

# DEVELOPMENTAL DISABILITIES RESOURCE BOARD

920 S. Kent St. - Suite "B" Liberty, MO 64068  
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June 29, 2011

Mrs. Sherri Chapman  
Office of Clay Co. Clerk  
One Courthouse Square - Adm. Bldg.  
Liberty, MO 64068

Dear Ms. Chapman:

Enclosed are copies of meeting minutes approved at the 06/28/11 board meeting:

April 26, 2011 Regular Board Meeting

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

Sincerely,



Charles Washburn  
Executive Director

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CLAY COUNTY CLERK  


*Serving Clay County Citizens with Developmental Disabilities*

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

**April 26, 2011**

The April meeting of the Developmental Disabilities Resource Board of Clay County was called to order at approximately 6:30 p.m. at the executive office, 920 S. Kent, Liberty, Missouri by Lorry Kelly, Chairman.

Present were: Ryland Duchardt, Norm Guettermann, Lorry Kelly, Mary Olshefski, Bill Taylor and Linda Weisbach. Karla Arnold, Steve Elliott and Beverly Sue were excused. Also present was Charles Washburn, Executive Director.

Guests present and signing in:

Wendy Witcig	Triality
Barbara Griggs	Concerned Care
Jim Huffman	Concerned Care
Jill Bartlett	NEEC
Jerry Tindal	Vocational Services
Betsy Keleher	CEADD
Dale Herrick	Immacolata Manor
Ardith Scheer	TNC
Bruce Scott	UCP

**ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE**

**Correspondence:**

- MACDDS Employment Summit May 26, 2011
- Triality Spring 2011 Newsletter
- Concerned Care May & June Rec schedule

**APPROVAL OF THE MINUTES**

Mary moved and Norm seconded that the minutes of the Tuesday, March 29, 2011 Long Range Planning Committee Meeting is approved. The motion passed unanimously.

Bill moved and Norm seconded that the minutes of the Tuesday, March 29, 2011 Regular Board Meeting is approved. The motion passed unanimously.

The Executive Director presented the Financial Audit prepared by Bruce Culley, CPA for the year ended December 31, 2010. Two questions regarding wording in notes 2 & 3 to basic financial statements will be referred to Mr. Cully.

Norm moved and Mary seconded that the audit be approved pending clarification of two questions regarding wording in notes 2 & 3 to basic financial statements. The regular Board meeting for May 2011 will be cancelled. Voting yes: Ryland, Norm, Mary, Bill and Linda. The motion carried.

**TREASURER'S REPORT**

Charles Washburn read the Treasurer's Reports for March 2011.

As of March 31, cash assets were \$3,997,924.94 in checking and \$5,451,784.10 in short-term investments for a total in checking/savings of \$9,449,709.04. Total assets were \$11,044,323.04. Total liabilities and equity were \$11,044,323.04. Income for the month of March was \$150,742.21. Expenses for the month of March were \$368,699.95. March income in excess of expenses was \$217,957.74. Year to date income was \$4,088,956.25. Year to date expenses were \$1,078,822.73. Year to date income in excess of expenses was \$3,010,133.52.

Mary moved and Norm seconded that the Treasurer's Reports for March be approved as read. The motion passed unanimously.

**EXECUTIVE DIRECTOR'S REPORT**

Mailed approved board mtg. minutes from 2/22/11 to S. Chapman; Continued to work with KCRO to enroll several consumers in the Partnership for Hope Waiver; Participated in MACDDS meeting in Jefferson City and legislative committee conference call; Received DDD Direct Connection which outlines Hope Waiver parameters; Participated in 2<sup>nd</sup> qtr group home inspections; Participated with Triality and Mid-Continent Library Open House; Worked with DDD work group regarding cap for HCBS waiver extension; Received NEEC Audited Financial Statements December 31, 2010; Advised Board of the 40<sup>th</sup> Anniversary of the Clay County Tax Levy passage. Announced 20 people in Clay County have now started receiving services taking them off the in-home wait list.

**COMMITTEE REPORTS**

**Executive Committee**-The Executive Committee did not meet prior to the Board meeting.

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

**Services Committee**—Ryland was the only member of the committee able to attend the April Meeting. Ryland reported the Workshop/Day Program Transportation and Supported Employment Transportation Manuals had been reviewed and no changes needed to be made at this time. The Service Committee meeting scheduled at the conclusion of the Board meeting is canceled.

Ryland moved and Norm seconded that the Executive Director update the Workshop/Day Transportation and Supported Employment Transportation Manuals indicating they were reviewed April 26, 2011 with no changes made. The Service Committee meeting scheduled at the conclusion of the Board meeting is canceled. The motion passed unanimously.

## **Developmental Disabilities Resource**

### **Board of Clay County**

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#### **Long Range Planning Committee**

The Long Range Planning Committee met prior to the Board Meeting and agreed to recommend to the Board that the Executive Director be authorized to request RFP's from UCP, Greene County, Pettis County and any other interested organizations to provide Targeted Case Management (TCM) in Clay County. The RFP's are to be reviewed at the June meeting of the DDRB.

Mary moved and Bill seconded that the Executive Director be authorized to request RFP's from UCP, Greene County, Pettis County and any other interested organizations to provide Targeted Case Management (TCM) in Clay County. The RFP's are to be reviewed at the June meeting of the DDRB. The motion passed unanimously.

#### **Board Owned Property Committee**

Group Home Inspections were held April 4, 2010 at 9:00am starting at Ridgeway House.

##### **2nd Quarter 2011 Property Inspection Report**

###### **Hampton House**

**11201** Last quarter we approved to put the water heater and the furnace in a closet in the garage. The idea came up to wrap the water lines in the garage and attic in heating wrap to keep them from freezing. In return would enable us to get rid of the heater in the garage. I suggested that we take it a step further and change the gas water heater to an electric water heater. By doing that we no longer need to move the furnace and build a closet. The utility savings per year would be close to \$1500. The job cost would be higher doing it this way. But the savings would be made up in the first year. Estimate \$2500

###### **Liberty House**

The property needs no work at this time.

###### **Ridgeway House**

**11202** There is a water spot on the bedroom ceiling that Greg is going to monitor to see if it's an active leak.

###### **Sherwood House**

The property needs no work at this time.

###### **Northland House**

The property needs no work at this time.

###### **Flora House**

The property needs no work at this time.

###### **South Kent Office**

###### **Triality**

**11203** The fence around the dumpster is too worn to repair. It should be replaced in the near future. Estimate \$650

**11204** The lock to the laundry room needs oiled. Estimate \$20

**11205** Bi-annual dryer vent cleaning. 10 vents Estimate \$940

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The committee recommended to the Board that Kuhlman Construction LLC take care of 11201, 11204 and 11205 for a cost not to exceed \$3,460. 11202 will be taken care of by Concerned Care. 11203 will be reviewed at a later date.

Mary moved and Linda seconded that Kuhlman Construction LLC take care of 11201, 11204 and 11205 for a cost not to exceed \$3,460. 11202 will be taken care of by Concerned Care. 11203 will be reviewed at a later date.  
Voting yes: Ryland, Norm, Mary, Bill and Linda. The motion carried.

**OLD BUSINESS:**

The Finance Committee will review all insurance prior to rebidding (approximately June 1). The current policies provide coverage through August 15, 2011.

**NEW BUSINESS:**

Ryland Duchardt made a motion to request specific income and expense reports from all workshops funded by DDRB. Due to lack of a second the motion failed. Other Board members suggested Ryland ask the Executive Director to include this topic on the agenda for the next Board meeting to be held in June 2011.

The Board received a letter from Immacolata Manor requesting \$3,500 to help support the bringing of John Kemp to Clay County to discuss possible successes for those with developmentally disabilities. Due to lack of a motion, the Board members tabled the issue to the next Board meeting to be held in June 2011.

**COMMUNICATIONS: Guests**

NEEC—Walk in the Park is May 7.

VSI—NKC facility is hosting an info fare 7:30-9:30 April 27, 2011

CEADD—THRIVE program at UCM is growing

As there were no further discussions, the meeting was adjourned at approximately 7:30 p.m.

Respectfully submitted,

Charles Washburn  
Executive Director