

Minutes
Board of Directors Meeting
Developmental Disabilities Resource Board of Clay County
July 28, 2015

The meeting was called to order by Heath Roberts chair at 6:33 pm. Present at the meeting were Bob Boydston, Tom Bradley, Heath Roberts, James Gottstein, Gary Steinman, Pat Schoenrade and Brian O'Malley. Steve Elliott and Alan Naylor were excused.

Guests at the meeting included:

Jill Bartlett	NEEC	Barbara Griggs	CCI
Casey Cyr	ESMW	Wendy Witcig	ESMW
Betsy Keleher	CEADD	Randy Hylton	VSI
Julie Grower	Immac	Julie Turley	Immac
Laurie Brewer	Della Lamb	Stacey Ismail	ESMW
Tim Wholf	KCRO		

Announcements/Introductions/Correspondence:

Brian indicated that he had been contacted by Barbara Griggs regarding the impact of the minimum wage increase as passed by the City of Kansas City to raise the minimum wage to \$8.50 effective August 24, 2015. The Board asked Brian to research the impact on those agencies serving in the Kansas City area and report back at the next Board meeting.

Audit:

Heath introduced Bruce Culley who had conducted the 2014 Audit. Bruce walked the Board members through the Audit Report and noted that there were no findings and that the Board had experienced a profit for the year. The primary driver of that profit was the reduction in operating costs for which the Board and staff should be pleased. Heath called for a motion to accept the Audit as presented. Tom made the motion, Gary seconded and the motion passed unanimously.

Approval of the Minutes:

There was a motion by Pat to approve the minutes of the June 30, 2015 Board meeting. The motion was seconded by Tom and approved by unanimous vote.

The minutes of the Services Committee were moved for approval by Pat and seconded by Gary. The motion passed by unanimous vote.

The Ad hoc committee on Capital Grants minutes were moved for approval by Gary and seconded by Pat. The motion was approved unanimously.

The Ad Hoc Committee on Group Home Replacement minutes from July 15, 2015 were motioned for approval by Pat and seconded by Tom. The motion for approval passed unanimously.

Treasurer's Report:

Tom gave the Treasurer's Report noting for June the Targeted Case Management balance sheet showed assets of \$742,937.08 and liabilities/equities the same. Income for June was \$427,419.63 with expenses of \$215,964.84 for a net of \$211,454.79. Year to date income is \$1,376,924.23 and expenses of \$1,247,991.18 for a year to date net of 128,933.05.

The Balance sheet for the DDRB Account shows Assets of \$8,742,320.54 and Total Liabilities and Equities the same. For June income was \$77,235.19 while expenses were \$362,580.31 for a net loss of \$285,345.12. Year to date income through June is \$4,500,794.11 while expenses are \$2,427,325.48 for a year to date net of 2,073,468.63. Following the report Gary moved and Pat seconded approval of the Treasurer's Report and the vote to accept was unanimous.

Administrative Director's Report:

Brian reported on his visit at TNC for their CARF Site visit and what a great experience it was.

Brian talked about the humidity in the building has become a problem. It has become ridiculous as envelopes are sealing themselves and that some staff report mold in the office and one staff persons door will not close. Brian mentioned that the arborvitae on the side of the building died. He also indicated the area in the front of the building needs attention.

Brian reported that the contract for the HOPE waiver is renewed for another year but the waiver contract has not been distributed.

Brian indicated that he was working on revising the application for funding and hoped to have a draft for the August Board meeting. It is hoped that the revised application will make the process easier and thus more effective for the Board to vote on the revised applications.

Committee Reports

Executive Committee:

Heath called the Board members attention to the Evaluation material for the Administrative Director and asked that Board members send those as quickly as possible.

Finance Committee:

Tom gave a report on the Capital Grants meeting of July 15th. He distributed the application form for review once again. Randy described the need for VSI to purchase new equipment and asked for an emergency request to purchase it. It was Randy's opinion that the equipment would help them reach 75% of their orders. Heath and Gary tried to clarify why not purchase a machine that would go to 100%. Randy said that there was no other choice available at this time. Tom then made a motion that the Board agree to provide Capital Grants on a one time basis based on a formula of grants equal to the percent of budget each agency had. Gary seconded the motion and it passed unanimously.

Tom then asked for a second motion that the Board set aside not more than \$500,000.00 to make Capital Grants to the 12 agencies currently funded by the Clay County SB 40 funds. Bob asked for clarification of what guidelines would be in place. Heath reminded the Board that Gary made the motion to approve setting aside \$500,000.00 with the appropriate documentation to verify each request. Heath seconded the motion. Through a roll call vote the motion passed unanimously.

Brian then asked the Board to vote on the purchase of an additional Tablet for the CHS Staff. Gary moved that \$1,000.00 be approved for the purchase. Tom seconded the motion. Through a roll call vote the motion passed.

Services Committee:

Pat reported on the meeting of the Services Committee and their commitment to visit every agency. Pat discussed the Committee's interest in a planning retreat for the Board. Pat also indicated there was interest in sponsoring training for persons with disabilities and caregivers regarding sexual abuse. James said that it was his hope the board would make it a mandatory policy that all those served by the DDRB would be required to have this training. James went on to explain that those people with so called "low cognitive functioning" are especially vulnerable to sexual abuse. Several of the agencies indicated there were very good programs that can be tapped to provide the training for families. Wendy and Barbara both offered to help identify resources. Pat asked for names and numbers of people she could call upon to help. Pat also added that if a course needed to be designed the college could help develop that.

Long Range Planning Committee - no report

Board Owned Property Committee – no report

Targeted Case Management Report

Anita reported that 9 new cases had been opened in the past month. Anita reported on how much staff enjoyed using their new Tablets. Anita said a report in October on how the Tablets are working will be given to the Board.

Old Business: None

New Business:

Brian distributed the calendar for the new application to the Board and agency representatives. Brian also called the Board's attention to the property tax valuation form he had sent in their packets. The August meeting will also be the month the Board sets the Levy for the coming tax year.

Communications:

Tim Wholf discussed the recent developments and focus of the Regional Office. He offered to help identify resources to assist the Board develop training programs.

Randy indicated the employee award ceremony had been moved to October and we would receive notice. He encouraged Board members to attend as those employees who are recognized really appreciate it and everyone has a very good time.

Barbara said that Concerned Care was planning their bowl a thon event and that we should expect to receive invitations soon.

Wendy introduced Cindy Cyr who will be the director of Autism Services for Easter Seals Midwest.

Adjournment: The meeting was adjourned at 7:52pm.

Respectfully submitted,

Brian O'Malley

