

Developmental Disabilities Resource Board of Clay County
Board Meeting
October 25, 2016 Meeting Minutes

The DDRB Board met on October 25, 2016 at 6:30 pm at the offices of DDRB. Present for this meeting were Heath Roberts, Gary Steinman, Stephen Elliott, Alan Naylor, Rick White, James Gottstein, Pat Schoenrade, Robert Sevier and Sonja Bennett. The meeting was **called to order** by Heath Roberts, Chairman.

Guests present at the meeting included:

Jim Huffman, Life Unlimited	Brent Harris, Northland Therapeutic Riding
Joan Ibale, TNC Community	Barbara Griggs, Life Unlimited
Holly Wilmes, Easter Seals	Randy Hylton, Vocational Services Inc.
Casey Melancon, Easter Seals	Mike Luck, Northland Therapeutic Riding
Jill Bartlett, Northland Early Education	Colleen Baker, Northland Therapeutic Riding

Roll Call was taken by Sonja Bennett. Heath Roberts introduced and welcomed new board member, Robert Sevier.

Alan Naylor moved that the Board approve the minutes of the August 30, 2016 board meeting. The motion was seconded by Pat Schoenrade and approved unanimously. Alan Naylor moved that the Board approve the minutes of the August 30, 2016 Finance Committee meeting. The motion was seconded by Pat Schoenrade and unanimously approved. Alan Naylor moved that the minutes of the Board Owned Property Committee meeting of August 30, 2016 by approved. The motion was seconded by Pat Schoenrade and approved unanimously.

The **Treasurers Report** was given by Stephen Elliott. The details are as follows:

AUGUST Financials DDRB

DDRB Balance Sheet August 31, 2016

Commerce Bank Checking:	\$ 305,378.91
Total Checking and Savings:	\$5,547,609.19
Total Assets:	\$8,014,183.67
Total Liabilities & Equity:	\$8,014,183.67

DDR B P & L August 31, 2016

Total Income for the month:	\$ 65,104.88
Total Expenses for the month:	\$ 499,716.43
Net Income (Loss) for the month:	-\$434,611.55

DDR B P & L January through August 31, 2016

Total County Tax Receipts:	\$4,517,233.53
Total Income for YTD:	\$4,962,816.64
Total Expenses for YTD:	\$3,603,868.98
Net Income YTD:	\$1,358,947.66

SEPTEMBER Financials DDRB

DDR B Balance Sheet September 30, 2016

Commerce Bank Checking:	\$ 575,935.62
Total Checking and Savings:	\$5,198,250.31
Total Assets:	\$7,664,824.89
Total Liabilities & Equity:	\$7,664,824.89

DDR B P & L September 30, 2016

Total Income for the month:	\$ 84,389.07
Total Expenses for the month:	\$ 434,571.49
Net Income (Loss) for the month:	-\$350,182.42

DDR B P & L January through September 30, 2016

Total County Tax Receipts:	\$4,531,177.59
Total Income for YTD:	\$5,025,305.71
Total Expenses for YTD:	\$4,016,540.47
Net Income YTD:	\$1,008

AUGUST Financials TCM

TCM Balance Sheet August 30, 2016

Commerce Bank Checking:	\$ 804,034.89
Total Checking and Savings:	\$1,306,034.89
Total Assets:	\$1,306,034.89
Total Liabilities & Equity:	\$1,306,034.89

TCM P & L August 31, 2016

Total Income for the month:	\$247,170.84
Total Expenses for the month:	\$217,148.29
Net Income for the month:	\$ 30,022.55

TCM P & L January through August 31, 2016

Total Income for YTD:	\$1,960,985.14
Total Expenses for YTD:	\$1,693,659.73
Net Income YTD:	\$ 267,325.41

SEPTEMBER Financials TCM

TCM Balance Sheet September 30, 2016

Commerce Bank Checking:	\$ 843,847.89
Total Checking and Savings:	\$1,341,847.89
Total Assets:	\$1,341,847.89
Total Liabilities & Equity:	\$1,341,847.89

TCM P & L September 30, 2016

Total Income for the month:	\$ 273,769.20
Total Expenses for the month:	\$ 237,956.20
Net Income for the month:	\$ 35,813.00

TCM P & L January through September 30, 2016

Total Income for YTD:	\$2,234,754.34
Total Expenses for YTD:	\$1,931,615.93
Net Income YTD:	\$ 303,138.41

Short and Long Term Investments

DDRB:

Investment:	\$4,622,314.69
Interest YTD:	\$ 36,955.99

TCM:

Investment:	\$ 498,000.00
Interest YTD:	\$ 2,818.14
Total Investment:	\$5,120,314.69
Total Interest:	\$ 39,774.13

Stephen Elliot moved the Board accept and approve the Treasurers report with a second from Alan Naylor the board unanimously approved the report.

The **Administrative Directors Report** was given by Sonja Bennett with details as follows:

- The County Commissioner approved the DDRB levy at .1182
- 1Q MEHTAP Grant paperwork has been submitted for payment.
- Funding Applications have been received from all the existing agencies. We had a request from one new agency for a grant application but no application was received. We are in the process of reviewing those applications.
 - Steve Elliott interjected that the Funding Applications that came in 4% or under will be approved and those over 4% will be reviewed at the November 1 Finance Committee meeting.
- Audited Financial Statements have been posted to our website.
- Prepared the Operating Budgets (Income/Expenses) for 2017 which we will present this evening
- Repairs to the Kent Street building:
 - Security Video Monitor Upgrade: 32" monitor was installed and the electrical work to insure everything is within code have been completed.
 - Roof Contractor completed roof repairs. There were some repairs that fell under the warranty and other repairs that appeared to be damage from fireworks.
 - All the water damaged ceiling tiles have been replaced.

- The Interior and Exterior windows in the Kent Street building have been cleaned as well as all the light fixtures and ceiling vents.
- All the painting and minor repairs have been completed to the Kent Building.
- New office furniture to accommodate 6 additional office spaces has been installed.
- Jason Kuhlman secured the Storage Racks to the walls as requested as a result of the CHS Safety Inspection.
- The carpet cleaning is scheduled for October 29, after the CHS Halloween event.
- The trees in the front of the building along the street were trimmed of the dead limbs and canopies raised. The rose bushes were trimmed and sprayed.
- We implemented an office and bathroom numbering system to make it easier for maintenance just in general finding specific offices.

There was no **Executive Committee** report.

The **Finance Committee** report was given by Stephen Elliott. Steve reported that he and Tom reviewed the operating budget with Sonja last week and conveyed the information as well to Gary Steinman via telephone. The budget was presented to each board member for review. We looked the actuals are based on September (2015) through August (2016) for comparative purposes.

The first income item is the Levy. We are projecting County Tax receipts in the amount of \$4,920,000 based on the increase in the Levy. Sonja stated that the full amount of the Levy is .1200 but the maximum we were allowed to take this year is .1182. The Della Lamb Waiver is based on the contract DL has with DMH. Our obligation to Della Lamb is reduced by the amount they receive from DMH. That amount is projected to be \$231,000 and is offset in the Della Lamb expense line. We have income from the MEHTAP Grant (\$13,910) and the DMHJ Purchase of Service contract (\$22585). We have projected interest income (\$59,000) up 4.3% over the previous period. We have Group Home income from Life Unlimited (\$135,600) and rent income from CTC (\$182,400). At Tom's suggestion, we set up CTC Utility (\$22,800) income and CTC Janitorial income (\$11,400). A portion of the rent for the 920 Kent building includes these items which are offset in the expenses for same based on the number of employees each month. This gives a better view of true income. Steve clarified that the rent is based on number of employees not office spaces. The overall projected income is \$5,598,695, a 3.9% increase over the previous period.

For the expense items, we are budgeted less than we did last year. In the number for accounting audits and insurance those include the current and previous year so we have adjusted those totals at the bottom. Rick White asked about the MACDDS membership dues. The dues are not payable until March so for now we need to budget this but as a board we can determine if we want to renew our membership. Equipment Service and Repair has increased

but we are going to charge out IT Services into this account. In Board Consultants, last year, this included IT Consulting, Property Inspections as well as Sonja's consulting fees while Brian was here and our Summer Intern. We moved the Property Inspection under Board Property Expenses and set up a category for this line item to give a better view of the actual details. Rick White inquired as to account 0101 – Bank Service Charges – Steve advised these are the fees charged by Commerce Bank to manage all of our investment accounts as well as checking accounts. Steve reported that overall we are projected 5% less in expenses compared to the previous period. Heath asked again to clarify that we are now going to report the CTC Utility and Janitorial income as income versus reporting those as a credit to the expense lines previously. Heath wanted to make certain that we were following the GAP guidelines. Steve confirmed. He also wanted to know if we had conferred with the accountant to make sure he was good with these changes. Steve said that he and Tom had the experience to make those decisions. Sonja will convey these changes to Bruce Culley. He recommended that the Board approve the budget with a second made by Gary Steinman and passed unanimously.

The Board was presented with a summary of the DMH Waivers. Sonja stated the contract for the Hope Waiver this year is \$189,310. This does not mean we will use all of this waiver but rather this is the maximum amount of the waiver contract for FY2017. The One Time Non-Waiver is offset in the income line (4203). This is to cover expenses that are not covered under any waiver and we can use these funds at our discretion. The Comprehensive and Community Support waivers are specific for services supplied by Concerned Care, Immacolata, Easter Seals and Della Lamb for specific services. They submit the paperwork monthly to DMH and are paid by DMG then DMH in turn sends an invoice to DDRB for reimbursement of those charges up to the agreed upon percentage per person. Our overall contract for the year is a maximum of \$1,004,489.

Pat Schoenrade reported for the **Services Committee** an update on the Transportation Study. Pat reported that 35 people were reported by the Service Coordinators with unmet transportation needs out of the 1000 plus consumers we serve. Pat categorized the needs. A copy of her report is attached to these minutes for reference. In addition, Easter Seals has 12 consumers for that they currently service the transportation needs. Pat requests direction of the Board. Rick White said he would like to see transportation outside of the county if necessary, i.e. Alphapointe and Farmers House. Rick White feels we should review this option of which James Gottstein agreed. Rick White asked Randy Hylton of VSI if they had people needing transportation that fall outside of our current support. He said that this does happen but his solution has been to work with the clients, guardians, etc. and set up car pools for example to meet the needs. Barbara Griggs, Life Unlimited, clarified, from a historical perspective, that a large majority of the folks served by Easter Seals were originally served out of the 920 Kent location. Most of the people were from Liberty and/or moved in close proximity of this location. When Easter Seals moved, they moved to the other end of the

county which has created a transportation dilemma. Pat agreed that no route was ever set up for their new location. Pat stated this is a very fluid situation. Pat summarized there is a need to go outside of Clay County, a number of consumers who need assistance getting on/off the van, and the Easter Seals situation. The Board requested that we get more details on the Easter Seals consumers, number one since they are in Clay County. With respect to the issue of “assistance on/off the van”, there are a multitude of issues based on the specific client needs. Heath stated we have the funds, have identified the needs of the consumers and we need a proposal from a service provider in order to review. Heath asked the service providers in the audience for input. Barbara Griggs pointed out that the services for these specific types of needs on an individual basis is likely to be quite high and suggest we send out a RFP – source and destination, etc. Randy Hylton said that loading and unloading can be an issue -a time issue and that is what make it untenable to set them up on an existing van and depending on destination it can be a long time on the van. Heath confirmed that is the Board’s desire to fund transportation. We need to see what it costs. The three key areas to start with will be those in the outlying areas within Clay County not currently being served, those needing assistance o /or the van and the folks at Easter Seals.

The **Long-Range Planning Committee** had no report.

The **Board Owned Property Committee** report was given by Alan Naylor. The next property inspections are scheduled for November 7 at 9am commencing at the Ridgeway House. Mr. Naylor requested approval to purchase one additional desk for office sharing from Scott Rice in the amount of \$1395 to be paid from TCM funds. The proposal was seconded by Rick White. The motion was modified not to exceed \$1400 and approved by Roll Call vote. Kent Street maintenance is up to date. The Lease of Board Owned Property Manual language has been updated. Duro-Last Roofing has presented an invoice for roof repairs in the amount in \$210. The motion was made by Steve and seconded by James Gottstein and approved by Roll Call vote. The Committee is exploring lighting for the outside of the building. Mr. Naylor said he may request an email or teleconference for approval. Mr. Naylor then referred to Barbara Griggs of Life Unlimited for an update on the housing project.

Life Unlimited reported as of this past week, they had received the tax credits for approximately \$995,000 are to offset the funds coming from a private donor. Life Unlimited has received the exact amount from the donor and will be expending it on Monday by making the purchase of three (3) existing houses in Gladstone, one (1) new partially built home and two (2) lots in Gladstone and Kansas City North. There is a certain amount on renovation for the existing homes. They hope to have those homes occupied by the first of the year. The partially built home was altered to be fully accessible by three (3) wheelchairs. The homes to be built on the lots will possibly be a replacement for the Sherwood or Flora House. In order to receive the “tax credits”, the money had to be spent to purchase the homes. The tax credits are set aside and marked for Life Unlimited. They close on all the properties on Monday. The original plan has been split between calendar year 2016 and 2017. Rick White inquired if this enhanced

or encumbered the donor's participation in the future. Barbara said it actually enhanced the opportunities and the donor met with the Life Unlimited board and is very excited about being able to make this type of contribution to improve the lives of people with disabilities in our community. She expressed her gratitude again to the Board for their support in creating a sustainable housing program. Gary Steinman inquired as to the anticipated date for being able to move consumers into the 3 houses that are "move in ready" with minor alterations. Barbara said she thought that would-be January 1.

Anita Hartman reported September and October for **Targeted Case Management**. She reported that CHS is fully staffed and they are promoting an administrative assistant to a case manager and are interviewing for a new administrative assistant now. Medicaid rate has not changed since the last reporting. We continue increase in the number of clients we serve. One of our teams went to the State Fair and helped work an exception rodeo for the folks we serve. One of our Service Coordinators (SC) got an elevator approved for a home. Two SC's got adaptations for vans, an individual got a job at PetSmart and one individual going to Orlando through Make a Wish Foundation. This week they are hosting their annual Halloween party, from 1:30 to 5:00. Anita said the CHS staff are enjoying working with Sonja. The new furniture is in place; we have office sharing and created docking stations for remote working. The Surface Pros are in place – their goal is to have everyone doing their work on these and go paperless in the future.

New Business

The group decided on Stroud's for their **Holiday Party** and Sonja will circulate some dates and confirm.

Alan Naylor moved that we amend Page 9, Paragraph 9 of the **By-Laws**, changing all references to Executive Director to Administrative Director. Seconded by Rick White – the board voted unanimously to approve. Steve Elliott suggested that we review the changes the next meeting to assure the changes have been implemented. The Board agreed.

Agency Updates

Mike Luck, Secretary of **Northland Therapeutic Riding** also a parent of a developmentally disabled child relayed a compelling story of his child's experiences and the benefits received from this program. Colleen Baker, Executive Director, said they would like request additional funds from the Board for the calendar year 2016 and turned the presentation over to the NTRC Treasurer, Brent Harris. Brent explained that the number of riders in 2015 was 50, in 2016 the number of riders is 63 with an estimated 75 in 2017. In addition, they have received over 80 referrals in the last 18 months and the number of riders with extra financial needs/parent hardships has increased. They have five (5) six (6) week riding sessions and to date they have billed four (4) of those sessions and nearly depleted the 2016 grant of \$23,000. They requested additional funding of \$7,000 for 2016 for a total of \$30,000. Gary Steinman inquired as to the increase in referrals. Colleen said she thought the program was well recognized in the

community as well as the therapy itself is being recognized as truly beneficial nationwide. The hoist that was funded as part of the grant program is proving a great benefit and provides a great deal of safety for the consumers. Gary Steinman moved that we approve an additional \$7,000 for a total annual grant of \$30,000 for 2016. The measure was approved unanimously by roll call vote.

Barbara Griggs of **Life Unlimited** reported that a one of their consumers has been seriously ill and not expected to live but is miraculously showing signs of recovery. The staff of Life Unlimited have been amazing and generous in spending their time at the hospital with this person and his family.

Randy Hylton with **Vocational Services** gave a report on the Workforce Innovation and Opportunity Act. Four (4) years ago, Senator Tom Harkins of Iowa an advocate for people with developmental disabilities thought many things were not being followed properly with folks coming out of schools and trying to get involved in *Community Integrated Employment*. He went to work on the WIO bill which passed almost unanimously and was signed by President Obama and became law in 2014. However, they had to sit down and write the regulations for the law. Randy stated that the vocational workshops were in favor of the statutes as they were written. BUT things went horribly wrong in writing the regulations and what was intended as an opportunity to develop better community integrated employment resources for people coming out of schools turned into a bashing and an attempt to shut down sheltered workshops by doing away with the Section 14C Sub-Minimum Wage Bill that is in the Department of Labor. Randy prepared hand-outs with information regarding the law. He explained the various agencies at the federal and state level governments that will be involved in implementation and oversight on an on-going basis. Once the regulations were completed, July 2016, the requirements of the law have to be implemented by July 2017. Randy explained that every individual that works under the Section 14C must go through career counseling process in a group setting by the DSU. As the employer, Randy stated, they are required to provide information on Community Advocacy, Self-Directed Advocacy and Peer Mentoring, all of which has to be done individually and locally. One of the questions that has arisen as they were working on the processes for implementation was, "what happens if a guardian refuses for the individual to take this training?" According to the information provided by Helen Applewhite of the DOL, there is NO right of refusal. It has to be done or you cannot be employed under Section 14C. If it is not done in the correct manner and time frame, then those individuals have to be paid the current minimum wage. They have partnered with the Hook Center at MU to have enough people to actually implement the program across the state. This process is to be completed annually. This is an unfunded mandate. Randy says he thinks they have a good plan.

Steve inquired as to other states – Randy confirmed that Missouri is set up differently than some states. There have been a few states that are closing the vocational workshop programs but again reiterated Missouri is not closing the program and is working closely with Vocational

Rehab (VR) to implement this program in the proper manner and time frame. Heath inquired as to the aspect of “refusing” the training and Randy confirmed if someone refuses the training, then they cannot be employed under the Section 14C law and would have to be paid minimum wage BUT, he said, VSI cannot afford to pay minimum wage so the alternative is to discontinue that person’s employment, they would be laid off. The Board thanked Randy for his hard work on this program.

Sonja Bennett introduced a request from **Alphapointe** for an increase in their budget for 2016. Alphapointe (Clay Berry) sent a letter requesting additional funds of \$1328.25 for November and December for a total of \$2656.50 making their total grant for 2016 total \$13,016. Sonja read the letter from Alphapointe which stated, “this is our projection for wages and days worked...”. Gary Steinman moved the motion be approved which was seconded by Rick White and approved with on by the Board. After that vote, Randy Hylton asked to clarify the request said “wages”. He and Barbara Griggs both voiced concern that DDRB was paying “wages” as that is highly irregular to for the county to pay “wages”. The Board asked Sonja to confirm with Alphapointe and our contract and confirm exactly the services covered under the grant to Alphapointe.

For the purposes of clarifying this issue for any future reference, this is inserted into the minutes. This was conveyed to all Board members on Wednesday, October 26 as well as to Randy Hylton and Barbara Griggs. DDRB pays for ***“workshop rehabilitative services” and not wages. “The shortfall is not due to increased costs or people but only due to more days of service provided than initially forecasted.”***

Holly Wilmes with **Easter Seals Midwest** invited the Board members to their Early Childhood Programs Annual Thanksgiving lunch on Wednesday, October 23 from 11:15 to 12:30. This is an opportunity to meet the children and families they serve.

Jill Bartlett with **Northland Early Education Center** said that they had raised \$46,000 at their annual Diamond K Ranch Party. She thanked Heath for coming and brining his family.

With no further business, the meeting was adjourned by Chairman Roberts.

Respectfully submitted,

Sonja Bennett
Administrative Director