

Minutes of the Board Owned Property Committee
Developmental Disabilities Resource Board of Clay County

Conference Call

April 22, 2014

The Board Owned Property Committee of the DDRB met by conference call on April 22, 2014. Those on the call included Alan Naylor, Tom Bradley, Bob Boydston, Steve Elliott and Brian O'Malley. The meeting was called to order at 4:00 pm by Alan Naylor, Chair.

The committee reviewed the inspection report based on their tour of the properties on Friday April 11, 2014. The tour began at 9:00 am and lasted till 3:00 pm as this was the first tour for several new board members and staff.

Alan led the committee through the items on the inspection list provided by Jason Kuhlman. Alan asked the committee to note those items that should be addressed by the Concerned Care staff or needed to be bid out. Alan suggested that some items were safety issues and needed an urgent response. So, as the committee went through the list these items were noted as well. Alan and Brian will take the list and meet with Greg Kincaid to discuss the list to determine his sense of his staff's ability to address the items on the list. At this point the Committee asked what should be the limit before an item should receive bids. It was suggested that \$1,500.00 is a proper amount. The Committee voted unanimously to accept this level.

The inspection had raised the issue of conflict of interest that may (or may have the appearance) to be present when Jason Kuhlman conducts the inspection as well as doing the work identified by the inspection. Steve suggested that DDRB should bid out the work Jason provides. Steve also suggested that these are not inspections in the professional sense but rather the work of a property manager. Steve recommended that the committee should develop a scope of work that can be developed into a proposal for bid. Steve had to leave the call at that point. The committee considered Steve's comments and decided to examine the issue and address it with a more clearly defined agreement for the future.

The Committee continued to discuss the list of property concerns. Bob expressed his concern that the liability of owning and maintaining these group homes is a risk for DDRB. In addition, Bob noted that since his first day on the board he has believed it is the DDRB's intent to get out of the property ownership/management business. As such some of the concerns about the properties will be clarified in the future.

The Committee next moved its attention to the needs of the Kent building. This led immediately to a discussion of the limited parking as CHS considers hiring more staff. Alan recommended that we bring in a professional to examine our property for recommendations. Bob offered to check with County staff who may give us some people to contact.

The Committee had been given a landscape proposal to clean up the lot. Alan recommended that we limit the scope of that work as we may be changing the property to improve the parking situation. Brian agreed to invite the landscape firm to consider what is possible at a limit of \$500 for now.

Alan then described for the Committee the tracking system and spreadsheet that he is building so we have all the information regarding these properties in one source. This spreadsheet will also serve to hold Concerned Care accountable for addressing items that need their attention.

The conference call was adjourned at 5:00 pm.

Respectfully submitted,

Brian O'Malley