

Minutes of Developmental Disabilities Resource Board

Of

Clay County

January 28, 2014

The January meeting of the Developmental Disabilities Resource Board of Clay County was called to order at approximately 6:30 pm on January 28, 2014 by Chairman, Bill Taylor at the 920 S. Kent Street Executive Office. Present at the meeting were: Bob Boydston, Tom Bradley, Stephen Elliott, Heath Roberts, Pat Schoenrade, Gary Steinman, William Taylor, Linda Thomas and Brian O'Malley, Administrative Director. Alan Naylor was excused.

Guests Present included:

Bill Barr	VSI	Mark Riley	Triality
Randy Hylton	VSI	Wendy Witcig	Triality
Barbara Griggs	CCI	Betsy Keleher	CEADD
Dale Herrick	Immacolata	Lesa Tray	KCRO
Wendy Sullivan	Easter Seals Midwest	Anita Hartman	CHS
Jill Bartlett	NEEC		

Announcements/Introductions/Correspondence

The new Board members present were introduced to the Board and guests. Bill then invited each of the guests to introduce themselves as well to give new Board members a sense of the representation by agencies present.

Approval of the Minutes

Gary moved and Linda seconded approval of the Tuesday, November 19, 2013 regular board meeting minutes. The motion passed unanimously.

Steve moved and Gary seconded that the November 19, 2013 Closed Personnel and Legal Meeting of the board be approved. The motion passes unanimously.

Steve moved and Gary seconded the approval of the December 3, 2013 Closed Personnel and Legal Meeting minutes be approved. The motion passed unanimously.

Steve moved and Gary seconded the approval of the minutes of the December 12, 2013 Board Conference Call. The motion passed unanimously.

Treasurer's Report

Gary read the Treasurer's Report of November 2013. As of November, 2013 TCM had cash assets of \$303,493.26 with total assets/liabilities and equity of \$303,493.26. TCM income year to date is \$1,575,263.54 with expenses year to date of \$1,349,106.73. Year to date net income is \$226,156.81.

As of November 30, 2013 cash assets were \$230,416.83 and short term investments of 4,321,961.40 for a total of checking and savings of \$4,552,378.23. Income for the month of November was \$47,551.41 and budgeted expenses for the month of \$410,459.84. There was excess of expenses for the month of November income of -\$362,908.43. Year to date income is \$4,626,973.06 with year to date expenses of \$4,649,614.82 for a net income of -\$22,641.76.

Steve Elliott read the December Treasurer's Report which shows TCM cash balance of \$344,971.59 and total Liabilities and Equity of \$344,971.59. Year to date income is \$1,753,111.93 and year to date expenses of \$1,485,476.79 for a year to date net income of \$267,635.14.

As of December there was a -\$23,067.31 in cash and \$4,321,961.40 in short term investments. Total assets were \$4,298,894.09. Fixed assets were \$2,464,535.76 for total assets of \$6,763,429.85. Income for the month was \$204,562.96. Total expenses were \$434,983.64 for a net income of -\$240,503.03. Year to date income was \$4,830,536.02. Year to date expenses were \$5,084,598.46 for a net year to date income of -\$263,144.79.

Steve called the Board members attention to two additional reports that show quarterly and monthly year to date profit and loss statements. He suggested these reports may be valuable especially for new Board members to see how funds were received and expensed over the course of the previous year. These reports also

give Board members an opportunity to understand the trends of how funds are used and identify any unusual events.

Steve explained the turnover in the director's position resulted in the difficulty of creating an accurate report for the Board's consideration. In addition, income from the short term investments could not be reported at the time of the Board meeting. As such, Steve suggested and Gary agreed to recommend to the Chair to delay approval of the November and December Treasurer's Report until the February, 2014 Board Meeting. Finally, Gary expressed thanks to Steve for the many hours he has put in helping Brian.

Administrative Director's Report

Brian thanked the agencies for their warm reception during his first month on the job. Brian noted how impressed he is by the difficult and wonderful work provided by the agencies in service to their fellow citizens. He discussed the reports the Board had received from Barbara Griggs, Executive Director of Concerned Care, Inc. The Long Range Planning Committee will be charged with responding to the reports and work with Concerned Care, Inc. toward the transition of the residents of two group homes into ISL facilities as previously requested. After the transition, the Board will consider their options regarding the two group homes.

Committee Reports

Executive Committee

Bill called the Board's attention to the report of Board accomplishments during 2013. He said it had been a very busy year. Brian will prepare the report for 2014. He advised that he would address Board members on the nominating committee under new business.

Finance Committee

Gary reported that two COD's were about to come to the end of their term in February. Brian indicated that the COD at CrossFirst Bank was willing to renew at the same term and rate. However, little progress can be reported regarding the COD at BankLiberty. Bill reviewed a bank rate sheet Gary had acquired. The

rates were very low with the best rate for 18 months at .46. Gary offered to contact Adams Dairy Bank and Bill agreed to go to BankLiberty to see if a better rate could be obtained. Steve moved and Pat seconded for approval to direct Gary and Bill to acquire new COD's at rates no worse than that rate Bill quoted, i.e. .46 and to insure that the deposits will not exceed the FDIC insurance level. The motion passed unanimously. Steve then indicated that he will create a new spreadsheet to more easily track the short term investment as reported to the board.

Service Committee

Service Committee had no report.

Long Range Planning Committee

Bill confirmed Brian's earlier comment that this committee will have a lot of work ahead dealing with the ISL/Group Home issue and the potential changes from the KC Regional Office.

Board Owned Property Committee

Steve presented the Board with two bids to provide h/vac services for the year ahead at 920 S. Kent Street. The two firms were Climate Control, Inc and C.M.Mose and Son, Inc. The committee recommendation was to accept the bid from Climate Control. The motion was made by Steve and seconded by Pat to approve the recommendation. Gary recused himself from the vote due to a conflict of interest with one of the companies. Voting yes: Bob, Tom, Steve, Heath, Pat, Bill and Linda. The motion passed.

Another item before the committee was upgrade of the computer equipment and software.

A bid from Liberty Software was presented to the board. The discussion that followed included: questions about the current equipment, back-up, software, proposed service agreement, installation charge and the laptop. It was decided that there is no need to include the laptop at this time for an upgrade. Therefore, Gary moved and Steve seconded the motion to purchase the equipment and back-up hard drive. Voting yes: Bob, Tom, Steve, Heath, Pat, Gary, Bill and Linda. The motion passed. Since new equipment was being purchased, the Board didn't feel

the necessity for a service agreement at this time. It was unclear if the installation of the new equipment and software was included in the price so Pat moved and Steve seconded a motion to authorize installation services not to exceed \$200. Voting yes: Bob, Tom, Steve, Heath, Pat, Gary, Bill and Linda. The motion passed.

TCM Report

Anita indicated that their caseload total has fluctuated some but remains at just under 800 clients. She indicated that there are an estimated 250 people to be served and she understands most are children. There are currently 21 caseworkers. Some caseworkers carry more cases than others because of the intensity of their caseload. Anita also shared some success stories of client achievements. Bill reminded Anita of the DDRB's commitment to reach 1,000 people in Clay County. Anita believes they can reach that number by July. Bill acknowledged there are many pending issues to be dealt with, he hopes CHS remained focus on reaching our commitment.

Steve raised a concern regarding the tracking of capitalization costs incurred by CHS. We need to be able to track the purchase of computers and other equipment. Brian was asked to see what documents are on file and work with the finance committee to set up a system.

Old Business: None

New Business:

Bill began by thanking the Steve and Gary for serving on the search committee to select the Administrative Director. It was well organized, effective process resulting in the desired objective.

Bill announced the creation of a nominating committee to identify officers for the 2014 Executive Committee. The members of the committee are Linda Thomas, Heath Roberts and Gary Steinman.

Steve raised an issue that the building alarm system had not be activated following the renovation of the Kent Street facility. Bob Boydston, former Clay County Sheriff and new Board member, indicated that property crime was widespread and

emphasized the importance of an active alarm system on the building. The Board directed Brian to review as built documents and follow up with the contractors to determine what is required to activate the system.

Communications:

Wendy Witcig of Triality, Inc. introduced her guest Wendy Sullivan from the Easter Seals Midwest. The two organizations are moving toward a merger that should be completed this spring. Easter Seals Midwest is looking to expand services in many areas with an emphasis on Autism.

Randy Hylton of Vocational Services Inc said that they continue to develop more solar capacity by “going green” at all their sites. Randy said that the facility at 935 Kent was the largest solar roof facility in Missouri.

Jill Bartlett of Northland Early Education Center announced that they had received a private grant from the Harvest Ball of \$25,000 to help offset the costs of therapy.

Barbara Griggs of Concerned Care Inc said that they too received a grant from the Harvest Ball of \$9,000 to help with the costs of resident’s dental care and other medical exceptions not covered by Medicaid.

Dale Herrick of Immacolata Manor welcomed the new board members and encouraged them to visit the agencies and learn more about the work they do and the people they serve.

Betsy Keleher of CEADD indicated that enrollment for the spring session was encouraging.

Adjournment:

Prior to announcing the meeting adjourned, Bill recognized Tom Bradley for flying in from Chattanooga, Tennessee for the meeting. He said this is an indication of level of Tom’s commitment. With the addition of new members, the Board, agencies and the many individuals of Clay County with developmental disabilities will be very well served.

The meeting was adjourned at approximately 7:45pm.

Respectfully submitted,

Brian O'Malley, Administrative Director