

Developmental Disabilities Resource Board of Clay County

Finance Committee Meeting Minutes

August 30, 2016

The Finance Committee of the DDRB met on August 30, 2016 at 5pm in the offices of the DDRB at 920 Kent Street. Present at the meeting were Stephen Elliott, Tom Bradley, Heath Roberts with Gary Steinman arriving after the start of the meeting and later joined by Alan Naylor, Rick White and James Gottstein. Also present at the meeting was Sonja Bennett. Stephen Elliott called the meeting to order.

Guests attending the meeting were Bruce Culley, DDRB Auditor as well as Julie Edlund and Barbara Griggs of Life Unlimited.

The first order of business was the 2015 Audit in which Mr. Culley wanted to address his remarks to the Committee regarding his findings during the Audit. Mr. Culley suggested that we establish a month-end closing date and no subsequent disbursements be recorded in that month. Mr. Culley also stated that health insurance reimbursements to employees are taxable and either need to be listed on a W-2 or a 1099. Other than these matters, the audit is completed and the Finance Committee will recommend acceptance by the Board. Mr. Culley excused himself from the rest of the meeting.

The Committee met with Barbara Griggs and Julie Edlund with Life Unlimited regarding their group home proposal. Life Unlimited provided additional financial projections for the new housing project they proposed previously. They have several items to complete prior to the donor of \$1,800,000 is able to actually make the donation. Steve Elliott expressed his concern that the timeline to complete everything before year end seemed overly aggressive to him. Life Unlimited stated one of the requirements of the donor was the grant of \$910,000 from DDRB. The Committee, with one abstention, agreed to the donation if all other requirements had been met and receipt of the funds from the donor had been received.

Sonja Bennett stated that the proper paperwork had been filed with both the State Auditor's Office and the Clay County Clerk in order to Set the Levy for 2016. The maximum rate allowed this year is .1182 and she recommended that we request this amount. The County Commissioners will vote on the Levy on September 10, 2016. The Committee voted all in favor of recommending .1182 to the Board.

The language in the Funding Policy defining "developmentally disabled" needs to be updated to the current RSMo (Revised Statutes of Missouri). Sonja Bennett submitted an updated Funding Policy but their remained some discussion as to whether this was the most current version. The Committee asked her to review this again and resubmit. There were additional discussions on updating the language and links on the website. The Committee asked Sonja to review and update this as well and report next meeting.

The Committee reviewed the Funding Application and approved sending electronically. Sonja reported that a Public Notice was sent to existing agencies as well as posting on the website and local papers on August 10, 2016. The time table for the funding application and budgeting process was reviewed and approved by the Committee.

Sonja Bennett reported that CHS will be hosting their annual Halloween event in the Kent Building on October 27, 2016. CHS has requested a \$200 donation to go towards treats. The Committee agreed and will present to the Board for approval.

With no further business, the Committee adjourned.

Respectfully submitted,

Sonja Bennett