

# DEVELOPMENTAL DISABILITIES RESOURCE BOARD

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January 17, 2005

Ms. Pam Mason  
Office of Clay Co. Clerk  
One Courthouse Square - Adm. Bldg.  
Liberty, MO 64068

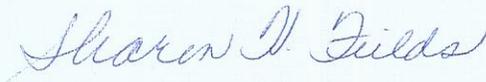
Dear Pam:

Enclosed are copies of meeting minutes approved at the 11/30/04 board meeting:

October 26, 2004 - Regular Board Meeting

Thanks for your help in placing these minutes in your files.

Sincerely,



Sharon H. Fields  
Executive Secretary

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

**October 26, 2004**

The October meeting of the Developmental Disabilities Resource Board of Clay County was called to order at 7:00 p.m. at the executive office, 920 S. Kent, Liberty, Missouri by Glynda Jacobson, Chairman.

Present were: Gail Brown, Karla Duff-Mallams, Gerald Gorman, Norman Guettermann, Glynda Jacobson, Lorry Kelly, Janey Taylor and Lon Waterman. Mary Olshefski was excused from the meeting. Also present was Sharon Fields, Executive Secretary.

Guests present and signing in:

Nancy Miller	Immacolata Manor
Susanna Vogt	Immacolata Manor
Jill Bartlett	Northland Early Education Center
Jerry Tindall	Vocational Services
Charles Wheeler	Kansas City Regional Center
Betsy Keleher	CEADD
Barbara Griggs	Concerned Care
Jim Huffman	Concerned Care
Wendy Witcig	Triality

**ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE: Agencies**

**Correspondence:**

- Greater Kansas City Foundation letter: closing of their supported employment program
- Vocational Services: consumer service award programs on 11/4 & 11/5
- Triality: Two newspaper articles on the early childhood program
- Jewish Vocational newsletter: 3 year CARF accreditation
- News Release from DMH: Director Anne Deaton's retirement effective 1/1/2005
- Information from VSI re: number and age of Missouri sheltered workshop employees; increase in cost of doing business from 1999 without a corresponding increase from DESE

**APPROVAL OF THE MINUTES**

Gerald moved and Lorry seconded that the minutes of the Tuesday, September 28, 2004 Closed Board Meeting be approved. The motion passed unanimously.

Lorry moved and Lon seconded that the minutes of the Tuesday, September 28, 2004 Open Board Meeting be approved. The motion passed unanimously.

### **TREASURER'S REPORT**

As of September 30, 2004 cash assets were \$759,765.89 in checking, \$1,201,500 in long-term investments and \$2,086,145.79 in short-term investments for a total in checking/savings of \$4,047,411.68. Total assets were \$6,162,192.82. Total liabilities and equity were \$6,162,192.82. Income for the month of September was \$63,108. Total expenses for the month of September were \$198,083. September expenses in excess of income were \$135,765. Year-to-date income was \$4,102,490. Year-to-date expenses were \$2,426,073. Total year-to-date income in excess of expenses was \$1,529,665.

Lon moved and Gail seconded that the Treasurer's Report be approved as read.  
The motion passed unanimously.

The board voted at the September meeting to purchase additional short-term investments for maturity in February, March, April and May 2005. These were purchased on September 29, and a summary was provided showing the par value, principal and interest for each Treasury Note.

### **EXECUTIVE SECRETARY'S REPORT**

Third quarter reports were distributed at the meeting. A copy of the revised Page 21 of the Funding Policy & Procedure manual was mailed to all board members for their records. Names were submitted to the Missouri Ethics Commission for board members and staff serving in 2004 who will be asked to complete a personal financial disclosure form. Sharon attended the MACDDS Annual Conference on October 13-15; a description of sessions attended was provided. A banquet was held to celebrate the organization's 25 years of service on October 13; Karl Morris, Concerned Care, was honored as a founding member. A copy of the MACDDS annual report was provided.

### **COMMITTEE REPORTS:**

#### **Executive Committee**

The Board will meet in closed session on November 30 at 6:45 p.m. to discuss personnel matters.

#### **Finance Committee**

The Finance Committee did not meet prior to the board meeting.

Lon moved and Karla seconded that the minutes of the Tuesday, September 28, 2004 Finance Committee Meeting be approved. The motion passed unanimously.

### **1. Review Financial Requests**

#### **DDRB Insurance Renewals**

##### **Crime Policy (Previously Employee Dishonesty/Depositors Forgery Bonds)**

Cretcher-Lynch & Co. submitted an invoice in the amount of \$1,500 to renew the Board's crime policy for the period October 12, 2004 through October 12, 2005. This is the same price as coverage for last year. Funds would be taken from Account #5000:0120 Insurance.

Gerald moved and Karla seconded that the Board approve payment of \$1,500 to Cretcher-Lynch & Co. to renew the crime policy to continue coverage from 10/12/04 through 10/12/05. Voting yes: Gail, Karla, Gerald, Norman, Glynda, Lorry, Janey and Lon. The motion passed.

### **2. Inspections on Board-Owned Property**

Concerned Care is responsible for the routine maintenance on Board-owned property leased to them, and the board approves funds for maintenance in their budget each year for this purpose. Concerned Care is required to notify the Board of any single expenditure over \$2,500. This restriction was imposed so that the Board would be advised about any major repairs before they were done.

Per instructions from the closed board meeting on September 28, Modern Age Remodeling submitted a quotation of \$5,600 to cover quarterly on-site inspections of all Board property and to attend four board meetings per year to review the results. The Board's proposed budget for next year contains \$8,000 for this project. Modern Age Remodeling and Concerned Care would work together on the inspections, and the Board would discuss and decide who is responsible for any needed repairs or renovations. This bid would change if the Board decided to do inspections less frequently.

It was the consensus of members present that the bid was reasonable for this service but that the Board should try to obtain two more bids. It was decided that a newspaper ad would be run for two weeks based on the specifics in the Modern Age Remodeling quotation. Also, it was suggested that a deadline be placed on accepting bids so that this task could be completed prior to continuing discussions on this subject at the November 30 board meeting.

### **3. Income Carry-Over for CY05**

A spreadsheet was mailed to all members detailing income that could be carried-over into the next year to cover the \$465,000 difference between estimated income and agency requests for CY05.

#### **4. DDRB Proposed Budget for CY05**

Sharon reviewed the proposed figures for the Board's operating budget for CY05. Changes suggested were:

##### **5000:0166 Equipment Service/Replacement**

Remove \$1,349 from "new equipment/furniture"; this amount will be spent in 2004 for new office furniture.

##### **5040 Board Consultants**

Rename "Strategic Planning" to "Board Education" and keep the \$2,000 in the budget.

##### **5070 Management In-Service Training**

Remove agency training requests from the DDRB budget to more accurately reflect the Board's expenses vs. agency expenses. It was suggested that the Board review all agency training requests over \$10,000.

The spreadsheet will be updated prior to the November 10 meeting so that final totals will be available for the discussions.

#### **5. Furniture for Board Office**

Sharon presented three competitive bids for office furniture which was included in the CY04 budget at \$1,500.

Gerald moved and Lon seconded that the Board advertise in the newspaper for office furniture bids for a period of 7 days. If no lower bid is received, the Board will authorize the purchase of furniture at \$1,349. Voting yes: Gail, Karla, Gerald, Norman, Glynda, Lorry, Janey and Lon. The motion passed.

It was suggested that the Board review its policies concerning the minimum dollar amount for the bid process and determine what the Board needs to do to raise the minimum.

The Finance Committee will meet on Wednesday, November 10 at 5:00 p.m. to review budget applications.

#### **Residential Services Committee**

Norman visited the inside of all four apartments at the 8828 N. Main property, met with staff members and met 3 out of the 4 residents. Everything was neat and clean and in good repair. Residents appeared to be happy with their living arrangements.

**Employment/Training Committee**

No report.

**Support Services / Transportation Committee**

No report.

**Long Range Planning Committee**

No report.

**Property Maintenance Committee**

The real estate attorney is looking into what could be done with the North Main property. His findings will provide the Board with information needed to make a decision on the disposition at some future time.

Gerald moved and Janey seconded that the Board write a letter to Michael Keleher asking him to notify the Board if his work on the North Main property will exceed \$1,000 in fees. Voting yes: Gail, Karla, Gerald, Norman, Glynda, Lorry, Janey and Lon. The motion passed.

Concerned Care is looking into the numbers of persons who are sharing a bedroom in Board-owned group homes and the staffing patterns necessary for everyone to have their own room.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

The DDRB Christmas dinner was tentatively set for Thursday, December 2.

**COMMUNICATIONS: Guests**

- The Clay County Economic Council recently honored Karl Morris with the Look North Award. Concerned Care will host a fundraiser at the City Market in early December.
- Triality has been awarded a three-year grant for their stay-at-home parent project.

As there were no further discussions, the meeting was adjourned at approximately 8:30 p.m.

Respectfully submitted,

Lorry Kelly  
Treasurer (In the absence of Mary Olshefski, Secretary)