

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

August 2, 2011

The August 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, Steve Elliott, Norm Guettermann, Lorry Kelly, Bill Taylor and Linda Weisbach. Karla Arnold and Mary Olshefski were excused. Also present was Charles Washburn, Executive Director. Beverly Sue Ryan has resigned.

Guests present and signing in:

Wendy Witcig	Triality	Wendy Sullivan	Triality
Barbara Griggs	Concerned Care	Bruce Scott	UCP
Jill Bartlett	NEEC	Betsy Kelerher	CEADD
Sharon Bryant	Alphapointe	Randy Hylton	VSI
Dale Herrick	Immacolata Manor	Sam Switzer	UCP
Linda Holland	CHS	Debbie Sanders	CHS

ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE

Correspondence:

Letter of resignation to DDRB from Beverly Sue Ryan

APPROVAL OF THE MINUTES

Bill moved and Norm seconded that the minutes of the Tuesday, June 28, 2011 Long Range Planning Committee Meeting is approved. The motion passed unanimously.

Norm moved and Steve seconded that the minutes of the Tuesday, June 28, 2011 Regular Board Meeting is approved. The motion passed unanimously.

Steve moved and Linda seconded that the minutes of the Tuesday, July 12, 2011 Long Range Planning Committee Meeting is approved. The motion passed unanimously.

Bill moved and Linda seconded that the minutes of the Tuesday, July 26, 2011 Long Range Planning Committee Meeting is approved. The motion passed unanimously.



**Developmental Disabilities Resource
Board of Clay County
August 2, 2011**

Page 2

TREASURER'S REPORT

Steve Elliott read the Treasurer's Reports for June 2011.

As of June 30, cash assets were \$2,863,056.70 in checking and \$5,454,882.41 in short-term investments for a total in checking/savings of \$8,317,939.11. Total assets were \$9,858,284.19. Total liabilities and equity were \$9,858,284.19. Income for the month of June was \$105,995.54. Expenses for the month of June were \$402,718.46. June income in excess of expenses was \$(296,722.92). Year to date income was \$4,315,718.80. Year to date expenses were \$2,436,844.71. Year to date income in excess of expenses was \$1,878,874.09.

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

EXECUTIVE DIRECTOR'S REPORT

Mailed approved board mtg. minutes from 4/26/11 to S. Chapman; Continued to work with KCRO to enroll several consumers in the Partnership for Hope Waiver. We have provided services to 38 people taking them off waiting lists; Participated in MACDDS meeting at Lodge of Four seasons and legislative committee meeting with consultants in Jefferson City; Participated in MACDDS Finance Committee phone conference to revise financial policies; Worked with Bill Taylor and brokers on insurance bids; Worked Board and applicants for Targeted Case Management; Saved DDRB \$3,855.70 by challenging 2nd Qtr match request; Requested and received additional information from CHS and UCP regarding TCM proposals.

COMMITTEE REPORTS

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

Finance Committee – The Finance Committee met prior to the Board meeting.

Finance Request—The Finance Committee received two bids for insurance renewal, one from Cretcher-Heartland the other from Metzler Brothers. The finance committee recommends the Board accept the bid from Metzler Brothers for \$12,237 for Property-Building & Contents; \$230 for Inland Marine-computer; \$161 for Crime & Employee Dishonesty-Primary \$25,000; \$1,942 for General & Professional Liability; \$161 for Business Auto-Hired & Non-owned Liability; \$750 for Umbrella/Excess-\$1,000,000 and \$1,000 for Directors & Officers Liability from West Bend Mutual Insurance and \$400 for Excess Crime-\$250,000 and \$515 for Workers' Compensation from Travelers.

Steve motioned and Norm seconded the Board accept the bid from Metzler Brothers for \$12,237 for Property-Building & Contents; \$230 for Inland Marine-computer; \$161 for Crime & Employee Dishonesty-Primary \$25,000; \$1,942 for General & Professional Liability; \$161 for Business Auto-Hired & Non-owned Liability; \$750 for Umbrella/Excess-\$1,000,000 and \$1,000 for Directors & Officers Liability from West Bend Mutual Insurance and \$400 for Excess Crime-\$250,000 and \$515 for Workers' Compensation from Travelers. Total cost of \$17,396 expensed to account 5000:120. Voting yes: Ryland, Steve, Norm, Lorry, Bill and Linda. The motion carried.

**Developmental Disabilities Resource
Board of Clay County
August 2, 2011
Page 3
Finance Committee, continued**

Funding Requests

The committee recommended the Board accept Funding Requests from agencies for the next calendar year of no more than 4% or less above the actual expenses for the period beginning September 1 of the prior year through August 31 of the current year exclusive of shortfall. New programs and significant expansion of current programs will also be considered by the Board if they are justified by the agency.

Norm motioned and Steve seconded the Board accept Funding Requests from agencies for the next calendar year of no more than 4% or less above the actual expenses for the period beginning September 1 of the prior year through August 31 of the current year exclusive of shortfall. New programs and significant expansion of current programs will also be considered by the Board if they are justified by the agency. Voting yes: Ryland, Steve, Norm, Lorry, Bill and Linda. The motion carried.

Funding Policy & Procedures Manual

The committee recommended the Board Chairman draft a policy to be included in the DDRB Funding Policy and Procedure Manual requiring travel and entertainment policies of agencies funded by DDRB be included with the Agency Funding Request. The draft is to be presented to the Board at the August 30 meeting and will be included as an addendum to the Agency CY2012 funding requests.

Services Committee—The Services Committee did not meet prior to the Board meeting.

Long Range Planning Committee

The Long Range Planning Committee met July 12 and July 26 to discuss proposals submitted to DDRB in response to the Request for Proposal for Targeted Case Management for Clay County. The RFP's received continue to be under consideration.

Board Owned Property Committee—

3rd Quarter 2011 Property Inspection Report

Hampton House

11301 The door to the garage should have a weather strip installed. Est \$75

11302 The sprayer in the kitchen sink is not working. Replacement cost \$60

11303 A light switch in one of the bedrooms needs replaced. \$75

Liberty House

The property needs no work at this time.

Developmental Disabilities Resource

Board of Clay County

August 2, 2011

Page 4

3rd Quarter 2011 Property Inspection Report, continued

Ridgeway House

11304 The water supply issue we had last quarter (11102), is slightly more complicated. I should have an update at the board meeting.

11305 The garage door is in need of some maintenance. A spring broke and damaged the opener. The opener should be replaced along with a full check-up on the door. Est. \$700.

Sherwood House

11306 The upstairs bathroom needs to have a grid drain installed on the sink. Est. \$75.

Northland House

11307 One of the bedrooms should have the carpet replaced with linoleum. Est. \$900.

11308 The insulation in the attic is far below the recommended level. It should be re-insulated to an R-value of approximately 36 to 40. Est. \$1700.

Flora House

11309 A section of gutter on the back of the house is too small to handle large amounts of rain. All of the gutters are 5 inch with 3 inch down spouts. They could be upgraded to 6 inch gutters with 4 inch down spouts. If we want all of the gutters upgraded- Do we want to add leaf guards? The cost will vary depending on how much we do. Est. \$250- 2000

South Kent Office

Triality

11310 One of the kitchen faucets needs a washer kit replaced along with an aerator installed. (Delta brand) Est. \$100

11311 There is a leak on the roof located above room 110. Three ceiling tiles need replaced. We are out of ceiling tiles- So new ones will need to be purchased. Est. \$150.

11312 Exterior work- Treat for bag worms. Spray for weeds. Remove dead bushes. Clean up landscape beds. Adjust gutter splash blocks. Remove broken picnic table. Est. \$500.

11313 The facet located on the front of the building has a broken valve stem. It should be replaced. Est. \$225.

The committee recommended to the Board Kuhlman Construction LLC take care of 11303,11305,11306,11307,11308,11309,11310,11311,11312,11313 for a cost not to exceed \$6,325. 11301 & 11302 will be taken care of by Concerned Care. 11304 will be reviewed at a later date. Kuhlman Construction LLC is instructed to review all garage door springs for safety.

Norm moved and Steve seconded Board Kuhlman Construction LLC take care of 11303,11305,11306,11307,11308,11309,11310,11311,11312, 11313 for a cost not to exceed \$6,325. 11301 & 11302 will be taken care of by Concerned Care. 11304 will be reviewed at a later date. Voting yes: Ryland, Steve, Norm, Lorry, Bill and Linda. The motion carried.

OLD BUSINESS: None

NEW BUSINESS: None

**Developmental Disabilities Resource
Board of Clay County
August 2, 2011
Page 5**

COMMUNICATIONS: Guests

NEEC—Announced a new development director has been hired.

VSI—Announced a 45th anniversary celebration.

CCI—Thanked DDRB for funding the DDD shortfall.

Immacolata Manor— Thanked DDRB for funding the DDD shortfall and announced a 30th anniversary celebration. Also announced was a Facebook challenge to be awarded a Toyota van.

As there were no further discussions, the meeting was adjourned at approximately 7:10 p.m.

Respectfully submitted,

Charles Washburn
Executive Director