

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

April 24, 2012

The April meeting of the Developmental Disabilities Resource Board of Clay County was called to order at approximately 6:30 p.m. at the executive office, 920 S. Kent, Liberty, Missouri by Lorry Kelly, Chairman.

Present were: Karla Arnold, Norm Guettermann, Lorry Kelly, Mary Olshefski, Gary Steinman, William Taylor and Linda Thomas. Linda Weisbach and Steve Elliott were excused. Also present was Charles Washburn, Executive Director.

Guests present and signing in:

Wendy Witcig	Triality	Linda Holland	CHS
Barbara Griggs	Concerned Care	Tom Cranshaw	Triality
Randy Hylton	VSI	Jill Bartlett	NEEC
Jim Huffman	Concerned Care	Dale Herrick	IM

ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE

Correspondence:

- Concerned Care May/June 2012 Recreation Newsletter

APPROVAL OF THE MINUTES

Norm moved and Bill seconded that the minutes as amended of the Tuesday, March 27, 2012 Regular Board Meeting be approved.
The motion passed unanimously.

TREASURER'S REPORT

Charles Washburn read the Treasurer's Reports for March 2012.

As of March 31, TCM cash assets were \$67,308.12 in checking. Total assets and Liabilities & Equity were \$67,308.12. Total expenses year to date are \$32,691.88.

As of March 31 DDRB had \$2,820,038 in checking, \$67,308.12 in TCM checking and \$6,009,532.09 in short-term investments for a total in checking/savings of \$8,896,878.21. Total assets were \$10,551,493.26. Total liabilities and equity were \$10,551,493.26. Income for the month of March was \$195,964.83. Budgeted expenses for the month of March were \$353,082.20. March net income was -\$178,173.40. Year to date income was \$3,991,435.78. Year to date budgeted expenses were \$1,079,360.69. Net income year to date was \$2,872,061.34.

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

EXECUTIVE DIRECTOR'S REPORT

Mailed approved board mtg. minutes from 2/28/2012 to Clay County Clerk; Confirmed insurance settlement for NH roof; Installed CASP office furniture for Phase I; Attended MACDDS meeting and mid-year training in Columbia; Attended Liberty Sertoma club Celebration of 30 years service for persons with developmental disabilities for Dale Herrick; Participated in 2nd qtr group home inspections; Facilitated a couple of planning meetings with architect, general contractor and CHS for Phase II renovation of 920 Kent facility; Attended MOAAIDD conference in Independence; Worked with Long Range Planning Committee and County Administrator to establish web site www.claycomo.gov/ddrb; Sent invitation to Les Wagner (new MACDDS Executive Director) to attend June or July Board meeting; Met with Triality and Center for Human Services regarding transportation after the relocation.

COMMITTEE REPORTS

Executive Committee-The Executive Committee did not meet prior to the Board meeting. The committee will meet at 5:30 June 26, 2012.

Finance Committee—

The Finance Committee met with Bruce Culley, CPA who presented a draft of the 2011 Financial Audit. The finance committee recommended to the full Board the 2011 Financial Audit be approved as amended striking Beverly Sue Ryan and Gail Brown from the Board membership, adding William Taylor to the Board membership and modifying length of certificates owned from 1-2 to 1-3 years.

Bill motioned and Norm seconded the 2011 financial audit be accepted as amended striking Beverly Sue Ryan and Gail Brown from the Board membership, adding William Taylor to the Board membership and modifying length of certificates owned from 1-2 to 1-3 years. Voting yes: Karla, Norm Lorry, Mary, Gary, Bill, Linda T and Linda W.

Financial Requests—

Vocational Services sent an email suggesting the probability of a 21 day DESE shortfall. The Finance Director of VSI estimates the shortfall to be between \$60,000 and \$65,000. The Finance committee recommended to the Board DESE shortfall up to \$65,000 be paid to VSI upon documentation.

Bill motioned and Karla seconded DESE shortfall up to \$65,000 be paid to VSI upon documentation. Voting yes: Karla, Norm, Lorry, Mary, Gary, Bill and Linda T.

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Financial Requests—continued

MODOT match is made only upon delivery of vehicles requested.

Concerned Care requested 20% match for 2 MODOT vans not to exceed \$15,500 for the two vans. The finance committee recommended the Board send a letter of support for Concerned Care for 20% match for 2 MODOT vans not to exceed \$15,000.

Bill moved and Linda T seconded the Board send a letter of support for Concerned Care for 20% match for 2 MODOT vans not to exceed \$15,000.
Voting yes: Karla, Norm, Lorry, Mary, Gary, Bill and Linda T.

Triality requested 20% match for 2 MODOT vans not to exceed \$15,000 for the two vans. The finance committee recommended the Board send a letter of support for Triality for 20% match for 2 MODOT vans not to exceed \$15,000.

Bill moved and Mary seconded the Board send a letter of support for Triality for 20% match for 2 MODOT vans not to exceed \$15,000.
Voting yes: Karla, Norm, Lorry, Mary, Gary, Bill and Linda T.

Services Committee—The Services Committee did not meet prior to Board meeting. The committee will meet at 6:00 June 26, 2012.

Long Range Planning Committee—The Long Range Planning Committee has been working on the DDRB web site with the IT department of Clay County. The new web site is www.claycountymo.gov/ddrb.

**Board Owned Property Committee—
2nd Quarter 2012 Property Inspection Report**

Hampton House

The property needs no work at this time.

Liberty House

The property needs no work at this time.

Ridgeway House

The property needs no work at this time.

Sherwood House

12201 During a storm a piece of aluminum soffit blew off the front of the garage \$150

12202 The office stairs have a mismatched carpet on them. We should have enough carpet left over from other projects to cover them. The only thing we need to pay for is labor. \$75.

Northland House

12203 The faucet in the basement bath has gone bad and should be replaced. \$235

12204 The pop up drain in the upstairs bath has gone missing. It should be replaced with a perforated drain. \$85

We are getting bids to replace 2 sides of the roof and repair the rafters.

2nd Quarter 2012 Property Inspection Report, continued

Flora House

12205 The threshold in the roll in shower has come loose and needs replaced. \$125

South Kent Office

12206 The faucet in the break room of the new office area has a constant drip. Either the cartridge or the faucet should be replaced. \$225

12207 The light on the North side of the building has come loose and needs reattached. \$25

12208 The shed and the swing on the outside of the building belong to Triality. If they elect not to take them, we will have to remove them. Then behind the shed there are two concrete panels that will need to be caulked. \$165-\$385

12209 The houses and Kent building are due for their twice a year dryer vent cleaning. 11 vents \$985

The Board Owned Property Committee recommended to the Board that Kuhlman Construction LLC take care of 12201, 12202, 12203, 12204, 12207 and 12209; Concerned Care will take care of 12205; 12206 will not be done; 12208 will be tabled until after Triality moves; additional bids will be obtained by Kuhlman Construction to replace Northland House roof.

Norm moved and Karla seconded that Kuhlman Construction LLC take care of 12201, 12202, 12203, 12204, 12207 and 12209; Concerned Care will take care of 12205; 12206 will not be done; 12208 will be tabled until after Triality moves; additional bids will be obtained by Kuhlman Construction to replace Northland House roof for a cost not to exceed \$1,555. Voting yes: Karla, Norm, Lorry, Mary, Gary, Bill and Linda T.

TCM Report

Linda Holland gave a comprehensive report on the transition of Targeted Case Management from KCRO to CHS. Currently 291 consumers are being served. DDRB now has a Medicaid billing number and will be billing this week. Satisfaction surveys indicate Clay county residents are very pleased with the transition.

OLD BUSINESS:

Triality Request

Triality Executive Director and Board Chairman requested an additional \$250,000 for the transition to 1508 NW Vivian Rd., Kansas City, Missouri in addition to the \$91,125 for rental supplement and \$30,000 to assist in the move previously approved. During the meeting Wendy Witcig presented a revised request for \$212,155 additional funding for tenant improvement with a rate of 7% rather than 8% funding offered by the new landlord/contractor to fund the TI costs. Several Board members asked questions regarding the assumption of Triality that DDRB was somehow responsible for the move of administrative personnel from the Pleasant Valley location to the new Day Hab program facility at 1508 NW Vivian Rd, Kansas City, MO. Additional questions were raised as to the lack of fund raising activities during the past five months.

OLD BUSINESS:

Triality request, continued

Wendy Witcig explained Triality has doubled the number of employees in the past year primarily due to community living arrangements and support staff. Wendy attempted to explain the worksheet attached. Wendy explained the square foot of the new facility is approximately 40 % larger and will also house administrative staff. Early childhood staff will move into the space vacated by administrative staff. DDRB is not permitted to loan funds by statute. Wendy stated the new landlord is a builder/contractor and is building the tenant improvements as cost.

Discussion followed regarding DDRB equipment that could be moved to the new location. Specifically discussed were hall rails, range, refrigerator and some plumbing fixtures. Wendy volunteered to provide cost associated with the move of the Day Hab program separate from the cost associated with the administrative staff move. DDRB requested Wendy provide Triality plan for fundraising the money for their expansion.

Norm moved and Karla seconded the Board would fund as previously committed \$91,125 to assist with additional rental expense of Triality and \$30,000 moving expense incurred by Triality when requested and documented; Triality Executive Director was asked to prepare additional documentation regarding Triality request for additional \$212,155 and provide Triality's plan for fundraising the money for their expansion. If warranted a conference call may be held to discuss this additional documentation. Voting yes: Karla, Norm, Lorry, Mary, Gary, Bill and Linda T.

Phase II—

The Executive Director reported he, Bill and Norm had met with the Architect, General Contractor and Linda Holland to review floor plans and color schemes. Both were shown to those in attendance. The General Contractor has been instructed to proceed with cost estimates. The general contractor will present to the 920 Kent renovation committee and if warranted a conference call may be held to discuss/approve the moving ahead with Phase II.

NEW BUSINESS:

Mary moved and Karla seconded that the May meeting be cancelled.
The motion passed.

COMMUNICATIONS: Guests

Concerned Care-Thanked DDRB for letter of support for MODOT application

As there were no further discussions, the meeting be adjourned at approximately 7:50 p.m.

Respectfully submitted,


Charles Washburn
Executive Director