

Developmental Disabilities Resource Board of Clay County

Finance Committee Meeting

November 1, 2016 Meeting Minutes

The DDRB Board met on Monday, November 1 2016 at 4:00 pm at the offices of DDRB. Present for this meeting were Stephen Elliott, Gary Steinman, Tom Bradley, Robert Sevier, Alan Naylor and Sonja Bennett. The purpose of the meeting was to review the Funding Applications for 2017 and vote on recommendations for Board approval. The meeting was called to order by Stephen Elliott.

Guests in attendance at the meeting were:

Barbara Griggs – Life Unlimited	Allen Floyd – Rehabilitation Institute of Kansas City
Sharon Brown – Alphapointe	Randy Hylton – Vocational Services
Holly Wilmes – Easter Seals Midwest	Jeanne Marshall – Easter Seals Midwest
Colleen Baker – Northland Therapeutic Riding Center	
Brent Harris – Northland Therapeutic Riding Center	

Steve informed the reminded the Committee and those present that the guidelines the Board set out for 2017 funding requests was a 4% increase. The Board elected that any funding request that fits within that guideline will be automatically approved by the Committee and recommended to the Board for approval. The agencies that met this criterion were Northland Early Education Center, Della Lamb and Children’s Center for the Visually Impaired. They have been advised of the Committee’s intent and that their presence as this meeting was not required.

Alphapointe (AP) submitted a request for \$12,202 for calendar year 2017. Representing Alphapointe was Sharon Brown. Steve requested a clarification as to why we had received no billing from Alphapointe in January and only \$221 in February. The consensus which included input from Barbara Griggs and Steve Elliott was this was the time frame in which several workers were laid off as AP switched over to minimum wage. At the current run rate, AP funding would be \$12,536 for 2016. We did however receive a request for additional funding in the amount of \$1328. 25 for November and December making the total funding for 2016 \$13,000. Steve asked AP to confirm they are requesting less than the actual funding for 2016. Sharon said that she was authorized to say that the \$12,202 is the correct amount for the 2017 request. Steve moved the Committee approve for recommendation to the Board, **\$12,202 for Alphapointe for 2017**. The motion was seconded by Gary and approved by Tom, Gary and Steve with an additional approval from Alan Naylor. Bob Sevier stated he was present for observation purposes only. Steve suggested that Sharon make sure to discuss this with Clay Berry.

Metropolitan Community College (CEADD) has requested \$46,001. No one was present from CEADD for discussion. There was some discussion regarding the CEADD (Lauren) considering **not** submitting a funding application for 2107. Sonja said that that conversation originated from Lauren Corcoran, who is relatively new, had not received any applications for the fall program. But she did ultimately receive 90 applications which were somehow tied up in their mail system. Steve said that their run rate for last year would be \$41,756 (total grant request) divided by (the number of students) 102 for a total of \$409 per student. At this run rate the funding for 2017 would be calculated at \$409 times 90 anticipated students for a total of \$36,843. Steve said that he would agree to recommending the 2016 rate if the Committee agreed and Tom conferred but suggested that the **\$36,843 was really the more accurate amount for CEADD**. Gary Steinman concurred and the Committee agreed to this recommendation.

The **Children's Center for the Visually Impaired (CCVI)** was not required to attend and was not represented. The actuals for the 12-month period are \$73,550 and they are requested \$75,036 which is a 1.98% increase. Steve recommended approval of the request in the amount **\$75,036 for CCVI** and the Committee all agreed.

Life Unlimited was represented by Barbara Griggs. She informed the Board that the funding requests are being submitted as **Concerned Care (CCI) and Immacolata (IM)**. Steve noted that the run rate for the previous 12-month period, September 2015 to August 2016, was \$896,931 for the combined companies. The combined funding request is \$956,176, a 14.13% increase. Of special interest to the Committee is CCI Maintenance Residential with a 26% increase, the Apr/ISL/ILAP program with a 12% requested increase and the New Employment Program for IM. Barbara explained that the new employment program for IM is 8 months' worth of expenses as the program did not start until 2016. Additionally, IM is not requesting the Van/Resident Support this year but would like to have those funds included in consideration of the funds they are requesting for the employment program. This is still a "startup" program and until certain timeframes and signposts are met, they cannot bill any of these services to DMH. This is the only line item request for IM so the remainder of the discussions were the line items for CCI. Barbara said she had not intended to ask for more than 4% overall but was not looking at that as per line item. She based her calculations on figures in her "system" that differed from those in DDRB – her totals were \$891,191 versus our \$876,141, approximately \$20,000. The numbers provided by Sonja were taken directly from the checks we have written in this time period. Steve asked Barbara if she was okay with the Committee using our numbers and offering a 4% increase based on this to which she responded, "yes". Steve recommended the funding for 2017 be \$932,808 plus the \$6,899 carry over from MODOT match for a total of \$939,707. The Committee members all agreed.

Barbara wanted to respond to a question posted by Pat Schoenrade inquiring as to what they have found to be the most challenging aspect of the merger. Barbara said that the most challenging issue is also the most exciting issue in the opportunities of the group home. They

have been able to maintain all of their funding and DMH has also been very willing to work with them. The earliest DMH will merge the contract will be July 2017.

At the end of the meeting Steve requested to return to Life Unlimited and said that Barbara had addressed an issue in her presentation that he had neglected and wanted to fund in the amount of \$4750 in the Apt/ISL/ILAP program making the total funding amount to recommend for **Life Unlimited in the amount of \$944,457**. The Committee agreed.

Della Lamb (DL) has requested a 3.85% increase for a total of **\$859,428** which Steve recommended we approve and the Committee agreed.

Easter Seals Midwest (ESMW) was represented by Jean Marshall and Holly Wilmes. Steve asked for clarification on the Job Retention Follow Along Program and the Therapy Programs. Jean said this was a program like what Barbara had alluded to with individuals who are transitioning from high school to the workforce. There are currently 4 people in the program and they anticipate 9 people in the program. Costs per person will depend on their level of need. This is also funded through Vocational Rehab (VR) and they will fully expend those funds before tapping into the DDRB grant funds. The therapy programs were not fully staffed in the past 12 months but they are now fully staffed and will be in 2017 therefore the increase in cost. The Autism Project grant of \$55,000 (Family Support Individual and Groups) was acknowledged as last year as a revolving program and they are hoping to share some of those funds in their "tots program". Several of the line item grants for 2016 will not be maxed this year for these various reasons but they anticipate they will be fully utilized in 2017. Jean did say that there are 7 individuals that "may" be added to the program in 2017 that are not accounted for in these requests. Steve recommended the Committee approve a total budget of **\$320,172 for Easter Seals**; the Committee members agreed. Steve advised IF the 7 individuals are added, they could come to the Board with an additional request for funds. The Board would agree to review but he is not suggesting this is a guaranteed approval.

Northland Early Education Center (NEEC) submitted a budget request of less than 4%. Steve said that he had spoken with Jill Bartlett earlier today and advised their request was well within the guidelines. Steve recommended the Committee approve the requested amount of **\$300,514 for Northland Early Education Center** and the Committee all agreed.

Northland Therapeutic Riding Center (NTRC) represented by Colleen Baker and Brent Harris. Colleen presented a hand-out which explained their program in response to a question posted to her by Pat Schoenrade (the hand out is attached and will be shared electronically with each board member). All of the instructors are certified by PATH and each student has an individual lesson plan which takes into account his needs and goals of the course. Brent explained that they currently have 53 riders from Clay County with 43 of those receiving some type of outside funding. If they increase the number of riders by 4% that would be 2 riders but they currently have 20 applications. They have 10 private pay riders. There are currently 53 riders with 20 on

the approved waiting list making a total of 73 Clay County riders and 10 of which are private pay leaving 63 riders requiring some type of funding. The recent request of \$7800 for the remainder of the year (Session 5) was approved. If we used this figure for each session $\$7800 \times 5 = \$39,000 \times 4\% = \$40,560$ for 2017. Steve recommended the **\$40,560 for Northland Therapeutic Riding Center** and the Committee agreed. Steve did say that they are welcome to come back to the full board on November 29 and make their case for the additional \$7,000.

Alan Floyd represented **Rehabilitation Institute of Kansas City (RIKC)**. Steve noted that at the start of the year their program had two (2) people; Alan concurred. The run rate for RIKC was \$419.28 per person per month for a total of \$838.56. In September, RIKC increased to five (5) people to which Alan agreed. The average invoice for this time period has been \$1957 / 5+ \$391.40 per person. RIKC is expecting eight (8) people in 2017 but Alan confirmed that one of those individuals has decided to retire so there will be a total of seven (7) people. RIKC has requested $\$28795 / 12 = 2399.60 / 7 = \342 per person per month. Steve recommended the Committee approve the **\$28,795 for Rehabilitation Institute of Kansas City**. The Committee agreed.

TNC Community (TNC) came within the guidelines in their request. They were not represented at the meeting. Steve recommended that the Committee approve **TNC Community's request of \$73,046** and all agreed.

Vocational Services Inc. (VSI) was represented by Randy Hylton. Steve stated that the run rate is \$1,491,934 and a 4% increase would be \$1,551,612. VSI has requested \$1,728,099 or a 13.67% increase. Steve asked Randy to explain. Randy explained that they basically have a purchase of service agreement and they cannot bill for a unit they did not provide. Attendance is key. Last year they lost a large contract and another of their sources cut back by about 50% due to a lack of sales. VSI made the determination not to hire and as attrition took place, they did not bring people back as they did not have the work to people in jobs at that time. It took VSI about 6-7 months re find other contract and start hiring people back – this dropped their run rate. Randy said they think they have the work and the ability to push that back up in 2017. But what happens when they don't have the income, it forces it back to their fall back which is DDRB. They were down about \$145,000 in income, \$50,000 which is in sales but the remainder in services they could not bill to other funding sources, i.e. DESE and VR. Steve inquired if the change in the law relative to salaried employees would have an effect on VSI. Randy said they had started implementing that in 2016 and the implementation date was late February. Steve asked what those payroll increases would be for two months and Randy indicated about \$14,000. Tom Bradley inquired as to the number of Clay Client workers – the funding application shows 137 for 2016 and 130 projected for 2017; a decrease. But we are understanding Randy to say that he actually anticipates an increase. Randy explained with the WIOA regulations going into effect, they are uncertain if they will get any of the youth coming out of school. In the past they have always gotten 7-15 per year. With the new regulations those individuals have to go through the process which could take 1 to 3 years before they

could be referred to a sheltered workshop. Tom Bradley asked what was the lowest client level this past year which means you did not have that income. Randy said he thought the number was 118. Alan inquired as to the discrepancy on the funding application when he records 122 people by age and disability but 137 total. Randy said that the two were a different census as the application asks two different questions. Steve remarked that this is one of the areas we need to improve or tighten up on the funding application. To recap, Steve said if you take the \$50,000 in lost sales, \$95,000 in lost income and the additional \$15,000 in salaries into account with the actual for the twelve-month period, you get very close to the 4% VSI is requesting. Steve recommended that the Committee approve the request in the amount of **\$1,728,099 for Vocational Services Inc.** The Committee agreed.

At the close of the meeting, Steve mentioned that we would like to make some improvements to the Funding Application for next year to make the form simpler for the agencies to complete and streamline the process for DDRB. He asked if Barbara Griggs and Randy Hylton would assist us in this endeavor as they have a long history with DDRB and the funding application and process. They both agreed. The Committee will work on this in FY2017 with dates to be announced later.

Respectfully submitted,

Sonja Bennett
Administrative Director