

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

July 30, 2013

The July 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: Karla Arnold, Lorry Kelly, Mary Olshefski, Heath Roberts, Gary Steinman, Bill Taylor, Linda Thomas and Linda Weisbach. Stephen Elliott 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	Bill Barr	VSI
Jill Bartlett	NEEC	Betsy Kelerher	CEADD
Dale Herrick	Immacolata Manor	Mark Riley	Triality
Etta Mitchell	KCRO	Julie Wiley	CHS

ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE

Correspondence:

- Triality letter of collaboration with Life Skills.

APPROVAL OF THE MINUTES

Mary moved and Gary seconded that the minutes of the Tuesday, June 25, 2013 Regular Board Meeting be approved. The motion passed unanimously.

Lorry moved Linda T seconded that the minutes of the Friday, July 19, 2013 Long Range Planning Committee Conference call be approved. The motion passed unanimously.

TREASURER'S REPORT

Gary Steinman read the Treasurer's Reports for June 2013. As of June 30, TCM cash assets were \$136,013.76 in checking. Total assets and Liabilities & Equity were \$136,013.76. Total income year to date is \$687,600.04. Total expenses year to date are \$628,922.73. Year to date net income is \$58,677.31.

As of June 30, cash assets were \$2,162,058.94 in checking and \$4,312,314.39 in short-term investments for a total in checking/savings of \$6,474,373.33. Total assets were \$8,927,073.79. Total liabilities and equity were \$8,927,073.79. Income for the month of June was \$62,054.23. Budgeted expenses for the month of June were \$371,941.76. June income in excess of expenses was -\$309,887.53. Year to date income was \$4,323,629.26. Year to date budgeted expenses were \$2,427,123.03. Year to date income in excess of expenses was \$1,896,506.23.

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

EXECUTIVE DIRECTOR'S REPORT

Participated in June & July MACDDS meetings; Participated in SB 40 meeting with KCRO director; Participated in Concerned Care CARF survey and exit conference; Met with Scott Francis regarding possible disposition of group homes; Continued to work with contractor on erection of outside sign; Hosted meeting with RHD and Janice Tilman regarding the possible of a facility north of the river; Hosted meeting with Immacolata Manor and Della Lamb regarding the opening of the Mill Street facility; Hosted Long Range Planning Committee conference call; Discussed stakeholder survey's with Bill Taylor, prepared and mailed to stakeholders; Notified by JVS they are closing workshop September 30, 2013.

COMMITTEE REPORTS

Executive Committee-The Executive Committee did not meet prior to the Board meeting. The executive Committee plans to meet prior to the October 2013 meeting to discuss the Executive Director job description.

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

Financial Request-Insurance Renewal

The Executive Director presented the Board with the insurance renewal as proposed by Metzler Brothers Insurance Company. There is an overall increase of 4% for property coverage. Due to recently renovated 920 Kent St property that insurance premium was also increased. The Director & Officers insurance was also increased due to a consolidation of insurers. Overall the insurance premium from August 15, 2013 to August 15, 2014 increased from \$19,501 to \$21,472, an increase of \$1,971.

The DDRB tabled pending review by the finance committee.

Services Committee—The Services Committee did not meet prior to Board meeting. The Services Committee plans to meet to review the transportation manuals.

Long Range Planning Committee—The Long Range Planning Committee met via conference call July 19, 2013. The Long Range Planning Committee and the Executive Director will continue to monitor utilization of group homes.

The Long Range Planning Committee members present on the conference call are in agreement the group homes either should be sold to an investor or the group homes should be phased out. The Executive Director is to keep the committee informed regarding the interest of the investor group mentioned.

The Executive Director of Concerned Care was asked by DDRB to provide a timeline for transitioning people from the group homes. Rather than answering the question, the Executive Director of Concerned Care chose to discuss how a situation with a North Main apartment was handled prior to the time six of the current Board members were serving on the DDRB.

**Developmental Disabilities Resource
Board of Clay County
July 30, 2013
Page 3**

Board Owned Property Committee—

The Executive Director has postponed the next property inspection until the work approved at the April 30, 2013 meeting has been completed. The Executive Director will follow up with Jason Kuhlman to obtain copies of all bids received as requested at the April 30, 2013 meeting and a progress update on projects approved at the April 30, 2013 meeting.

920 Kent Outside Sign-The DDRB awarded the bid to Tory Graham at the April 30, 2013 meeting. As of noon July 30, 2013 Ric Lonsinger plans to install the sign August 1, 2013.

TCM Report—Anita Hartman gave a comprehensive report. 25 employees are serving 538 Clay County clients as of 7-24-13. Three new Support Coordinators have been hired. Several success stories were presented as was the financial impact of TCM in Clay County.

OLD BUSINESS:

None

NEW BUSINESS:

None

COMMUNICATIONS: Guests

Concerned Care—Recently had a successful CARF survey

Immacolata Manor—Thanked the DDRB for their support up to and including the grand opening of new My Day facility

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

Respectfully submitted,

Charles Washburn
Executive Director