

Minutes

Developmental Disabilities Resource Board of Directors Meeting

June 28, 2016

The meeting of the Board took place at the executive offices of the Developmental Disabilities Resource Board offices at 920 Kent Street Liberty, Missouri on June 28, 2016. The meeting was called to order by Chairman, Heath Roberts at 6:30 pm. Present at the meeting were Heath Roberts, Gary Steinman, Steve Elliott, Tom Bradley, James Gottstein, Alan Naylor, Pat Schoenrade, and Rick White. Also present were Sonja Bennett, Interim Director and Grace Miller, Intern.

Guests at the meeting included:

Ann Graff, CHS	Jill Bartlett, NEEC	Mary Stafford
Linda Holland, CHS	Nicole Heskett, CCVI	Jenn Luck
Martha Jaynes, ESMW	Sally Cook, CCVI	Shelly Shetley
Mary Jill Webber, NTRC	Kim Baggette, CCVI	Terri Daticia
Julie Edlund, IM	Bill Barr, VSI	Angela Wise
Laurie Brewer, DL	Tim Wolf, KCRO	Susan Fields
Barbara Griggs, CCI	Anne Dennis, TNC	Karen Williamson
Jim Huffman, CCI	Randy Williams	Alexis Provence
	Tina Harvey	Katrina White

Minutes

The Minutes for the Board Meeting of April 26, 2016 were unanimously approved. The Minutes for Board Owned Property Committee Meeting of April 26, 2016 were unanimously approved. The Minutes of the May 10, 2016 Conference Called Closed Meeting were unanimously approved. The Minutes of the May 10, 2016 Service Committee meeting were unanimously approved. The Minutes of the Finance Committee Meeting of June 13, 2016 were unanimously approved. The Minutes of the Email/Electronic Roll Call Vote Meeting of June 16, 2016 were unanimously approved.

Treasurer's Report – Steve Elliott

Steve Elliott reported:

TCM Reports – April and May

1. TCM income for the April was \$260,574.00 with total expenses of \$223,235.23 resulting in net ordinary income of \$37,338.77. The Balance Sheet we have \$701,064.55 in Commerce Bank and \$498,000.00 in short term investments for a total of \$1,199,064.55. Our total equity was \$1,199,064.55. For the period January 1 through April 30, 2016 total income was \$960,786.48 with total expenses of \$800,431.41 resulting in net income of \$160,355.07.
2. TCM Balance Sheet as May 31, 2016 we have \$730,943.05 in Commerce Bank and \$498,000.00 in short term investments for a total of \$1,228,943.05. The total current assets equal debt at \$1,228,943.05. Profit and Loss for May, we took in \$247,302.33 and total expenses were \$217,423.83 for a total income of \$28,878.50. Profit and Loss TCM January through May we took in \$1,208,088.81 with total expenses of \$1,017,855.24 for a net ordinary income of \$190,233.57.

DDRB Reports – April and May

1. DDRB Balance Sheet as of April 30 we had \$7,152,226.40 in combined checking and short term investments. Fixed assets equal \$2,466,574.58 for a total of fixed total assets of \$9,618,800.98 with our total liabilities and equity equal to that. Profit and Loss for April – the total income of \$94,517.18 with total expenses for April at \$218,599.97 for a net income of (124,082.79). Profit and Loss, January the May we have total income at \$4,616,202.03 and total expenses of \$1,652,364.79 resulting in net ordinary income of \$2,963,837.23.
2. DDRB for May on the Balance Sheet we have \$6,781,677.73 in cash and investments with fixed assets of \$2,466,574.58. Total assets are \$9,248,252.31 and total liabilities and equity are equal to this. For the month of May Profit and Loss we took in \$107,686.52. Our total expenses were \$479,661.42 for a net ordinary income of (\$371,974.89). For the period of January through May out income was \$4,723,888.54 and expenses of \$2,128,921.28 for a net ordinary income of \$2,594,967.26.

Included in the report for the Board was a listing of the Short and Long Term Investments.

It was moved and seconded that the Treasurers Report be accepted for April and May with unanimous approval.

Administrative Directors Report –Sonja Bennett

Heath Roberts introduced Sonja Bennett as the Interim Director.

The Administrative Directors Report was provided by the Interim Director.

- Concerned Care held their first Health and Wellness Fair – June 15 with 50 clients, 10 vendors and the Boy Scouts providing a cook out.
- Annual Inspections of the Fire and Security Alarm System – All Systems have been checked and passed inspection. Reports filed with the Fire Marshall.
- Annual Inspection of the Wet Pipe and Back Flow System – All systems have been checked and passed inspections with the necessary paperwork filed with the City.
- Annual Inspection of the HVAC System – Postponed until next week.
- AT&T – Change from DSL to U-verse ----Analog Phone to VOIP
- Written SOP's – have been completed for all the daily, weekly, monthly and quarterly procedures as directed by the Board.
- Storage Room Clean Up – Concerned Care and VSI were able to use most of the furniture and appliances in the storage room. We are awaiting the installation of the shelving to sort, file and destroy the many files. This is a project we hope to complete this summer.

Committee Reports

Executive Committee – Heath Roberts

No Report

Search Committee – Heath Roberts

No report at this time. Will go into closed session after the Board Meeting to talk about the Administrative Director roll.

Finance Committee – Steve Elliott

The Finance Committee met with CHS on June 13 to review their budget for this next year. The recommendation of the Finance Committee is to approve the budget. Steve asked that Ann Graff and Linda Holland review their request for the Board. Ann spoke on behalf of CHS – they are requesting a 1.43% increase in the contract rate which would take their billable hourly rate to \$72.24. They are currently serving 1,113 individuals in Clay County and think it will be 1,200 by the end of next year due to the growth of Clay County. Due to the increase in individuals served they will need to add 3 new case management employees over the course of the year. They will add one person July 1 with an additional person added October 1 and the third on February 1. The third person will be added if the growth in caseload is as anticipated. They are requested salary increases for the staff and have experienced an increase in costs in their data base requirements. They are requesting \$7,595 in new equipment which includes upgrades for current equipment, new desk to replace an old unit, new furniture, computers, phones, and equipment for the additional staff.

Issue #1: The 2017 Budget for Children’s Therapy Center (CTC/CHS) and Lease Agreement

It was moved and seconded that we accept the budget as approved and recommended by the Finance Committee and issue new contracts at a blended rate \$72.22 hourly rate and renew the lease agreement for 2017. The motion was unanimously approved by a roll call vote. Heath Roberts confirmed the Board approves the new contract and lease for CHS.

Issue #2: Children Center for the Visually Impaired (CCVI)

Steve reported that there has been a request from CCVI for an increase of \$50,000 in funding for the calendar year based on an increase in individuals served. The Finance Committee met on June 13 and took the matter under consideration and were comfortable recommending one-half, \$25,000, of the requested amount but wanted to give CCVI the opportunity to present the matter to the full board for review this evening.

Sally Cook, Assistant Director of Development presented for CCVI. Present in the audience for CCVI was Nicola Heskett, Executive Director and Kim Baggette, Director of Finance. CCVI is asking for an increase as it is difficult each year to determine the number of developmentally disabled visually impaired children that will require service. They are currently serving a record number of children, twelve (12) from Clay County. There will be children who age-out of the program but the number of new children added will replace them. Many of these children are multi-involved which adds to the cost of service. Currently CCVI is over budget. They have fewer children in July and August because of summer school. CCVI feels an additional \$50,000 in funding will be adequate to meet their needs for the remainder of

the calendar year. They served 7 children last year and 12 in the program for now. Tom Bradley from the Finance Committee offered a change in recommendation from the \$25,000 the Committee had previously approved and recommended to the \$50,000 as requested and allow them to come back again in this calendar year if this funding is not enough based on their current service level. The motion was made and seconded that CCVI receive additional funding for the calendar year of \$50,000 for a total budget of \$78761. The motion passed unanimously by roll call vote.

Issue # 3: Renewal of Insurance with Krueger & James (exclusive of Workman's Comp)

Our current insurance for General Liability, Commercial Property, Public Officials Error & Omissions, Employment Related Practices Liability expires on August 15, 2016. Scott Pearson with Krueger and James has informed Sonja that there will not be an increase in the rate over last year. The annual rate will remain at \$17,075. A motion was made and seconded that we renew the insurance for another year with Krueger and James at an annual rate of \$17,075. The motion was passed unanimously by roll call vote.

Services Committee – Pat Schoenrade

Pat introduced Grace Miller our Summer Intern. Grace is working on several issues, assisting Sonja, the transportation study, doing some shadowing with CHS Service Coordinators to get a sense of what they do.

The transportation study has taken a little different direction in that we started with the question of “why are transportation costs rising” but our investigation has led to begin identifying some unmet needs. Over the next few weeks, Pat will begin meeting with the agencies that provide transportation to get a sense of who is going where. Grace will be doing some research some of the possibilities of meeting some of the unmet needs. Grace put out a survey to the Service Coordinators and gathering that information. We welcome input.

Long Range Planning Committee – Gary Steinman

No report.

Board Owned Property Committee – Alan Naylor

Alan reported that he had just concluded a Board Owned Property Committee Meeting and has several requests for dollars to present to the Board.

Issue #4: Plumbing Repair at the Hampton House

Hampton House has a drain problem under the slab. Greg Kincaid procured three (3) bids for the repair work. He has requested that we authorize the bid from Mitch's Plumbing for \$1600; this was the lowest of the three (3) bids. This repair will require that Greg remove and replace the cabinets. Alan moved that we accept the bid from Mitch's Plumbing and authorize up to \$1600 for the repairs. The motion was seconded and passed unanimously by roll call vote.

Issue #5: Additional Fire Extinguishers for 920 Kent

It has been recommended by the company that services our Fire Extinguishers that we have additional fire extinguishers located strategically though out the building. The Board Owned Property Committee is in favor of adding ten (10) more units at a cost of \$980.25. The Committee has requested that Sonja address the issue of ingress / egress and advise the committee before proceeding to make certain there is no issue in the regard to mounting the units on the walls as suggested. It was moved and seconded that we approve the 10 additional fire extinguishers at a cost not to exceed \$980.25. After some discussion with CHS Safety Coordinator, Gregg Aultman, on employee training in use and safety, the motion passed unanimously by roll call vote.

Issue #6: Video Security Monitor 920 Kent

The video security monitor is currently located in the maintenance closet where nobody can see it. The receptionist' have asked that the monitor be moved to their office. We have a bid to have this done for \$573 but the Committee has requested to have our IT person bid this as well. Alan moved that we allocate \$573 dollars for moving the video security monitor form the maintenance closet to the receptionist office with a preference that the IT person handle the move. The motion was seconded and passed by a unanimous roll call vote.

Issue #7: Storage Racks for 920 Kent

The storage room has been cleared out but there are a lot of records in there that require storing. We have discussed in previous meetings of building racks inside that room. Jason Kuhlman, of Kuhlman Construction, has given us a bid of \$1325 to purchase and install the racks in the store room. It was moved and seconded that we approve and the motion passed by a unanimous roll call vote.

Issue #8: Miscellaneous Repair at 920 Kent

Alan Naylor moved that we spend Not more than \$1200 in repairs at the 920 Kent building. Repairs include Door Sweeps, Front Door Hinge Repair, Miscellaneous repairs and flower pots for the front of the building. The motion was made and seconded that we allocate these funds. The motion was passed by a unanimous roll call vote.

Alan further reported that we were going to acquire bids for landscape, tree and shrub upkeep. We do have one bid from our current lawn service provider for over \$3,000. We have asked Sonja to procure additional bids for these services.

Concerned Care has requested a transfer of funds from their automotive maintenance account to their general maintenance budget to purchase a new Grasshopper mower. At this time, the Committee feels, that we should not make that line item transfer of funds but rather let them expend that account down as it just June and we will review as they run out of funds.

Orkin Pest Control contract, currently two (2) contracts have been combined into one (1) contract reducing the cost from \$127 to \$100 per month. The contract will need to be signed by Heath Roberts.

Targeted Case Management Report – Anita Hartman

We currently service 1,113 people. In May we had 17 newly eligible people and 4 transfers into the County and we discharged 4 people. Since February we have added 50 new people, which is more than a caseload. We will hire a new person and hoping she will be able to begin the first week of July. Our non-Medicaid services have decreased over 1% in the last 12 months.

Her report on file includes several “success stories”. One Anita highlighted was that of a 69-year-old individual who received a pin for 300 hours of volunteering for KC Hospital. His goal is to get 500 volunteer hours.

Old Business

None reported.

Other Business

None reported.

Communications from Guests

Marci Stafford, a resident of Clay County directed her question to Pat, noting that there were a number of parents in the audience tonight regarding transportation. Marci stated that her daughter was approved for transportation and then told she could not ride because “she was not able do it”. Her question was relative to unmet needs, what are those exactly? Is that trying to provide more options, companies to choose from? Her daughter cannot get on/off the van so she feels she needs more option. She stated she would like to help with the study. The issue of transportation for others, like her child, needs to be addressed.

Pat Schoenrade stated she appreciated the input from Ms. Stafford and acknowledged that this was indeed one of the unmet needs. We do not have an ETA on when our study will be completed. The more we have your concerns and the unmet needs documented. James Gottstein clarified please let us know what the unmet needs of your children. Steve Elliott clarified that DDRB does not provide the services but rather funds the services. But DDRB does want to hear from you so we can address those needs. Ms. Stafford’s daughter does not meet the criteria to utilize the current transportation additionally the hours for the day-hab programs do not meet the needs of working families. She wants to be a part of the solution.

It was suggested that concerns be sent via Email, Grace Miller at GMiller@ddrbcc.org. Alan Naylor suggested that anyone who had a concern or a success to send an email and include your name, contact information, your child’s name, what their transportation situation is and why it is either good or bad – what are your needs. Get Grace the basic information and talk to other parents who have concerns and have them do the same. This will give us a good start in compiling information on this issue so we can see what we can do about transportation.

Karen Williams stated that she just took a job with OATES transportation and she is the grandparent of special needs children. OATES has changed and is not just the OLD bus and Sara Davis is your contact and will get us the phone number. She worked for the transportation department in Excelsior Springs when they had the OMNI transportation and she ran the routes which included transportation for

disabled. The person that set that up was Molly McGovern and she was the Assistant City Manager and now works MARC. She might be able to give you some help and direction. She is happy to volunteer her help.

Bill Barr – VSI reported that last Thursday evening, June 23, they held their Community Awards Banquet and rolled this into the 50th Anniversary Event. He wanted to bring the Board's attention that Mr. Hylton has been quite busy spending the earlier part of the month he and Jim Guyer are the legislative co-chairs for the State of Missouri Sheltered Workshop Managers. They spent several days in Washington DC meeting with members of WIOA (Work Innovation Opportunity Act) Commission. This will drastically affect the employment of people with disabilities and the options that they have. They are seeking to close sheltered workshops in the near future. They have begun the work of doing this in some states. Missouri does it differently than most states. Mr. Hylton will be presenting on the Missouri Model at an upcoming ACCESS meeting in Washington DC. On July 14 the MWSWM will be holding Missouri Day on the Hill. As result of Mr. Hylton's meetings, according to Mr. Barr, members of Congress were unaware of what the WIOA Commission is doing and enacting these rulings will turn the clock back to the 1950's. VSI is asking for your support by contacting your Senators and Congressman requesting ALL options be available to people with disabilities.

There is no news on the update of Section 14C of Fair Labor Standards Act.

Tim Wolf – Director KCRO with an update the on the Psychiatric Clinic they have started at KCRO. Dr. Jessica Heling's in place and has been since May 31. They are in the process of hiring a LPN to help manage the clinic triage with the consumers and individuals. Have about 25-30 people to see starting next week. Have spoken with the UMKC school of medicine and to see if this could be a component of the 4th year of medical school rotation and have their first Resident starting next week. This will be an option for referral. The funding will be handled through KCRO.

Amy Dennis – TNC Community- An update on their 9th Annual Dirty Duo, they raised \$33,000. It has been a great way to increase awareness.

Angela Wise – Stated her concerned about all the contracts we have with the different agencies BUT when those agencies decide they don't want to service you anymore, they just drop you because they don't like you questioning them, etc. Her question to the Board is "what are you guys doing to help us parents keep our services going for our children?" Gary Steinman addressed the concern stating it is difficult for us to address a concern if we are not aware of it and thanked Ms. Wise for bringing this to our attention. DDRB is not providing the services but rather the funding source but if you think there is an issue that needs to come to our attention for the purpose of renegotiating a contract or for services we are already paying for, please feel free to our attention and we will address it as best as we can.

Email Sonja Bennett at sbennett@ddrbcc.org with your concern.

Heath confirmed DDRB contact information is the website. We do want to make sure the service providers are providing the services we are contracting them to perform.

With no further discussions, a motion was made a seconded that the meeting be adjourned.

Respectfully submitted: Sonja Bennett

July 5, 2016

