

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

June 26, 2012

The June 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, Steve Elliott, Norm Guettermann, Lorry Kelly, Mary Olshefski, Gary Steinman, William Taylor, Linda Thomas and Linda Weisbach. Also present was Charles Washburn, Executive Director.

Guests present and signing in:

Wendy Witcig	Triality	Linda Holland	CHS
Barbara Griggs	Concerned Care	Ann Graff	CHS
Laurie Brewer	Della Lamb	Jill Bartlett	NEEC
Betsy Kelerher	CEADD	Dale Herrick	IM

ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE

Correspondence:

- Concerned Care July/August 2012 Recreation Newsletter
- Concerned employee named Director Professional of the Yr in Mo
- CEADD Summer Courses
- Sheltered workshops in jeopardy article in Liberty Tribune
- NEEC 2011 Annual Report
- Immacolata Manor Spring 2012 Newsletter

APPROVAL OF THE MINUTES

Bill moved and Karla seconded that the minutes of the Tuesday, April 24, 2012 Board Owned Property Committee Meeting be approved. The motion passed unanimously.

Mary moved and Norm seconded that the minutes as amended of the Tuesday, April 24, 2012 Finance Committee Meeting be approved. The motion passed unanimously.

Gary moved and Karla seconded that the minutes as amended of the Tuesday, April 24, 2012 Regular Board Meeting be approved. The motion passed unanimously.

Norm moved and Karla seconded that the minutes as amended of the Tuesday, May 17, 2012 Teleconference Call Meeting be approved. The motion passed unanimously.

TREASURER'S REPORT

Steve Elliott read the Treasurer's Reports for April & May 2012.

As of April 30, TCM cash assets were \$59,300.98 in checking. Total assets and Liabilities & Equity were \$59,300.98. Total expenses year to date are \$40,699.02.

As of April 30 DDRB had \$2,320,827.88 in checking, \$60,275.31 in TCM checking and \$6,010,042.66 in short-term investments for a total in checking/savings of \$8,391,145.85. Total assets were \$9,993,929.47. Total liabilities and equity were \$9,993,929.47. Income for the month of April was \$73,551.88. Budgeted expenses for the month of April were \$570,692.84. April net income was -\$504,173.77. Year to date income was \$4,064,987.66. Year to date budgeted expenses were \$1,650,053.53. Net income year to date was \$2,367,887.57.

As of May 31, TCM cash assets were \$49,061.93 in checking. Total assets and Liabilities & Equity were \$49,061.93. Total income year to date is \$137,051.25. Total expenses year to date are \$187,989.32. Year to date net income is -\$50,938.07.

As of May 31 DDRB had \$1,859,206.47 in checking, \$49,061.93 in TCM checking and \$6,013,149.22 in short-term investments for a total in checking/savings of \$7,921,417.62. Total assets were \$9,578,585.24. Total liabilities and equity were \$9,578,585.24. Income for the month of May was \$200,146.33. Budgeted expenses for the month of May were \$537,272.05. May net income was -\$419,394.53. Year to date income was \$4,265,133.99. Year to date budgeted expenses were \$2,187,325.58. Net income year to date was \$1,948,493.04.

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

EXECUTIVE DIRECTOR'S REPORT

Mailed approved board mtg. minutes from 3/28/2012 to Clay County Clerk; Received Rehab Institute December 31, 2011 audit; Confirmed Les Wagner will attend July 31 Board meeting; Attended MACDDS meeting in Columbia; Met with Steve Julo, Tom Proebstle, Angie Killion and Linda Holland to plan Phase II; Met with Steve Elliott, Bill Taylor, Karla Arnold, Wendy Witcig and Tom Cranshaw regarding additional funding request for pending relocation of Triality; Met with Angie Killion, Tom Proebstle and Linda Holland to discuss office furnishings for Phase II; Received CARF Survey Report for NEEC three year accreditation; Met with insurance broker to review renovation of 920 S Kent St facility; Participated in TNC CARF survey; Arranged for DDRB to meet at VSI July-October due to 920 Kent renovation; Met with insurance broker in anticipation of August 15 insurance renewal; Met with CHS CEO & CFO to discuss extension of TCM contract.

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EXECUTIVE DIRECTOR'S REPORT, continued

Received copy of letter from Jefferson County to Les Wagner outlining issues to be discussed; I have received similar request from Les Wagner to provide a list of topics to be discussed; MARF Association Membership Application received along with meeting schedule and dues structure. Dale has suggested DDRB pay the minimum dues of \$300 per year due to the fact we have less than six months experience with TCM. This membership would be in lieu of MACDDS membership; Received first quarter financial reports and first quarter goal reports.

COMMITTEE REPORTS

Executive Committee-The Executive Committee met prior to the meeting, received December 31, 2011 Financial Audit from Bruce Cully, CPA and reviewed the Bylaws, Record Retention Policy Manual, Employee Policy Manual and Funding Policy Manual.

The Executive committee deferred to the Finance Committee that recommended the Board approve the December 31, 2011 Financial Audit as presented by Bruce Cully, CPA.

Steve moved and Norm seconded the Board approve the December 31, 2011 Financial Audit as presented by Bruce Cully, CPA. The motion passed unanimously.

Review of Bylaws

The Executive committee reviewed the Bylaws and recommended the following changes to the Full Board:

- Page 2 paragraph I. Meetings strike the phrase “at its first meeting at the start of the fiscal year”
- Page 3 paragraph II. Members change 1. “Failure to attend “five” to “three” Consecutive meetings without good cause.
- Page 4 paragraph 5 change “a member” to “chairman”.
- Page 4 paragraph 8 change “They may be re-elected for an unlimited number of terms.” To “They may be elected for a maximum of three consecutive one year terms and may be re-elected providing the member has taken at least a one year hiatus from that particular office.”
- Page 4 IV. Election of Officers paragraph two change “The officers of the Board shall be elected at the second Board meeting following appointment of new members.” to “The officers of the Board shall be elected at the second Board meeting of the calendar year.”
- Page 5 V. Removal from office first paragraph change “from” to “for”.
- Page 5 VI. Committees paragraph five change “The Standing Committees shall meet no less than three times per year.” to “The Standing Committee shall meet at least once per year.”

Review of Bylaws, continued

- Page 5 VI. Committees paragraph five change “Notices of Committee meetings will be sent to all Board members whenever possible.” to “Notices of Committee meetings will be sent to all Board members.”
- Page 6 VI. Committees, the Long Range Planning Committee first sentence add “at least” between the words “of” and “four”.
- Page 6 VI. Committees, the DDRB owned Property Maintenance Committee, delete the second sentence and replace with “Prior to August 1 each year the committee shall review the Lease of Board Owned Property Manual.”
- Page 7 paragraph three first sentence change “act of behalf” to “act on behalf”
- Page 10 X. Fiscal Control paragraph delete “providing reasonable rate of return,”
- Fiscal control-Lorry

The Executive Director was instructed by the Board to modify the Bylaws as recommended by the Executive Committee and present the same to the Board at the July 31, 2012 meeting. If there are no further modifications, the bylaw changes will be voted on by the Board at the August 2012 Board meeting.

Review of Personnel Policy

The Executive Committee recommended the following changes to the Personnel Policy Manual:

- Page 3 Change “Liberty Public Schools” to “Clay County Government Offices”. Strike the second sentence.
- Page 3 9.1 Change “Easter” to “Good Friday”

Steve moved and Karla seconded the Board approve the above recommended changes by the Executive Committee. The motion passed unanimously.

Review Funding Policy

Per the Bylaws this is referred to the Finance Committee to review in July 2012.

Review Record Retention Policy

This was referred to the Executive Director to review and make a proposal at the July Board Meeting.

Finance Committee—The Finance Committee did not meet prior to the Board meeting.

Services Committee—Met prior to the Board meeting
The Services Committee reviewed the Workshop/Day Hab and Supported Employment Transportation Manuals and made the following recommendations:

Review of Workshop/Day Hab Transportation Policy Manual

- Page 1 change “Triality and Immacolata Day Programs”: to “Approved Developmental Disability Day Programs”
- Page 4 number 4. Change “Center” to Office”
- Substitute new Page 12 for existing Page 12 (see attached)

Review of Supported Employment Transportation Policy Manual

- Page 4 number 4. Change “Center” to Office”
- Substitute new Page 12 for existing Page 12 (see attached)

Mary moved and Bill seconded the Board approve the above recommendations of the Services Committee. The motion passed unanimously.

Long Range Planning Committee—The Long Range Planning Committee did not meet prior to the Board meeting

TCM Report

Linda Holland gave a comprehensive report on the transition of Targeted Case Management from KCRO to CHS. Debby Sanders presented a financial report on the first five months of TCM services and a budget for the next fiscal year starting July1, 2012.

Board Owned Property Report

The committee did not meet prior to the Board meeting. The third quarter group home inspection is scheduled for July 11, 2012 starting at Ridgway House at 9:00 am. Bids have been received for the replacement of the roof at Northland House. After discussion it was decided the committee will review with Jason Kuhlman before proceeding. Most previously approved projects have been completed. The Liberty House bathroom is currently scheduled for the third week in July.

920 Kent St Renovation

The Executive Director reported it appears Triality Day programs will be moved to the new location on schedule. The committee is meeting with the general contractor and architect June 27 to discuss implementation of Phase II of the renovation.

OLD BUSINESS:

None

NEW BUSINESS:

None

COMMUNICATIONS: Guests

Concerned Care-Announced gold tournament July 31.
Immacolata Manor-Reported successful Janey's Ride fund raiser.
NEEC-Reported successful Pioneer Walk/Run fund raiser.

As there were no further discussions, the meeting be adjourned at approximately 7:35 p.m.

Respectfully submitted,

Charles Washburn
Executive Director