

# DEVELOPMENTAL DISABILITIES RESOURCE BOARD

920 S. Kent St. - Suite "B" Liberty, MO 64068  
Phone: (816) 792-5255 Fax: (816) 792-1818

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April 4, 2006

Ms. Pam Mason  
Office of Clay Co. Clerk  
One Courthouse Square - Adm. Bldg.  
Liberty, MO 64068

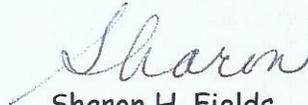
Dear Pam:

Enclosed are copies of meeting minutes approved at the 3/28/2006 board meeting:

February 28, 2006 - Regular Board Meeting

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

Sincerely,



Sharon H. Fields  
Director

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

**February 28, 2006**

The February 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, Steve Elliott, Glynda Jacobson, Lorry Kelly, Mary Olshefski, Beverly Sue Ryan and Janey Taylor. Norman Guettermann was excused from the meeting. Also present was Sharon Fields, Director.

Guests present and signing in:

Jerry Tindall	Vocational Services
Jill Bartlett	Northland Early Education Center
Chuck Wheeler	Kansas City Regional Center
Barbara Griggs	Concerned Care
Lisa Chomor	Immacolata Manor
Wendy Witcig	Triality

**ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE: Agencies**

**Correspondence:**

- TNC Community: Annual Report for 7/1/2004 to 6/30/2005 and consumer-based outcomes management plan quarterly report and satisfaction survey results
- Pathways Newsletter: Spring 2006
- Immacolata: Newspaper article on one of their residents

**APPROVAL OF THE MINUTES**

Lorry moved and Steve seconded that the minutes of the Tuesday, January 31, 2006 Regular Board Meeting be approved. The motion passed unanimously.

**TREASURER'S REPORT**

As of January 31, cash assets were \$4,034,470.00 in checking, \$1,845,090.06 in long-term investments and \$669,819.22 in short-term investments for a total in checking/savings of \$6,549,379.28. Total assets were \$8,167,889.43. Total liabilities and equity were \$8,167,889.43. Income for the month of January was \$3,387,169.30. Total expenses for the month of January were \$161,119.89. January income in excess of expenses was \$3,225,351.41.

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

**Developmental Disabilities Resource  
Board of Clay County  
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The Board was provided a summary of the investments purchased on February 3; these were approved at the January 31 board meeting.

**DIRECTOR'S REPORT**

The final 4<sup>th</sup> quarter 2005 reports and the 2006 agency history updates were distributed at the meeting. All 2006 contracts have been signed and returned for the Board files. Bruce Culley will start the audit in the next few days. All utilities for the North Main apartments have been transferred into the Board's name effective 3/1 with the exception of the phone line to the ADT fire safety equipment. The Board will reimburse Concerned Care for this expense until the property is sold.

**COMMITTEE REPORTS:**

**Executive Committee**

No report.

**Finance Committee**

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

**Review Financial Requests**

Cretcher-Lynch & Co. submitted an invoice for \$475 to renew the Treasurer's Bond coverage from 2/24/06 through 2/24/07.

Beverly Sue moved and Lorry seconded that the Board approve payment to Cretcher-Lynch & Co. in the amount of \$475 to renew the Treasurer's Bond coverage from 2/24/06 through 2/24/07. Voting yes: Gail, Karla, Steve, Glynda, Lorry, Mary, Beverly Sue and Janey. The motion passed.

**Banking Proposal from UMB Bank**

Randy Boatman at UMB Bank proposed investing \$1,000,000 in new Treasury Notes to mature in December 2006, January and May 2007 and February 2008 (months not covered with current holdings). Upon maturity, the par value of the notes will be deposited in the interest bearing checking account and used to pay monthly expenses.

Steve moved and Janey seconded that the Board accept the 2/22/06 proposal by UMB Bank and make additional investments in the amount of \$1,000,000. Voting yes: Gail, Karla, Steve, Glynda, Lorry, Mary, Beverly Sue and Janey. The motion passed.

**Residential Services Committee**

No report.

**Employment/Training Committee**

No report.

**Support Services / Transportation Committee**

No report.

**Long Range Planning Committee**

No report.

**Property Maintenance Committee**

Updates were provided on projects completed at Flora House and Sherwood House since the January 31 board meeting. The Board was asked to reconsider the new fence expense of \$6,400 at the Sherwood property. The old fence, all shrubs and landscaping have been removed and the yard graded. After some discussion, it was decided to proceed with the 4' tall, white PVC fence. This will provide a boundary limit for residents using the back yard.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

**MEHTAP Application/Contract Resolution for FY2007**

Funding from the MEHTAP grant is used to offset the cost of transportation. The board chairman and board secretary must sign the authorizing resolution with the MEHTAP application for FY2007 funding grants (page 11). If funds are awarded, the chairman must sign the contract.

Lorry moved and Gail seconded that the Board direct the chairman to sign the authorizing resolution with the MEHTAP grant application and the contract for the FY2007 MEHTAP Grant if funds are awarded. The motion passed unanimously.

**Election of Officers**

The Nominating Committee consisting of Lorry Kelly, Chairman; Gail Brown and Norman Guettermann met on January 31 and submitted the following slate of officers for calendar year 2006:

Chairman:	Glynda Jacobson
Vice-Chairman:	Janey Taylor
Treasurer:	Lorry Kelly
Secretary:	Mary Olshefski

**Election of Officers, Continued**

All persons have agreed to serve if elected to office.

Karla moved and Gail seconded that the Slate of Officers for 2006 be approved by acclamation. The motion passed unanimously.

**MACDDS 1<sup>st</sup> & 2<sup>nd</sup> Alternate Voters**

Alternate voters' names must be on record with MACDDS to permit board members to vote in the event that Sharon is unable to attend a monthly meeting. Glynda and Norman volunteered to be the 1<sup>st</sup> and 2<sup>nd</sup> alternate voters of record for DDRB in calendar year 2006.

**Banking Resolution for CY2006**

No change is necessary since officers remain the same. Sharon reviewed the resolution on record for Beverly Sue.

Glynda distributed Committee Interest Surveys and asked that all board members return them so that committee assignments can be announced at the March board meeting.

**COMMUNICATIONS: Guests**

Glynda thanked all groups for participating in the upcoming charity cook-off.

The program director at Northland Early Education will be leaving April 1.

Immacolata raised approximately \$1,000 on their third annual bowl-a-thon. Their QMRP resigned; this job will be filled by promoting someone within the organization.

As there were no further discussions, the meeting was adjourned at approximately 7:45 p.m.

Respectfully submitted,

Mary Olshefski  
Secretary