

DEVELOPMENTAL DISABILITIES RESOURCE BOARD

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

Phone: (816) 792-5255 Fax: (816) 792-1818

January 30, 2013

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 01/29/13 board meeting:

November 27, 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**

November 27, 2012

The November 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 Kent, Liberty, Missouri by Lorry Kelly, Chairman.

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

Guests present and signing in:

Wendy Witcig	Triality	Jill Bartlett	NEEC
Barbara Griggs	Concerned Care	Betsy Kelerher	CEADD
Dale Herrick	Immacolata Manor	Clay Berry	Alphapointe
Jim Huffman	Concerned Care	Randy Hylton	VSI

ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE

Correspondence:

- Immacolata Manor Fall Newsletter
- NEEC Winter Newsletter

APPROVAL OF THE MINUTES

Norm moved and Bill seconded that the minutes of the Tuesday, October 30, 2012 Regular Board Meeting is approved.

The motion passed unanimously.

Karla moved and Linda W seconded that the minutes of the Monday, November 5, 2012 Finance Committee Meeting is approved.

The motion passed unanimously.

TREASURER'S REPORT

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

As of October 31, TCM cash assets were \$75,851.37 in checking. Total assets and Liabilities & Equity were \$75,851.37. Total income year to date is \$537,905.17. Total expenses year to date are \$562,053.80. Year to date net income is -\$24,148.631.

As of October 31, cash assets were \$442,295.73 in checking, \$75,851.37 in TCM checking and \$4,535,535.16 in short-term investments for a total in checking/savings of \$5,053,682.26. Total assets were \$7,518,072.13. Total liabilities and equity were \$7,518,072.13. Income for the month of October was \$136,567.44. Budgeted expenses for the month of October were \$405,740.41. October income in excess of expenses was -\$352,072.37. Year to date income was \$4,959,574.23. Year to date budgeted expenses were \$4,503,202.85. Year to date income in excess of expenses was -\$128,096.52.

**Developmental Disabilities Resource
Board of Clay County
November 27, 2012
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Treasurers Report Continued**

Karla moved and Linda T seconded that the Treasurer's Reports for October be approved as read. The motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

Delivered approved board mtg. minutes from 8/30/2012 to Clay County Clerk; Renewed certificate of deposit with Cross First Bank for 16 months at 1.15%; Completed renovation of 920 Kent St. facility; Received 3rd Qtr agency goals and financial reports; Attended APO legislative breakfast; Reported on recent meeting with PCBS, CHS and RHD about the possibility of RHD expanding services to the northland.

COMMITTEE REPORTS

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

Finance Committee – Finance Requests 2013

At the November 27, 2012 Finance Committee made the following recommendations:

Concerned Care

Residential:	
Maintenance	\$182,000
Apts./ISL/ILAP Programs	421,890
Training	17,045
Recreation	<u>288,110</u>
2013 Request Total	\$ 909,045

RECOMENDATION TO THE FULL BOARD:

The committee recommended to the full Board Concerned Care be approved for **\$909,045**. **\$187,358** will be paid to the Missouri Mental Health Trust Fund to leverage Medicaid funds for the Group Home Program.

Vocational Services

Work Services - Workshop	\$ 811,947
- Rehab	203,652
Work & Personal Services	496,086
Supported Employment	24,835
Training	<u>10,288</u>
2013 Request Total:	\$1,546,808

RECOMENDATION TO THE FULL BOARD:

The committee recommended to the full Board Vocational Services be approved for **\$1,546,808**. The DESE shortfall will be considered when it occurs.

Finance Requests 2013, continued

Triality

Early Intervention

Developmental Preschool	\$141,824
Therapy Programs	124,838
Training	<u>18,500</u>
2013 Request Total:	\$ 285,162

RECOMMENDATION TO THE FULL BOARD:
The committee recommended to the full Board Triality be approved for \$285,162.

Northland Early Education Center

Care & Education	\$308,991
Spec. Instruction	5,995
Therapy	43,240
Training	<u>8,000</u>
2013 Request Total:	\$366,226

RECOMMENDATION TO THE FULL BOARD:
The committee recommended to the full Board Northland Early Education Center be approved for \$366,226.

Della Lamb Community Services

Workshop/Day Program	
12 Vans (Ambulatory/Wheelchair)	\$624,360
Supported Employment	<u>125,133</u>
2013 Request Total:	\$749,493

RECOMMENDATION TO THE FULL BOARD:
The committee recommended to the full Board Della Lamb Community Services be approved for \$624,360 for the Workshop/Day Program and \$125,133 for Supported Employment for a total of \$749,493.

CEADD

2013 Request Total:	\$49,759
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RECOMMENDATION TO THE FULL BOARD:
The committee recommended to the full Board CEADD be approved for \$49,759.

Finance Requests 2013, continued

Immacolata Manor

Immacolata Manor elected to request their funding for 2013 previously set aside for Health Care and Training of \$92,934 be paid to the Missouri Mental Health Trust Fund to leverage Medicaid funds for the My-Day Program.

RECOMMENDATION TO THE FULL BOARD:

The committee recommended to the full Board Immacolata Manor be approved for up to \$92,934 to be paid to the Missouri Mental Health Trust Fund to leverage Medicaid funds for the My-Day Program.

Jewish Vocational Service

Workshop Services

2013 Request Total: \$10,521

RECOMMENDATION TO THE FULL BOARD:

The committee recommended to the full Board JVS be approved for **\$10,521**.

TNC Community

Residential

Salaries	\$46,026
Medical Supplies	13,000
Audit	1,744
Claymont Basement Door	950
Training	<u>2,564</u>

2013 Request Total: \$ 64,284

RECOMMENDATION TO THE FULL BOARD:

The committee recommended to the full Board TNC Community be approved for **\$64,284**.

Children's Center for the Visually Impaired (CCVI)

Therapy	\$25,116
2013 Request Total:	\$25,116

RECOMMENDATION TO THE FULL BOARD:

The committee recommended to the full Board CCVI be approved for **\$25,116**.

Finance Requests 2013, continued

Alphapointe

Workshop Services
2013 Request Total: \$49,865

RECOMMENDATION TO THE FULL BOARD:

The committee recommended to the full Board Alphapointe be approved for \$49,865.

Rehabilitation Institute of Kansas City

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

Workshop Services \$15,382
2013 Request Total: \$15,382

RECOMMENDATION TO THE FULL BOARD:

The committee recommended to the full Board Rehab Institute of Kansas City be approved for \$15,382.

Down Syndrome Guild of Kansas City

Down Syndrome Guild (DSG) of Kansas City requested funding for four activities in the Northland for a total of \$7,000 in 2013. DSG is unaccredited and therefore does not meet the criteria previously established by the Board. DSG subsequently withdrew their application for funding.

DDRB Proposed Budget for CY13

Property Expenses	\$ 93,000
Payroll	68,100
Administrative Expenses	<u>80,987</u>
	242,087
DMH/KCRC Match	<u>1,203,190</u>
2013 Request Total:	\$ 1,445,277

RECOMMENDATION TO THE FULL BOARD:

The committee recommended to the full Board the DDRB admin budget be approved.

Steve moved and Norm seconded the recommendations of the Finance Committee be approved for a total budget for CY2013 of \$5,516,938.

Voting Yes: Karla, Steve, Norm, Lorry, Gary, Bill, Linda T and Linda W.

Finance Requests 2013, continued

Steve moved and Karla seconded that \$507,387 be carried from reserves if needed to balance the CY2013 budget. Voting Yes: Karla, Steve, Norm, Lorry, Gary, Bill, Linda T and Linda W.

Funding Policy and Procedure Manual

The Funding Policy and Procedure Manual was presented with a couple of modifications. Page 7 second to last paragraph the word “of” was deleted between the words “underpayment and due” and page 10 first paragraph the words “financial audit” were replaced with “funding application”. DDRB agreed to these changes and requested publication of the Funding Policy and Procedure Manual with a revision date of November 27, 2012.

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

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

Board Owned Property Committee— The Board Owned Property Committee recommended the Board approve the Lease of Board-Owned Property Manual as revised on page 9 second to last paragraph to read as follows “The Executive Director will arrange for Board-owned property inspections a minimum of three times per year.” DDRB agreed to these changes and requested publication of the Lease of Board-Owned Property Manual with a revision date of November 12, 2012.

TCM Report—Anita Hartman gave a comprehensive report on the TCM transition. Another supervisor and two support coordinators have been hired. CHS was complimented on “thinking outside the box” for applications for the Cars for Christmas Program and Mental Health Champion Award.

OLD BUSINESS:

By-Laws

The Executive Director provided the Board with the revised By-laws with the modification under VI. Committees, The DDRB Owned Property Maintenance Committee, last sentence of paragraph two to read as follows: “All Board owned property shall be inspected by the Property Maintenance Committee pursuant to the Lease of Board-Owned Property Manual.” In accordance with the By-laws DDRB considered this the first read and will vote on approval at the next meeting of the Board.

920 Kent Renovations

The Executive Director reported the 920 Kent renovations are completed. The office furniture installation was completed November 27, 2012.

Outside Sign

The Executive Director presented options for an outdoor sign. DDRB asked for additional options.

Open House

The Board discussed an Open House and decided to pursue in the spring, possibly April.

NEW BUSINESS:

Karla moved and Linda W seconded the December meeting of DDRB be cancelled. The motion carried.

COMMUNICATIONS: Guests

VSI-Announced Christmas Parties December 21, 2012.

Immacolata Manor-Requested participation with Long Range Planning Committee in the coming year regarding the aging of clients.

As there were no further discussions, the meeting was adjourned at approximately 7:20 p.m.

Respectfully submitted,

Charles Washburn
Executive Director