

DEVELOPMENTAL DISABILITIES RESOURCE BOARD

920 S. Kent St. - Suite "B" Liberty, MO 64068
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August 3, 2011

Mrs. Sherri Chapman
Office of Clay Co. Clerk
One Courthouse Square - Adm. Bldg.
Liberty, MO 64068

Dear Ms. Chapman:

Enclosed are copies of meeting minutes approved at the 08/02/11 board meeting:

Jun 28, 2011 Regular Board Meeting

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

Sincerely,



Charles Washburn
Executive Director

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

June 28, 2011

The June 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 S. Kent, Liberty, Missouri by Lorry Kelly, Chairman.

Present were: Ryland Duchardt, Steve Elliott, Norm Guettermann, Lorry Kelly, Mary Olshefski, Bill Taylor and Linda Weisbach. Karla Arnold and Beverly Sue were excused. Also present was Charles Washburn, Executive Director.

Guests present and signing in:

Wendy Witcig	Triality	Wendy Sullivan	Triality
Barbara Griggs	Concerned Care	Greg Kramer	Triality
Jim Huffman	Concerned Care	Rebecca Case	DPI
Jill Bartlett	NEEC	Betsy Kelerher	CEADD
Jerry Tindal	Vocational Services	Randy Hylton	VSI
Dale Herrick	Immacolata Manor		

ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE

Correspondence:

- VSI 2010 Annual Report
- Pathways Summer 2011 Newsletter
- NEEC 2010 Annual Report
- CCI 2010 Annual Report
- Concerned Care July & August Rec schedule

APPROVAL OF THE MINUTES

Bill moved and Norm seconded that the minutes of the Tuesday, April 26, 2011 Board Owned Property Committee Meeting is approved. The motion passed unanimously.

Mary moved and Linda seconded that the minutes of the Tuesday, April 29, 2011 Long Range Planning Committee Meeting is approved. The motion passed unanimously.

Norm moved and Mary seconded that the minutes of the Tuesday, April 29, 2011 Regular Board Meeting is approved. The motion passed unanimously.

TREASURER'S REPORT

Steve Elliott read the Treasurer's Reports for April and May 2011.

As of April 30, cash assets were \$3,475,195.74 in checking and \$5,452,260.10 in short-term investments for a total in checking/savings of \$8,927,455.84. Total assets were \$10,467,800.92. Total liabilities and equity were \$10,467,800.92. Income for the month of April was \$60,929.39. Expenses for the month of April were \$584,800.84. April income in excess of expenses was \$(523,871.45). Year to date income was \$4,149,885.64. Year to date expenses were \$1,663,623.57. Year to date income in excess of expenses was \$2,486,262.07.

As of May 31, cash assets were \$3,162,124.57 in checking and \$5,456,785.46 in short-term investments for a total in checking/savings of \$8,618,910.03. Total assets were \$10,159,255.11. Total liabilities and equity were \$10,159,255.11. Income for the month of May was \$59,837.62. Expenses for the month of May were \$370,502.68. April income in excess of expenses was \$(310,665.06). Year to date income was \$4,209,723.26. Year to date expenses were \$2,034,126.25. Year to date income in excess of expenses was \$2,175,597.01.

Mary moved and Norm seconded that the Treasurer's Reports for April & May be approved as read. The motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

Mailed approved board mtg. minutes from 3/29/11 to S. Chapman; Continued to work with KCRO to enroll several consumers in the Partnership for Hope Waiver. We have provided services to 37 people taking them off waiting lists; Participated in MACDDS meeting in Jefferson City and legislative committee conference call; Received Immacolata Manor CARF three year accreditation; Received Rehab Institute Financial audit for year ended December 31, 2010; Received Vocational Services Financial audit for year ended December 31, 2010; Received Vocational Services CARF three year accreditation; Issued Request for Proposal for Targeted Case Management; Received 1st Quarter Agency Goals and Financial Statements; Discussed TCM RFP with potential providers and provided Board with copies of four proposals received; Met with Northland Training Coalition.

COMMITTEE REPORTS

Executive Committee-The Executive Committee did not meet prior to the Board meeting.

Finance Committee – The Finance Committee did not meet prior to the Board meeting.

Finance Request—Vocational Services sent an email requesting a line item transfer from 5200:400 WPS to 5200:235 DESE Shortfall in the amount of \$7,000.

Steve motioned and Norm seconded that the VSI request for a line item transfer from 5200:400 WPS to 5200:235 DESE Shortfall in the amount of \$7,000 be granted. Voting yes: Ryland, Steve, Norm, Lorry, Mary, Bill and Linda. The motion carried.

**Developmental Disabilities Resource
Board of Clay County
June 28, 2011
Page 3
Finance Committee, Finance Requests continued**

Concerned Care sent a letter to the DDRB requesting a letter of support for a 5310 grant request from MODOT for a 20% match not to exceed \$8,200 from DDRB for one van if the grant is approved by MODOT.

Mary moved and Steve seconded that the Board approve payment to MODOT not to exceed \$8,200.00 for the 20% match on one van for Concerned Care: Voting yes: Ryland, Steve, Norm, Lorry, Mary, Bill and Linda. The motion carried.

Triality sent a letter to the DDRB requesting a letter of support for a 5310 grant request from MODOT for a 20% match not to exceed \$14,000 from DDRB for two vans if the grant is approved by MODOT.

Mary moved and Steve seconded that the Board approve payment to MODOT not to exceed \$14,000.00 for the 20% match on two vans for Triality: Voting yes: Ryland, Steve, Norm, Lorry, Mary, Bill and Linda. The motion carried.

Immacolata Manor sent a follow-up letter to their request for financial support in the bringing of Mr. John D. Kemp to Clay County to speak at a Thursday night event October 14, 2011 on issues of concern to young adults with developmental disabilities and their families. After discussion in respect to the setting of a precedence, the request died for lack of a motion.

Services Committee—The Services Committee did not meet prior to the Board meeting.

Long Range Planning Committee

The Long Range Planning Committee met prior to the Board Meeting with four not for profit agencies that answered questions regarding their proposals for Targeted Case Management (TCM). Those agencies were Triality, UCP, CHS and DPI.

After discussion the committee thanked those that made proposals and advised the Board would like some additional information to be provided by July 8, 2011 for further review by the committee. The Executive Director will provide all proponents with a copy of the evaluation tool DDRB plans to use in selecting a provider of TCM for Clay County. All proponents will be asked to provide the most current audited financial statements, the most current fiscal review by DMH, local references, results of consumer satisfaction surveys, how they would handle spend down issues with Medicaid, their upfront costs to include payback intentions and their split of proceeds exceeding costs with DDRB.

~~Board Owned Property Committee—The Board Owned Property Committee did not meet~~ prior to the Board meeting. The next property inspection is July 11 at 9:00am starting at Ridgeway House.

OLD BUSINESS:

Ryland Duchardt requested a discussion regarding DDRB funding policy. Ryland's emphasis during the discussion centered on the lack of detail provided by Vocational Services, Inc. (VSI), particularly in regard to a profit and loss statement for the assembling of pet kits marketed on the web site showmeanimal.com. Ryland emphasized the dedicated salaries and what Ryland considered excessive travel expenses to sell the pet kits assembled by clients at the VSI sheltered workshops. Some members of the Board expressed the opinion that additional detail profit and loss statements would not be of value to the Board and would create an additional expense to the agency. Other Board members expressed the opinion that perhaps the travel expenses were excessive.

Discussion ensued regarding the amount of detail desired to be obtained from all workshops that DDRB supports.

The consensus of the Board is that Ryland should make an appointment with the Executive Director of VSI to observe the consumers in the assembly process of pet kits.

Further consensus of the Board is to refer the issue of agency travel policy and procedure to be incorporated into the DDRB Funding Policy and Procedure Manual to be reviewed by Finance Committee on August 2, 1011.

COMMUNICATIONS: Guests

NEEC—Announced Ranch Party fundraiser is scheduled for September 10

VSI—Thanked the DDRB for the line item transfer

CCI—Thanked the DDRB for the 20% MODOT match

Triality--Thanked the DDRB for the 205 MODOT match

Immacolata Manor—announced the addition of an ISL for two women and 438 riders at recent fund raiser and appreciation for the 2% funding to make up for the DMH shortfall

As there were no further discussions, the meeting was adjourned at approximately 8:16 p.m.

Respectfully submitted,



Charles Washburn
Executive Director