

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

July 31, 2012

The July meeting of the Developmental Disabilities Resource Board of Clay County was called to order at approximately 6:40 p.m. at the executive office, 920 S. Kent, Liberty, Missouri by Lorry Kelly, Chairman.

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

Guests present and signing in:

Randy Hylton	VSI	Linda Holland	CHS
Barbara Griggs	Concerned Care	Ann Graff	CHS
Sharon Bryant	Alphapointe	Jill Bartlett	NEEC
Betsy Kelerher	CEADD	Dale Herrick	IM
Bill Hall	Concerned Care	Jim Huffman	CCI
Joan Ibale	TNC	Anne Opana	TNC

ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE

Correspondence:

Triality Newsletter

APPROVAL OF THE MINUTES

Norm moved and Karla seconded that the minutes of the Tuesday, June 26, 2012 Executive Committee Meeting be approved.
The motion passed unanimously.

Norm moved and Bill seconded that the minutes as amended of the Tuesday, June 26, 2012 Services Committee Meeting be approved.
The motion passed unanimously.

Karla moved and Linda W seconded that the minutes as amended of the Tuesday, June 26, 2012 Regular Board Meeting be approved.
The motion passed unanimously.

TREASURER'S REPORT

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

As of June 30, TCM cash assets were \$52,487.57 in checking. Total assets and Liabilities & Equity were \$52,487.67. Total income year to date is \$205,476.25. Total expenses year to date are \$252,988.58. Year to date net income is -\$47,512.33.

As of June 30 DDRB had \$1,554,991.37 in checking, \$52,487.67 in TCM checking and \$6,020,476.83 in short-term investments for a total in checking/savings of \$7,627,955.87. Total assets were \$9,285,123.49. Total liabilities and equity were \$9,285,123.49. Income for the month of June was \$135,319.62. Budgeted expenses for the month of June were \$496,372.77. June net income was -\$294,771.90. Year to date income was \$4,400,453.61. Year to date budgeted expenses were \$2,683,698.35. Net income year to date was \$1,653,721.14.

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

EXECUTIVE DIRECTOR'S REPORT

Mailed approved board mtg. minutes from 4/24/2012 to Clay County Clerk; Hand carried December 31, 2011 audited financial statements to county commissioners and county auditor; Followed-up to insure Triality was relocated at 1508 NW Vivian Rd., KCMO; Attended two MACDDS meetings; Met with general contractor and sub-contractors to plan and implement demo of Phase II of the renovation 920 Kent facility; Reviewed DDRB Records Retention Policy Manual and conferred with Board chairman and decided the By-laws would be amended to state "DDRB shall retain records in accordance with the Secretary of State's records retention schedule; Revised Supported Employment Transportation Policy Manual, Workshop/Day Program Transportation Policy Manual and DDRB Employee Policy Manual in accordance with instruction provided by the Board at June 26, 2012 meeting; Prepared Bylaws markup for July 31, 2012 DDRB meeting in accordance with discussion at June 26, 2012 Board meeting; Participated in SB 40 Directors meeting with KCRO Director and Assistant Director; Reported replacement of one AC unit at a cost of \$7,650; Reported that TCM and Partnership for Hope Waiver contracts have been approved by MACDDS membership and Division of Developmental Disabilities.

COMMITTEE REPORTS

Executive Committee-The Executive Committee did not meet prior to the meeting.

Review of Bylaws

The Executive Director revised the Bylaws as recommended by the Executive Committee at the June 26, 2012 Board meeting. After review a few minor modifications were recommended. The Executive Director will make those changes and present to the Board for approval at the August meeting.

Finance Committee—The Finance Committee met prior to the Board meeting. Les Wagner MACDDS Executive Director presented a power point report on MACDDS and his role as Executive Director going forward. The committee recommended the Board pay MACDDS dues of \$5,625 for the remainder of 2012.

Bill moved and Norm seconded the Board pay MACDDS dues of \$5,625 for the remainder of 2012. Voting yes: Karla, Norm, Lorry, Gary, Bill and Linda W.

Finance Request- The committee recommended to the Board the insurance renewal proposal for the period from 8/15/12 to 8/15/13 for property-building & contents, computer, Crime & Employee Dishonesty-Primary, General & Professional Liability and Business Auto-Hired & Non-owned Liability, Umbrella/Excess-\$1,000,000, Excess Crime-\$250,000, Directors and Officers Liability, Workers Compensation and Builders Risk through 01/15/13 for a total premium of \$18,697. The expense will be charged to Acct# 5000:120. Total insurance expense for 2012 was \$17,852.

Gary moved and Bill seconded the Board renew insurance with Metzler Bros. for the period from 8/15/12 to 8/15/13 for property-building & contents, computer, Crime & Employee Dishonesty-Primary, General & Professional Liability and Business Auto-Hired & Non-owned Liability, Umbrella/Excess-\$1,000,000, Excess Crime-\$250,000, Directors and Officers Liability, Workers Compensation and Builders Risk through 01/15/13 for a total premium of \$18,697. The expense will be charged to Acct# 5000:120.
Voting Yes: Karla, Norm, Lorry, Gary, Bill and Linda W.

Services Committee—Did not meet prior to the Board meeting

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

Board Owned Property Committee-

3rd 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

12301 The chimney cap on top of the chimney has blow off. Est \$250

Sherwood House

The property needs no work at this time.

Northland House

12302 Greg is researching what type of flooring the staff would like to have in the house. He will report back by next inspection.

Flora House

12303 The back sliding door has a note posted on it saying that the door is difficult to close. We tested it. The door worked properly for us. Greg is going to keep an eye on it.

South Kent Office

12304 Triality's shed has been removed from the rear of the building. Behind the shed is a seam that needs to be caulked. Est.\$200

The committee recommended to the Board that Kuhlman Construction, LLC take care of 12301 and 12304 for a total cost of \$450.

Gary moved and Karla seconded the Board approve Kuhlman Construction LLC to take care of 12301 and 12304 for a total cost of \$450. Voting yes: Karla, Norm, Lorry, Gary, Bill and Linda W.

Northland House Roof

Jason Kuhlman provided four bids for roof replacement at Northland House.

Gary moved and Karla seconded the Board approve the bid from Century Roofing in the amount of \$11,576 subject to review by Norm and Charles. Voting yes: Karla, Norm, Lorry, Gary, Bill and Linda W.

TCM Report

Linda Holland gave a comprehensive report on the transition of Targeted Case Management from KCRO to CHS. CHS is participating with NKC schools in transition of students through Project Search.

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920 Kent St Renovation

The Executive Director reported Triality has relocated their Day Hab program, the demolition of the space has been completed and the studs for new offices have been installed. Part A of Phase II is progressing and should be available for occupancy August 13.

OLD BUSINESS:

None

NEW BUSINESS:

None

COMMUNICATIONS: Guests

Concerned Care-Held successful golf tournament July 31. Several CCI Board members attended DDRB meeting.

Immacolata Manor-Considering expansion of Day programs

NEEC-Recently had Nayec survey

VSI-Introduced Bill Barr as new Assistant Director

TNC-Received 3 year CARF accreditation

As there were no further discussions, the meeting be adjourned at approximately 7:15 p.m.

Respectfully submitted,

Charles Washburn
Executive Director