 for a total of \$48,500 to Recreation (acct#5700:710) due to the under estimation of units (4900 estimated/6100 projected) to be provided in 2010 and the expansion of offerings. Voting yes: Gail, Ryland, Steve, Norm, Mary, Beverly Sue and Linda. The motion passed.

The Executive Director of Triality sent a letter to DDRB requesting line item transfer from therapy to developmental preschool services for \$10,000 due to challenges in recruiting a physical therapist and more children qualifying for preschool services.

Steve moved and Mary seconded Triality be granted their request to transfer line item from Therapy (acct#5300:320) to developmental preschool services (acct#5300:315) for \$10,000. Voting yes: Gail, Ryland, Steve, Norm, Mary, Beverly Sue and Linda. The motion passed.

**Developmental Disabilities Resource**

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**Finance Committee -- Review & Approve CY2011 Budget**

At the November 30, 2010 Finance Committee the Finance Committee made the following recommendations:

**Concerned Care**

**Residential:**

Maintenance	\$210,000
Group Home Programs	267,960
Apts./ISL/ILAP Programs	413,556
Expansion from Hab Center	42,288
MODOT Vehicle Match	10,200
2% Provider rate reduction	76,287
Training	12,600
Recreation	282,000
Waiver Match	411,306
<b>2011 Request Total</b>	<b>\$1,726,197</b>

Concerned Care responded to board questions as requested. The Finance committee recommended Concerned Care be allowed a 5% increase over the CY2010 budget plus the 2% provider rate reduction reimbursement for a total of \$1,493,600 and report back to the Executive Director with revised line item detail.

Steve moved and Ryland seconded that the Board approve the recommendation of the Finance Committee that Concerned Care be allowed a 5% increase over the CY2010 budget plus the 2% provider rate reduction reimbursement for a total of \$1,493,600 and report back to the Executive Director with revised line item detail. Voting Yes: Gail, Ryland, Steve, Norm, Mary, Beverly Sue and Linda. The motion carried.

**Triality**

**Early Intervention**

Developmental Preschool	\$121,679
Therapy Programs	83,844
Community Living	19,350
MODOT match	32,000
2% provider rate reduction	24,924
Training	16,100
Waiver Match	198,004
<b>2011 Request Total:</b>	<b>\$ 495,901</b>

Triality responded to board questions as requested. The Finance committee recommended Concerned Care be allowed a 5% increase over the CY2010 budget plus the 2% provider rate reduction reimbursement and report back to the Executive Director with revised line item detail.

Steve moved and Beverly Sue seconded that the Board approve the recommendation of the Finance Committee that Concerned Care be allowed a 5% increase over the CY2010 budget plus the 2% provider rate reduction reimbursement for a total of \$430,025 and report back to the Executive Director with revised line item detail. Voting Yes: Gail, Ryland, Steve, Norm, Mary, Beverly Sue and Linda. The motion carried.

Finance Committee, continued

**Northland Early Education Center**

Care & Education	\$312,133	
Spec. Instruction	6,260	
Therapy	62,134	
Flooring	18,000	
Training	17,050	Includes CARF survey
<b>2011 Request Total:</b>	<b>\$415,577</b>	

The Finance committee recommended NEEC be granted funding as requested.

Steve moved and Ryland seconded that the Board approve the recommendation of the Finance Committee that NEEC be granted funding in the amount of \$415,577 as requested. Voting Yes: Gail, Ryland, Steve, Norm, Mary, Beverly Sue and Linda. The motion carried.

**Della Lamb Community Services**

**Workshop/Day Program**

12 Vans (Ambulatory/Wheelchair)	\$612,114	Add one van
<b>Supported Employment</b>	169,544	
Waiver match	40,000	
<b>2011 Request Total:</b>	<b>\$821,658</b>	

The Finance Committee recommended Della Lamb be granted \$612,114 for the Workshop/Day Program; \$132,417 for Supported Employment and \$40,000 for waiver match for a total of \$784,531.

Steve moved and Gail seconded that the Board approve the recommendation of the Finance Committee that Della Lamb be granted \$612,114 for the Workshop/Day Program; \$132,417 for Supported Employment and \$40,000 for waiver match for a total of \$784,531. Voting Yes: Gail, Ryland, Steve, Norm, Mary, Beverly Sue and Linda. The motion carried.

**CEADD**

**2011 Request Total: \$48,023**

The Finance committee recommended CEADD be granted funding as requested for a total of \$48,023.

Steve moved and Mary seconded that the Board approve the recommendation of the Finance Committee that CEADD be granted funding in the amount of \$48,023 as requested. Voting Yes: Gail, Ryland, Steve, Norm, Mary, Beverly Sue and Linda. The motion carried.

**Immacolata Manor**

**Residential**

Health Care Program	\$98,720
2% provider rate reduction	45,459
Training	15,230
Waiver Match Residential	156,910
Waiver Match Day Hab	87,287

**2011 Request Total: \$403,606**

The Finance committee recommended Immacolata Manor be allowed a 5% increase over the CY2010 budget plus the 2% provider rate reduction reimbursement for a total of \$377,015 and report back to the Executive Director with revised line item detail.

Steve moved and Mary seconded that the Board approve the recommendation of the Finance Committee that Immacolata Manor be allowed a 5% increase over the CY2010 budget plus the 2% provider rate reduction reimbursement for a total of \$377,015 and report back to the Executive Director with revised line item detail. Voting Yes: Gail, Ryland, Steve, Norm, Mary, Beverly Sue and Linda. The motion carried.

**Jewish Vocational Service**

Workshop Services

**2011 Request Total: \$9,945**

The Finance committee recommended JVS be granted funding as requested for a total of \$9,945.

Steve moved and Gail seconded that the Board approve the recommendation of the Finance Committee that JVS be granted funding in the amount of \$9,945 as requested. Voting Yes: Gail, Ryland, Steve, Norm, Mary, Beverly Sue and Linda. The motion carried.

**Children's Center for the Visually Impaired (CCVI)**

Therapy \$137,045

**2011 Request Total: \$137,045**

The Finance committee recommended CCVI be granted funding as requested for 40 children rather than 50 for a total of \$109,636.

Steve moved and Mary seconded that the Board approve the recommendation of the Finance Committee that CCVI be granted funding as requested for 40 children rather than 50 for a total of \$109,636. Voting Yes: Gail, Ryland, Steve, Norm, Mary, Beverly Sue and Linda. The motion carried.

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**Finance Committee, continued**

**TNC Community**

**Residential**

Salaries	\$59,187
Medical Supplies	16,363
2% provider rate reduction	14,088
Audit	1,846
Training	<u>1,909</u>
<b>2011 Request Total:</b>	<b>\$ 93,393</b>

TNC Community responded to Board questions. The Finance committee recommended TNC be allowed a 5% increase over the CY2010 budget plus the 2% provider rate reduction reimbursement for a total of \$82,144 and report back to the Executive Director with revised line item detail.

Steve moved and Linda seconded that the Board approve the recommendation of the Finance Committee that TNC be allowed a 5% increase over the CY2010 budget plus the 2% provider rate reduction reimbursement for a total of \$82,142 and report back to the Executive Director with revised line item detail. Voting Yes: Gail, Ryland, Steve, Norm, Mary, Beverly Sue and Linda. The motion carried.

**Alphapointe**

Workshop Services

**2011 Request Total: \$39,140**

The Finance committee recommended Alphapointe be granted funding as requested for 4 people rather than 5 for a total of \$31,312.

Steve moved and Mary seconded that the Board approve the recommendation of the Finance Committee that CCVI be granted funding as requested for 4 people rather than 5 for a total of \$31,312. Voting Yes: Gail, Ryland, Steve, Norm, Mary, Beverly Sue and Linda. The motion carried.

**Rehabilitation Institute of Kansas City**

Rehabilitation Institute of Kansas City is requesting funding for up to five Clay County residents that are no longer able to work for other workshops in the area.

Workshop Services

**2011 Request Total: \$21,173**

The Finance committee recommended Rehabilitation Institute of Kansas City be granted funding as requested for 2 people rather than 5 for a total of \$8,469.

Steve moved and Linda seconded that the Board approve the recommendation of the Finance Committee that Rehab Institute of KC be granted funding as requested for 2 people rather than 5 for a total of \$8,469. Voting Yes: Gail, Ryland, Steve, Norm, Mary, Beverly Sue and Linda. The motion carried.

Vocational Services

Work Services - Workshop	\$ 920,430
- Rehab	195,435
Work & Personal Services	499,614
Supported Employment	36,740
DESE Shortfall	97,584
Training	10,157
Waiver Match	<u>9,391</u>
<b>2011 Request Total:</b>	<b>\$1,769,351</b>

Vocational Services responded to board questions. The Finance committee recommended VSI be allowed a 5% increase over the CY2010 budget for a total of \$1,568,137 plus waiver match of \$9,391 and report back to the Executive Director with revised line item detail.

After extended conversation Ryland motioned and Gail seconded that Vocational Services be asked in writing to provide Profit and Loss Statements for products and services sold and funding be withheld until received and approved. The motion carried.

Gail moved and Beverly Sue seconded that the DDRB Chairman of the Board request Profit and Loss Statements for products and services sold from the respective Chairman of the Boards of Alphapointe, Jewish Vocational Services, Rehabilitation Institute of Kansas City and Vocational Services. The motion carried.

Steve moved and Norm seconded that the two motions above be rescinded and that the Board approve the recommendation of the Finance Committee that VSI be allowed a 5% increase over the CY2010 budget for a total of \$1,568,137 and report back to the Executive Director with revised line item detail. Voting Yes: Gail, Ryland, Steve, Norm, Mary, Beverly Sue and Linda. The motion carried.

Gail moved and Ryland seconded that the DDRB Chairman of the Board request Profit and Loss Statements for products and services sold from the respective Chairman of the Boards of Alphapointe, Jewish Vocational Services, Rehabilitation Institute of Kansas City and Vocational Services. The motion failed.

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Finance Committee, continued

**DDRB Proposed Budget for CY11**

Property Expenses	\$ 76,000
Payroll	74,593
Administrative Expenses	<u>60,800</u>
	211,393
DMH/KCRC Match	<u>942,898</u>
<b>2011 Request Total:</b>	<b>\$ 1,154,291</b>

The Property and administrative expenses were approved at the October 26, 2010 Board Meeting and the Payroll was approved at the October 26, 2010 Closed Board Meeting.

The Executive Director was asked to provide an amount that would be required to present a balanced budget for CY2011 and told that amount would be \$655,588.

Steve moved and Norm seconded that the Board transfer \$655,588 from prior years' earnings to CY2011 in order to present a balanced budget.  
Voting Yes: Gail, Ryland, Steve, Norm, Mary, Beverly Sue and Linda.  
The motion carried.

**OLD BUSINESS:**

The Board was reminded on the holiday dinner at Stroud's at 7:00pm December 13, 2010.

**NEW BUSINESS:**

As there were no further discussions, the meeting was adjourned at approximately 8:30 p.m.

Respectfully submitted,

Charles Washburn, Executive Director