

**Minutes of the Developmental Disabilities Resource Board
of
Clay County**

February 25, 2014

The February meeting of the Developmental Disabilities Resource Board of Clay County was called to order at 6:30 pm on February 25, 2014 by Chairman Bill Taylor at the executive office 920 S. Kent Street. Present at the meeting were: Bob Boydston, Stephen Elliott, Alan Naylor, Heath Roberts, Pat Schoenrade, William Taylor, Linda Thomas. Excused: Gary Steinman and Tom Bradley

Guests present included:

Jim Huffman	CCI	Wendy Witcig	Triality
Barbara Griggs	CCI	Betsy Keleher	CEADD
Dale Herrick	Immacolata	Lesa Tracy	
KCRO			
James Landrum	TNC	Anita Hartman	CHS
Jill Bartlett	NEEC	Julie Wiley	CHS

Announcements/Introductions/Correspondence

Immacolata Manor will have a CARF site visit on March 12-15.

Alan Naylor, a new board member was introduced to the board and guests. Bill asked the agency guests to take the time to introduce themselves to new Board members.

Approval of the Minutes

Bob moved and Pat seconded approval of the January 28, 2014 regular board meeting minutes. The motion passed unanimously.

Treasurer's Report

Steve presented the Treasurer's Report for November, 2013. As of November, 2013 TCM had cash assets of \$303,493.26 with total assets/liabilities and equity of \$303,493.26. Year to date net income is \$226,156.81. Steve asked that the TCM monthly income rather than year to date report be included in future reports. Cash assets as of November 30, 2013 were \$333,344.74 and short term investments of \$4,323,663.47 for a total of \$4,657,008.21. Income for the month was \$37,997.35 and budgeted expenses for the month were \$296,280.31. There was an excess of expenses of -\$258,282.96. Year to date income is \$4,617,419.00 with year to date expenses of \$4,535,435.29 for a net income of \$81,983.71.

The December Treasurer's Report shows TCM cash balance of \$344,971.59 and total liabilities and Equity of \$344,971.59. Year to date income is \$1,753,111.93 and year to date expenses of \$1,485,476.79 for a year to date net income of \$276,635.14. For DDRB total cash assets were \$4,315,353.97. Fixed assets were \$2,464,535.76 for total assets of \$6,779,889.73. Income for the month was \$207,364.21. Total expenses were \$527,045.36 for a net income of -\$328,763.50. Year to date income was \$4,824,783.21 with expenses of \$5,062,480.65 for a net year to date through December of -\$246,779.79. Heath asked about the negative results. Steve directed attention to the carryover funds and the fact the agency was under budget on the expenses, so the loss was offset by these two positive results.

As of January 31, 2014 the Treasurer's Report includes TCM with a total current assets of \$374,696.21 and an equal amount of liabilities. TCM income for the month was \$183,315.90 with expenses of \$153,591.28 for a balance of \$29,724.62.

For DDRB cash was \$3,408,009.55 and short term investments of \$4,328,301.04 for a total cash assets of \$7,736,310.59. Total assets and liabilities were \$10,200,846.35. Income for January was \$3,717,481.09. Expenses for the same period were \$296,341.42 for a result of \$3,421,139.67.

Pat moved and Linda seconded that the Treasurer's Report for November and December 2013 and January 2014 report be accepted. The motion was approved unanimously. Bill then thanked Steve for the many hours he had spent with Brian getting our financial records revised over the past month.

Administrative Director's Report

Brian called the Board's attention to a list of training topics that will be presented at future board meetings. The goal is to help board members get up to speed quickly on the issues for persons with Developmental Disabilities and insure everyone has a common understanding of each area. These subjects will be addressed in brief presentations with the intent of informing the Board. Some reference materials will be provided as resources for the Board members to learn more. Board members are invited to add to the list any areas of interest they have. Bill then distributed the 2014 version of the Missouri Sunshine Law. He encouraged Board members to read the law and suggested at some point we might invite an attorney with expertise in this area to speak on the topic at a future Board meeting.

Committee Reports

Executive Committee

Bill stated there was nothing to report.

Finance Committee

Steve presented a new spreadsheet that tracks our short-term investments. This sheet gives the board members a more comprehensive tool to monitor the various certificates of deposits that the agency invests with a variety of banks. It also makes it easier to look out over time to determine when a certificate matures and how to plan for these events. Bill note that in the short period of August to October we have a number of certificates that will mature. Bill also reported on the renewal of the Certificate of Deposit at Bank Liberty that will renew for .45% for 12 months which is slightly better than the rate at Adams Dairy Road Bank of .46% over 18 months. The other certificate that matures in February will remain at Cross First Bank at 1.5% for 16 months.

Service committee

Services Committee – No report.

Long Range Planning Committee

Bill reminded the board that the monthly report from Barbara Griggs was in their packets and the Long Range Planning Committee would be working with Concerned Care on their transition to ISL housing.

Board Owned Property Committee

Steve reported that while the committee had not met the issues of the alarm had received some attention. The security system is being monitored by TEC-Larm, Inc who also monitors the fire alarm system. Steps are being taken to determine if there is a simple way to tie the system to the electronic swipe card given to employees.

TCM Report

Anita indicated that their caseload remains at 780 clients. She said that there are 70 people working their way through the system. Anita indicated that she needs to hire at least two more caseworkers and another supervisor. Twenty-one caseworkers are handling an average caseload of 37. Anita also shared some success stories of client achievements and Valentine Party on behalf of the kids at Children's Mercy Hospital. Bill reminded everyone that it is DDRB's interest in getting these folks enrolled as quickly as possible. Anita indicated that the Children's Therapy staff were preparing a proposal for the Board to consider.

Old Business: None

New Business:

Bill asked Linda Thomas to give the report on nominations for new officers for 2014. Linda put forth the nominations as follows: Bill Taylor to remain as Chairman, Heath Roberts as Vice Chairman, Steve Elliott as Treasurer and Gary Steinman as Secretary. Bill then asked for any other nominations from the Board. Hearing none Bill called for a vote on the nominations. Bob Boydston moved that the officers be elected by unanimous acclamation. The Board vote to approve was unanimous.

Bill next introduced the Committee assignments and stated the committees had much work to do. Bill expressed that the committees were as some of the strongest in memory and is confident they will be responsive to the needs of the Board and agencies. Steve moved and Pat seconded the approval of the committee assignments. The vote to approve was unanimous.

Communication

Bill recognized Betsy Keleher from Maple Woods Community College who invited the board to the graduation ceremony for the program participants on March 8th at 11 AM.

Lesa Tracy of the Kansas City Regional Office introduced herself and thanked the Board on behalf of Etta Mitchell, Director of the KCRO. Lesa then expressed concern that there were as many as 246 people the Regional Office had identified in Clay County either waiting to be served, in transition or being served by the Regional Office staff. Lesa said the reason for their concern is the KCRO staff numbers are dwindling and caseloads are too large. Lesa asked what was the County's intent regarding this backlog. Bill emphatically stated the Board would like nothing better than to see these cases move forward. Bill assured Lesa the Board is interested in resolving this issue. Bob Boydston raised the question of what can be done to address this service gap. Bill replied the Board contracts with CHS and they have to move forward with their plans. Anita assured Bob they are moving as best they can to get permission to hire new people and bring these clients into service. Anita also indicated a new proposal for staffing will be presented before the next Board meeting.

Bill recognized Wendy Wictig of Triality and asked how the merger with the Easter Seals society was going. Wendy said

there was nothing new to report but that everything was moving forward.

Dale Herrick of Immacolata Manor reported on their recent gala which raised \$10,000. He also encouraged the new Board members once again to come and visit their facilities as well as the programs of all the funded agencies. Dale indicated the Day program was serving 20 people 12 women and 8 men who were not previously being served. Bill commented on the excellent job that Julie Turley did during the renovation and furnishing of Immacolata's new My Day program location in downtown Liberty. Bill encouraged Board members to see the program as it is a great success. Pat also spoke highly of the program and staff at the My Day program.

Barbara Griggs echoed Dale's invitation to visit Concerned Care and get to know the people they served. Barbara was also pleased to invite the Board to a fundraising event at Zona Rosa. It is a wine tasting event March 30th and the Board will receive invitations. She also announced that Concerned Care had received a grant from Harrah's Casino for \$3,000.00.

Bill invited Brian O'Malley to address how the minimum wage hike would impact sheltered workshops such as VSI. Brian explained that the proposed new minimum wage of \$10.10 per hour was applicable to workshops with Federal contracts. Fortunately, VSI does not have any federal contracts and will not be affected. However, Dale talked about the dual edge sword of hiring good staff and being able to pay them enough to stay. Barbara added the additional challenge at sheltered workshops and pointed out the example of Alphapointe trying to compete with regular businesses eventually led them to shut down their sheltered workshop for the blind. Barbara

expressed appreciation that the Board was aware of the issue and had brought it up for discussion.

Adjournment:

The meeting was adjourned at 7:40 pm.

Respectfully submitted

Brian O'Malley, Administrative Director