

DEVELOPMENTAL DISABILITIES RESOURCE BOARD

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May 1, 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 4/25/2006 board meeting:

March 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**

March 28, 2006

The March 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, Norman Guettermann, Glynda Jacobson, Lorry Kelly, Mary Olshefski, Beverly Sue Ryan and Janey Taylor. Also present was Sharon Fields, Director.

Guests present and signing in:

| | |
|----------------|----------------------------------|
| Jill Bartlett | Northland Early Education Center |
| Randy Hylton | Vocational Services |
| Jerry Tindall | Vocational Services |
| Wendy Witcig | Triality |
| James Landrum | TNC Community |
| Betsy Keleher | CEADD |
| Lisa Chomor | Immacolata Manor |
| Barbara Griggs | Concerned Care |
| Jim Huffman | Concerned Care |

ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE: Agencies

Correspondence:

- Northland Early Education Center: New Program Director letter of introduction
- Immacolata: DonorEdge Profile; Winter 2006 Newsletter
- TNC Community: New ISL effective 3/1/06; Winter 2006 Newsletter
- Triality: Announcement of accounting/human resource outsourcing
- Jewish Vocational Service: Winter 2006 Newsletter

APPROVAL OF THE MINUTES

Lorry moved and Beverly Sue seconded that the minutes of the Tuesday, February 28, 2006 Regular Board Meeting be approved. The motion passed unanimously.

TREASURER'S REPORT

As of February 28, cash assets were \$1,729,087.26 in checking, \$1,845,090.06 in long-term investments and \$3,174,702.33 in short-term investments for a total in checking/savings of \$6,748,879.65. Total assets were \$8,367,389.80. Total liabilities and equity were \$8,367,389.80. Income for the month of February was \$849,205.04. Total expenses for the month of February were \$262,210.46. February income in excess of expenses was \$579,268.81. Year-to-date income was \$4,236,374.34. Year-to-date expenses were \$423,330.35. Total year-to-date income in excess of expenses was \$3,804,620.22.

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

The Board was provided a summary of the investments purchased on March 2 that were approved at the February 28 board meeting and an explanation of an accounting error on the January P&L under income carry-over that resulted in a large income recognized in February.

DIRECTOR'S REPORT

The audit was started on March 2; it will be completed and submitted for approval at the May board meeting. The board was asked and they agreed to invite KCRC to make a presentation on new funding dollars effective July 1, what DMH would fund with those dollars, an explanation of the prioritization of need (PON) point system, how persons get on a wait list and how they move off the wait list. KCRC eligibility checks are now focused on Concerned Care's recreation program. All clients (except a few in recreation) who were listed under the various agencies/services in 2005 have been determined eligible. The office will keep searching for conferences or seminars on aging that would be of benefit to the Board.

COMMITTEE REPORTS:

Executive Committee

Committee assignments were completed based on the surveys from the last meeting. Glynda reminded all committees that they should meet at least once this year to review board policies.

Finance Committee

No report.

Residential Services Committee

No report. The Committee will meet at 6:30 p.m. before the April 25 board meeting.

Employment/Training Committee

No report.

Support Services / Transportation Committee
No report.

Long Range Planning Committee
No report.

Property Maintenance Committee

1st Quarter Inspections – Board-Owned Property

Dan Smith presented the 1st Quarter 2006 property inspection reports. No new projects were recommended as a result of the inspections. Dan also provided a work update for the 1st quarter showing projects that have been completed.

Sherwood House

The laminate flooring has separated in two areas. Dan will contact the floor company to see what can be done before it becomes a problem. The only work scheduled is the fence replacement.

Flora House

There has not been enough rain to test the basement at Flora house after the completion of the front drainage and fill dirt projects. Dan will redirect a downspout in front of the house. The Board office will research the files on the bathroom repairs that Concerned Care made several years ago so that Dan can make recommendations on the new repairs needed around the toilet.

Northland / Ridgeway / Liberty Houses

The driveway is cracked at all three locations. Concerned Care will apply sealer to make it last longer.

Dan suggested checking all of the homes for hail damage in case the Board needs to file an insurance claim.

Dan was asked to proceed with getting bids on windows for Northland, Flora and Liberty Houses. The window replacements and the basement door at Liberty House were included in the 2006 budget.

920 S. Kent Building

The only work scheduled is the back yard drainage. This will be done after all work at the group homes has been completed.

Triality Room #107 – Heating/Cooling Problems

Triality responded to the Board's request for an evaluation of their proposed use for the room by stating that they could use the room for staff activities although that was not a pressing need. They requested an immediate reduction of rent by \$1,000 per month to recapture lost revenue because the room could not be used for client activities.

The Director recommended no reduction in rent because the room could be used for staff space according to the current lease agreement. Any reduction in rent should be based on a percentage of square footage lost as compared to the total square footage leased.

The room has been used for storage for the past year. Triality wants to use the room as a "quiet space" for those who need this service. Another area could be designated as a "quiet room" but all of the other activity rooms would have to be rearranged. Triality has not looked at another building or additional spaces that might be more suitable for their program. They do not know the variance in temperature between #107 and #108 where the thermostat is located.

Beverly Sue moved and Lorry seconded that this issue be tabled until the Property Maintenance Committee can gather enough information to make a decision. The motion passed unanimously.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

COMMUNICATIONS: Guests

Northland Early Education Center will be the recipient of the NKC Chip-in-for-Charity funding this year. Their annual walk-in-the-park will be on May 6.

Triality will be hosting their second annual motorcycle ride on June 3.

Immacolata reported on a success story with a new residential placement referred to them from a nursing home. The individual was featured in their recent newsletter.

TNC announced the opening of their new 2-person ISL in Clay County. Also, the kitchen renovations at Claymont Home are completed; the contractor worked closely with the residents on the arrangement and furnishings.

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Concerned Care won \$7,000 for first place on their float at the Snake Saturday parade and placed second in the charity cook-off. Their executive director attended a recent CARF conference.

Vocational Services also attended the CARF conference and reported that there will be major changes in the business standards for their next survey. VSI will celebrate 40 years in business on June 30.

CEADD is celebrating its 15th year anniversary. A copy of their recent yearbook was distributed along with a 7-minute DVD for members to view.

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

As there were no further discussions, the meeting was adjourned at approximately 8:00 p.m.

Respectfully submitted,

Mary Olshefski
Secretary