

DEVELOPMENTAL DISABILITIES RESOURCE BOARD

920 S. Kent St. - Suite "B" Liberty, MO 64068
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October 31, 2012

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 10/30/12 board meeting:

August 28, 2012 Regular Board Meeting

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

Sincerely,



Charles Washburn
Executive Director

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

August 28, 2012

The August meeting of the Developmental Disabilities Resource Board of Clay County was called to order at approximately 6:50 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:

Randy Hylton	VSI	Linda Holland	CHS
Barbara Griggs	Concerned Care	Ann Graff	CHS
Clay Berry	Alphapointe	Jill Bartlett	NEEC
Betsy Kelerher	CEADD	Dale Herrick	IM
Bill Hall	Concerned Care	Jim Huffman	CCI
Wendy Witcig	Triality	Betsy Kelerher	CEADD

ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE

Correspondence:

CCVI newsletter
Triality newsletter
Concerned Care newsletter
Concerned Care Annual Report

APPROVAL OF THE MINUTES

Gary moved and Bill seconded that the minutes of the Tuesday, July 31, 2012 Finance Committee Meeting be approved.
The motion passed unanimously.

Norm moved and Karla seconded that the minutes of the Tuesday, July 31, 2012 Board Owned Property Committee Meeting be approved.
The motion passed unanimously.

Linda T moved and Norm seconded that the minutes of the Tuesday, July 31, 2012 Regular Board Meeting be approved.
The motion passed unanimously.

TREASURER'S REPORT

Steve Elliott read the Treasurer's Reports for July 2012.

As of July 31, TCM cash assets were \$55,471.75 in checking. Total assets and Liabilities & Equity were \$55, 471.75. Total income year to date is \$280,437.85. Total expenses year to date are \$324,966.10. Year to date net income is -\$44,528.25.

As of July 31 DDRB had \$898,928.18 in checking, \$55,471.75 in TCM checking and \$5,767,767.92 in short-term investments for a total in checking/savings of \$6,722,167.85. Total assets were \$8,619,283.87. Total liabilities and equity were \$8,619,283.87. Income for the month of July was \$134,058.22. Budgeted expenses for the month of July were \$792,152.97. July net income was -\$666,757.77. Year to date income was \$4,534,511.83. Year to date budgeted expenses were \$3,484,990.52. Net income year to date was \$977,824.17.

Gary moved and Bill 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 6/26/2012 to Clay County Clerk; Received TNC CARF Survey report; Monitored Phase II 920 Kent renovation project; Attended MACDDS meeting; Received TNC Community Outcomes Management Plan; Received MACDDS annual conference information & registration; Received 2nd qtr goals and financial reports from agencies; Advised Board of Participation August 29 on the Match Billing Standardization Committee consisting of MACDDS members and personnel from Department of Mental Health; Advised Board of an investigation from Myron Neth on behalf of a constituent regarding Funding Policies and Procedures of DDRB

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

Finance Committee—The Finance Committee met prior to the Board meeting to review the Funding Policy and Procedures Manual and to discuss rent for tenants of property owned by DDRB.

The Finance Committee and other Board members reviewed the Funding Policy and Procedures Manual page by page and made recommendations for modification. The Executive Director with the assistance of Gary Steinman are to review the appropriate language referring to persons served. The Executive Director is to make a markup of the changes in the Funding Policy and Procedures Manual to be presented to the Board at the next meeting.

Finance Committee, continued

The Executive Director presented to the Finance Committee a proposal from Concerned Care to increase rent paid to DDRB \$80,096 in 2013. The rent had not been adjusted since 1993. The 2012 rental rate per person served is \$190 per month. The 2013 rental rate per person served month would be \$392. In order to accomplish this feat, the Executive Director suggested DDRB make match contributions in 2013 of \$187,357.68 to leverage federal dollars of \$323,276 to allow Concerned Care to remain revenue neutral and reduce DDRB expense by \$55,822.32 and enhance DDRB revenue \$80,096. The Executive Director would coordinate these changes with the Department of Mental Health. The committee agreed this is a win-win solution and should be pursued with the funding application of Concerned Care.

Center for Human Services (CHS) has verbally agreed to pay \$17 per sq ft for office space to provide Targeted Case Management in the 920 Kent facilities. CHS has occupied some temporary and some permanent office space starting January 3, 2012. It is anticipated the remainder of the 920 Kent facilities will be completed in early November 2012. DDRB and CHS contracted for Targeted Case Management that spans July 1, 2012 through June 30, 2013. It is expected the lease will cover the same time frame. The Executive Director had prepared a lease agreement based on the lease agreement with the previous tenant. After discussion by the committee and the other Board members, the committee referred the lease agreement to Gary Steinman and the Executive Director.

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--Did not meet prior to the Board meeting. They reported the bathroom at Liberty House has been completed.

TCM Report

Linda Holland gave a comprehensive report on the transition of Targeted Case Management from KCRO to CHS. While there are occasional glitches, the process is moving smoothly and is greatly appreciated by those persons being served and their families/guardians. Steve Elliott reported the Public Administrator of Clay County had recently complimented the efforts of CHS.

OLD BUSINESS:

920 Kent St Renovation—the Executive Director reported the renovation is currently ahead of schedule. It is anticipated DDRB will be able to conduct the October Board meeting in the new facilities. The Executive Director is looking into zoning and prices for signage once the renovation is complete. The Executive Director asked the Board to consider an Open House soon after the completion.

Set the Levy for 2012

The State Auditor's forms were completed and submitted to the Clay County Clerk's Office August 18, 2012 for mathematical review. The Executive Director recommended that the board set the levy at the same rate as 2011 (.1191) rather than the maximum legal rate to comply with Missouri laws per calculations on the State Auditor's Tax Rate Summary Page, Line J. That rate for 2012 is .1200. Notice of Public Hearing was posted August 16, 2012 at the Clay County Courthouse, Mid-Continent Public Library and DDRB of Clay County office.

Karla moved and Norm seconded that the Board set the 2012 levy at the same rate as 2011(.1191) rather than the maximum legal rate to comply with Missouri laws per calculations on the State Auditor's Tax Rate Summary Page, Line J. (.1200). Voting yes: Karla, Steve, Norm, Lorry, Mary, Gary, Bill, Linda T and Linda W. The motion passed.

NEW BUSINESS:

Karla moved and Norm seconded the September Board meeting be cancelled. The motion passed unanimously.

COMMUNICATIONS: Guests

Concerned Care-Reported the Liberty House bath remodelers were very courteous and cleaned up their work daily. Announced 40th Anniversary Party September 28.

NEEC-Reminded Board of Ranch Party fund raiser September 15.

Triality-Announced the receipt of a \$50,000 grant from the Hall Family Foundation to upgrade technology.

Immacolata Manor-Announced being the recipient of a grant to assist with accessibility challenges.

VSI-Reported Recent recognition of employees.

Alphapointe-Announced an October 23 funding raising event entitled "Dining in the Dark". The event will include blind waiters serving the public in the dark.

As there were no further discussions, the meeting be adjourned at approximately 7:30 p.m.

Respectfully submitted,

Charles Washburn
Executive Director