

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

**June 25, 2013**

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 Kent, Liberty, Missouri by Bill Taylor, Chairman. Present were: Stephen Elliott, Lorry Kelly, Mary Olshefski, Heath Roberts, Gary Steinman, Bill Taylor, Linda Thomas and Linda Weisbach. Karla Arnold was excused. Also present was Charles Washburn, Executive Director.

Guests present and signing in:

Jim Huffman	Concerned Care	Anita Hartman	CHS
Barbara Griggs	Concerned Care	Randy Hylton	VSI
Jill Bartlett	NEEC	Betsy Kelerher	CEADD
Stacie Bratcher	Immacolata Manor	Mark Riley	Triality
Etta Mitchell	KCRO	Wendy Witcig	Triality

**ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE**

**Correspondence:**

- CEADD summer courses
- Pathways summer 2013
- Concerned Care Recreation calendar for July and August

**APPROVAL OF THE MINUTES**

Gary moved and Steve seconded that the minutes of the Tuesday, April 30, 2013 Closed (Legal) Board Meeting be approved. The motion passed unanimously.

Mary moved and Linda W seconded that the minutes of the Tuesday, April 30, 2013 Regular Board Meeting be approved. The motion passed unanimously.

Mary moved Gary seconded that the minutes of the Tuesday, May 21, 2013 Board Owned Property Committee Meeting be approved. The motion passed unanimously.

**TREASURER'S REPORT**

Gary Steinman read the Treasurer's Reports for May 2013. As of May 31, TCM cash assets were \$116,613.66 in checking. Total assets and Liabilities & Equity were \$116,613.66. Total income year to date is \$537,196.79. Total expenses year to date are \$497,919.58. Year to date net income is \$39,277.21.

As of May 31, cash assets were \$2,473,617.82 in checking and \$4,309,822.80 in short-term investments for a total in checking/savings of \$6,783,440.62. Total assets were \$9,235,479.16. Total liabilities and equity were \$9,235,479.16. Income for the month of May was \$83,730.29. Budgeted expenses for the month of May were \$434,153.12. May income in excess of expenses was -\$350,422.83. Year to date income was \$4,261,575.03. Year to date budgeted expenses were \$2,055,181.27. Year to date income in excess of expenses was \$2,206,393.76.

Lorry moved and Mary seconded the treasurer's report for May be approved. The motion passed unanimously.

**EXECUTIVE DIRECTOR'S REPORT**

Attended May MACDDS meeting; Sent approved minutes and Bylaws to County Clerk to be posted on web site; Obtained Executive Committee signatures for all certificate of deposit accounts; Received Vocational Services audited financial statements for 12-31-12; Sent December 31, 2012 audited financial statements to County Clerk to be posted on web site; Participated in joint MACDDS & MARF discussion regarding future plans; Attended Governor's press conference at CCVI regarding First Steps funding; Arranged interview to be published in local newspapers; Confirmed ISL for two ladies at Immacolata Manor with KCRO director; Hosted SB40 director meeting with Etta Mitchell (KCRO Director); Attended AAIDD conference in Pittsburg; reported there are now 118 consumers being served with the Partnership for Hope.

**COMMITTEE REPORTS**

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

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

**Financial Request**-VSI advised DESE shortfall was approximately 16 days this year.

2009	20,407.14
2010	22,568.39
2011	50,006.08
2012	<u>55,912.70</u>
4 YR TOTAL	148,894.31
4 YR AVERAGE	37,223.58
2013	33,028.58

Steve moved and Linda T seconded the Board approve payment of 2013 DESE Shortfall in the amount of \$33,028.58 to VSI.

Voting yes: Steve, Lorry, Mary, Heath, Gary, Bill, Linda T and Linda W.

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

**Long Range Planning Committee**—The Long Range Planning Committee did not meet prior to Board meeting. The Board invited Wayne Crawford, Executive Director of the Missouri Inclusive Housing Development Corporation to meet with residential providers prior to the Board meeting. Since December 25, 2012 five consumers in group homes have passed. The presentation was well received by those in attendance.

**Board Owned Property Committee**—

The committee reported their discussion at the Board Owned Property Committee meeting held May 21, 2013. There are presently three group homes with a vacancy. With the trend from group homes to individually supported living, it is less likely the vacancies will be filled. The discussion centered on the most effective utilization of Clay County taxpayer funds going forward. The consensus of the committee was the most expensive group home to continue for the least amount of consumers was Flora House. Flora House is on a four person contract between Concerned Care and the Missouri Department of Mental Health. There are only three residents. All three are in wheel chairs.

Sherwood House is considered to be the next most inefficient group home. It is on an eight person group home contract between Concerned Care and the Missouri Department of Mental Health. There are three bedrooms on the second floor, however due to mobility issues one person has been accommodated on the first floor. The consensus of the committee was to recommend Sherwood House be downsized to a six person group home.

It was pointed out by Barbara Griggs that Northland house was on a six person contract with the Division of Developmental Disabilities, but due to two people being served having recently deceased it is Concerned Care's plan to revise that contract to reflect four persons being served in a four bedroom home.

The Executive Director reported he had discovered an incorrect installation of ductwork between the program manager's office and that of other nearby offices. The Executive Director contacted the sub-contractor responsible and the problem has been corrected.

**920 Kent Outside Sign**-The DDRB awarded the bid to Tory Graham at the April 30, 2013 meeting. As of noon June 25, 2013 Ric Lonsinger called to inquire about the location of the sign, the height from the ground and the color of poles. The Executive Director replied the sign should be at the north entrance, 18" above the ground mounted on satin black poles.

**TCM Report**—Anita Hartman gave a comprehensive report. 22 employees are serving 506 Clay County clients as of 6-16-13. Three new Support Coordinators have been hired. Applications are being accepted for an additional Administrative Assistant. Several success stories were presented as was the financial impact of TCM in Clay County.

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**OLD BUSINESS:**

None

**NEW BUSINESS:**

None

**COMMUNICATIONS: Guests**

Concerned Care—Reported the recent death of two consumers living in DDRB group homes.

Immacolata Manor—Janey's ride fund raiser is June 30.

VSI—Community Awards dinner raised \$4,000.

NEEC— Pioneer Run had 238 participants and raised \$16,500.

Triality—Announced DDRB would soon receive a letter regarding collaboration with Lifeskills.

KCRO Director—Etta Mitchell introduced herself and reported she is in the process of reviewing policies and procedures at the regional office.

As there were no further discussions, the meeting was adjourned at approximately 7:25 p.m.

Respectfully submitted,

Charles Washburn  
Executive Director