

DEVELOPMENTAL DISABILITIES RESOURCE BOARD

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June 7, 2006

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 5/30/2006 board meeting:

April 25, 2006 - Regular Board Meeting

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

Sincerely,



Sharon H. Fields
Director

my documents\Clay Co Comm\2006\PM_Mtg_Mins_April 25 2006.doc

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

April 25, 2006

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

Present were: Gail Brown, Karla Duff-Mallams, Norman Guettermann, Glynda Jacobson, Lorry Kelly, Mary Olshefski and Janey Taylor. Steve Elliott and Beverly Sue Ryan were excused from the meeting. Also present was Sharon Fields, Director.

Guests present and signing in:

Barbara Griggs	Concerned Care
Jill Bartlett	Northland Early Education Center
Jerry Tindall	Vocational Services

ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE: Agencies

Correspondence:

- Northland Early Education Center: Winter 2006 Newsletter and 2005 Outcomes Measurement Report
- Vocational Services: Annual community awards night scheduled for May 18.

APPROVAL OF THE MINUTES

Lorry moved and Gail seconded that the minutes of the Tuesday, March 28, 2006 Closed Board Meeting be approved. The motion passed unanimously.

Lorry moved and Gail seconded that the minutes of the Tuesday, March 28, 2006 Regular Board Meeting be approved. The motion passed unanimously.

TREASURER'S REPORT

As of March 31, cash assets were \$935,150.40 in checking, \$1,845,090.06 in long-term investments and \$3,772,868.33 in short-term investments for a total in checking/savings of \$6,553,108.79. Total assets were \$8,171,618.94. Total liabilities and equity were \$8,171,618.94. Income for the month of March was \$88,815.78. Total expenses for the month of March were \$285,270.26. March expenses in excess of income were \$196,953.53. Year-to-date income was \$4,325,190.12. Year-to-date expenses were \$708,600.61. Total year-to-date income in excess of expenses was \$3,607,666.69.

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

DIRECTOR'S REPORT

James Landrum provided "before" and "after" pictures of the Claymont Home kitchen remodeling funded by the Board; these were distributed at the meeting. Bruce Culley worked at the office on Friday, April 21 to complete the office portion of the 2005 financial audit scheduled for review and approval at the May board meeting.

COMMITTEE REPORTS:

Executive Committee

Glynda reminded all board members to return their personal financial disclosure statements to the Missouri Ethics Commission before the 5/1/06 deadline.

Finance Committee

Review Financial Requests - DDRB Insurance Renewals:

Workers Compensation

The Hartford submitted an invoice for \$427 to cover renewal of the Workers Compensation policy from 5/8/2006 to 5/8/2007. The funds would be taken from Account #5000:120 Insurance.

Mary moved and Karla seconded that the Board approve payment of \$427 to The Hartford to renew the Workers Compensation Policy from 5/8/2006 to 5/8/2007.
Voting yes: Gail, Karla, Norman, Glynda, Lorry, Mary and Janey.
The motion passed.

Residential Services Committee

The Residential Services Committee met prior to the board meeting to discuss clarifying board policies included in the group home lease with Concerned Care. These policies would also apply to property leased to any residential provider in the future. The Committee wants to make sure all board-owned homes are maintained at a safe and healthy level. The Board is monitoring building safety and structural issues through Dan Smith and his quarterly inspection reports.

The Committee felt that residents should also share the responsibility for a clean and healthy environment and will be recommending that the Board add additional language to the group home lease agreement.

1. Each **new resident** will be required to sign a statement that he/she agrees to participate in keeping the living environment to at least a minimum cleanliness level. Each resident will have different capabilities, so the Committee would expect the resident to participate at the level to which he/she is capable of achieving. It was suggested that perhaps Concerned Care could distribute this form and get the signature at the same time they discuss and provide their handbook that is given to each new resident and family/guardian when the resident moves in.

2. **Current residents** will be required to sign this same statement on an annual basis. It was suggested that this be done at the time of the annual person-centered planning meeting.

3. Concerned Care has developed new checklists for cleanliness and for the building structure. The Committee will recommend that the Board receive copies of these new checklists from Concerned Care after they do monthly monitoring of the board-owned homes.

The Committee will present the new resident agreement form and the changes recommended to the lease agreement at the next board meeting for approval.

Employment/Training Committee

No report.

Support Services / Transportation Committee

No report.

Long Range Planning Committee

No report.

Property Maintenance Committee

Hail Damage – Board-Owned Properties

Dan Smith checked all board-owned properties for hail damage and made one minor repair.

Triality Room #107 – Heating/Cooling Problems

Triality and the Committee are still gathering data for the Board's review.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

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COMMUNICATIONS: Guests

Concerned Care hosted a successful wine tasting fundraiser. Harrah's contributed \$3,000 towards the administration building remodeling.

Vocational Services had a booth at the NKC Product & Service Trade Show.

Northland Early Education Center's annual walk-in-the-park is scheduled for May 6.

As there were no further discussions, the meeting was adjourned at approximately 7:25 p.m.

Respectfully submitted,

Mary Olshefski
Secretary