

**MINUTES OF
DEVELOPMENTAL DISABILITIES RESOURCE BOARD
OF CLAY COUNTY**

August 27, 2013

The August meeting of the Developmental Disabilities Resource Board of Clay County was called to order at approximately 6:30 p.m. at the executive office, 920 Kent, Liberty, Missouri by Bill Taylor, Chairman. Present were: Karla Arnold, Stephen Elliott, Lorry Kelly, Gary Steinman, Bill Taylor, Linda Thomas and Linda Weisbach. Mary Olshefski and Heath Roberts were excused. Also present was Charles Washburn, Executive Director.

Guests present and signing in:

Jim Huffman	Concerned Care	Anita Hartman	CHS
Barbara Griggs	Concerned Care	Randy Hylton	VSI
Jill Bartlett	NEEC	Betsy Kelerher	CEADD
Dale Herrick	Immacolata Manor	Bess Bonewitz	TNC
Etta Mitchell	KCRO		

ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE

Correspondence:

- Concerned Care September & October recreation newsletter.
- Mo Department of Mental Health analysis of the impact on Missouri's publicly funded mental health services if House Bill 253 is enacted.

APPROVAL OF THE MINUTES

Gary moved and Linda W. seconded that the minutes of the Tuesday, July 30, 2013 Regular Board Meeting be approved. The motion passed unanimously.

Lorry moved Karla seconded that the minutes of the Tuesday, August 6, 2013 Finance Committee Conference call be approved. The motion passed unanimously.

Lorry moved Gary seconded that the minutes of the Thursday, August 8, 2013 DDRB Conference call be approved. The motion passed unanimously.

TREASURER'S REPORT

Gary Steinman read the Treasurer's Reports for July 2013. As of July 31, TCM cash assets were \$148,010.78 in checking. Total assets and Liabilities & Equity were \$148,010.78. Total income year to date is \$841,303.52. Total expenses year to date are \$770,629.19. Year to date net income is \$70,674.33.

As of July 31, cash assets were \$1,701,768.84 in checking and \$4,313,052.70 in short-term investments for a total in checking/savings of \$6,014,821.54. Total assets were \$8,468,184.13. Total liabilities and equity were \$8,468,184.13. Income for the month of July was \$56,953.40. Budgeted expenses for the month of June were \$514,939.41. July income in excess of expenses was -\$457,986.01. Year to date income was \$4,380,582.66. Year to date budgeted expenses were \$2,942,062.44. Year to date income in excess of expenses was \$1,438,520.22.

Lorry moved and Steve seconded the treasurer's report for July be approved. The motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

Participated in MACDDS/MARF meeting in Columbia; Completed work with contractor on erection of outside sign; Arranged and hosted Finance Committee conference call and DDRB conference call to discuss insurance renewal; Talked with Mary Jill Webber with Northland Therapeutic Riding Center about their program. She was going to present a short video prior to August 27 DDRB meeting, However due to Long Range Planning Committee meeting she has advised DDRB may go to their web site northlandtrc.org to view their program video; Prepared Notice of Public Hearing to Set the Levy 2013; Participated in MACDDS/MARF review of local based delivery system for services for people with developmental disabilities; Provided to Board members second quarter goal and financial reports from agencies; Updated the Board in regard to the upcoming veto session, in particular HB253.

COMMITTEE REPORTS

Executive Committee-The Executive Committee did not meet prior to the Board meeting. The executive Committee plans to meet prior to the October 2013 meeting to discuss the Executive Director job description.

Finance Committee--The Finance Committee had a conference call August 6, 2013 to discuss and recommend to the Board the insurance be renewed for the period from August 15, 2013 through August 15, 2014. The DDRB had a conference call August 8, 2013 and approved the recommendation of the finance committee.

Audit RFP-

The Finance committee chairman presented a proposed "Audit bid" Request for Proposal (RFP) and four potential CPA firms the audit bid might be sent to.

Gary moved and Lorry seconded the Audit bid RFP be sent to the four CPA firms proposed. The motion passed unanimously.

Funding parameters-

The Executive Director asked for guidance in respect of the funding applications due in October 2013 for 2014. The past two years DDRB has allowed each agency to ask for a 4% increase above actual funding from September 1 through August 31.

Steve moved and Lorry seconded the agencies be allowed to ask for a 4% increase above actual funding for the period from September 1, 2012 through August 31, 2013 for 2014. The motion passed unanimously.

Investments-

There are four cd's maturing within the next 60 days. Rates are meager.

Lorry moved and Karla seconded DDRB authorize Gary Steinman and Charles Washburn to review rates and if at rate of 0.45 or more is available for one or two years with shorter terms preferred. Voting yes: Karla, Steve, Lorry, Gary, Bill, Linda T. and Linda W.

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Finance Committee--continued**

Business Associate Agreement

The Finance committee chairman presented a proposed Business Associate Agreement to consider whether it should be an additional requirement for agencies supported by DDRB.

Gary moved and Lorry seconded the Business Associate Agreement be a requirement for each agency contracted with for 2014. The motion passed unanimously.

Services Committee—The Services Committee did not meet prior to Board meeting. The Services Committee plans to meet to review the transportation manuals.

Long Range Planning Committee—The Long Range Planning Committee met prior to the August 27, 2013 DDRB meeting. LRP is encouraging Concerned Care to find more energy efficient, affordable housing for the people they serve.

Barbara Griggs answered questions posed by Board members. She has met with Wayne Crawford and expects to hear more from him soon. She has identified five members from CCI board to lead in the transition. DDRB has identified the Long Range Planning Committee members and Bill Taylor to represent DDRB. Barbara has asked her residential managers to prepare ISL budgets for those people living in Flora House, Northland House, Ridgeway House and Hampton House.

The Long Range Planning Committee chairman advised Barbara of the June 30, 2014 target date to discontinue the use of group homes Flora House and Northland House. Barbara indicated she would work toward that goal.

Board Owned Property Committee—

The Executive Director has postponed the next property inspection until the work approved at the April 30, 2013 meeting has been completed. All work previously approved has been completed with the exception of the Northland House sidewalk railing and dirt work to level. Once the work is completed a group home inspection will be scheduled and a subsequent committee meeting scheduled. Steve volunteered to discuss the completion of previously approved work with Jason Kuhlman.

920 Kent Outside Sign-The sign has been erected. The Executive Director arranged to have shrubs planted in accordance with Liberty city codes. The City of Liberty has approved the completed sign installation.

TCM Report—Anita Hartman gave a comprehensive report. 25 employees are serving 601 Clay County clients as of 8-21-13. A second admin assistant has been hired and started August 26, 2013. Several success stories were presented as was the financial impact of TCM in Clay County.

OLD BUSINESS:

None

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**NEW BUSINESS:
Set the Levy for 2013**

The State Auditor's forms were completed and submitted to the Clay County Clerk's Office August 16, 2013 for mathematical review. The Executive Director recommended that the board set the levy at the same rate as 2012 (.1191) rather than the maximum legal rate to comply with Missouri laws per calculations on the State Auditor's Tax Rate Summary Page, Line J. That rate for 2013 is .1200. Notice of Public Hearing was posted August 16, 2013 at the Clay County Courthouse, Mid-Continent Public Library and DDRB of Clay County office.

Lorry moved and Karla seconded that the Board set the 2013 levy at the same rate as 2012(.1191) rather than the maximum legal rate to comply with Missouri laws per calculations on the State Auditor's Tax Rate Summary Page, Line J. (.1200). Voting yes: Karla, Steve, Norm, Lorry, Mary, Gary, Bill, Linda T and Linda W. The motion passed.

COMMUNICATIONS: Guests

Concerned Care—Annual auction is October 3, 2013

Immacolata Manor—Surveys are being sent out to stakeholders to assist IM to update their Strategic Plan.

NEEC—Ranch Party is September 14.

Triality—Expressed thanks to CHS in supporting the application for a Lopez waiver.

TNC—Reported \$30,000 was raised at a recent fund raiser.

KCRO—Expressed thanks to CHS in making the support coordination transition run smoothly.

As there were no further discussions, the meeting was adjourned at approximately 7:50 p.m.

Respectfully submitted,

Charles Washburn
Executive Director