

# 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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November 28, 2012

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

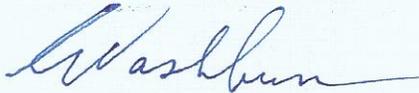
Dear Ms. Chapman:

Enclosed are copies of meeting minutes approved at the 11/27/12 board meeting:

October 30, 2012 Regular Board Meeting

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

Sincerely,



Charles Washburn  
Executive Director

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

**October 30, 2012**

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

Present were: Norm Guettermann, Lorry Kelly, Gary Steinman, William Taylor, Linda Thomas and Linda Weisbach. Karla Arnold, Steve Elliott and Mary Olshefski were excused. Also present was Charles Washburn, Executive Director.

Guests present and signing in:

Randy Hylton	VSI	Linda Holland	CHS
Barbara Griggs	Concerned Care	Anita Hartman	CHS
Clay Berry	Alphapointe	Jill Bartlett	NEEC
Betsy Kelerher	CEADD	Jennifer Lewis	Triality
Dale Herrick	IM	Jim Huffman	CCI

**ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE**

**Correspondence:**

Triality letter regarding increased Therapy services  
Concerned Care Recreation summary  
CEADD Fall Calendar  
Immacolata Manor Annual Report

**APPROVAL OF THE MINUTES**

Norm moved and Bill seconded that the minutes of the Tuesday, Aug 28, 2012 Finance Committee Meeting be approved.  
The motion passed unanimously.

Gary moved and Norm seconded that the minutes of the Tuesday, as amended Aug 28, 2012 Regular Board Meeting be approved.  
The motion passed unanimously.

Norm moved and Linda W seconded that the minutes of the Tuesday, Aug 28, 2012 Closed Board Meeting be approved.  
The motion passed unanimously.

Norm moved and Gary seconded that the minutes of the Wednesday, Sep 12, 2012 Teleconference Board Meeting be approved.  
The motion passed unanimously.

**TREASURER'S REPORT**

Charles Washburn read the Treasurer's Reports for August and September 2012.

As of August 31, TCM cash assets were \$60,650.19 in checking. Total assets and Liabilities & Equity were \$60,650.19. Total income year to date is \$362,227.59. Total expenses year to date are \$401,577.40. Year to date net income is -\$39,349.81.

As of August 31 DDRB had \$455,398.52 in checking, \$60,650.19 in TCM checking and \$5,775,083.95 in short-term investments for a total in checking/savings of \$6,291,132.66. Total assets were \$8,252,248.68. Total liabilities and equity were \$8,252,248.68. Income for the month of August was \$134,340.31. Budgeted expenses for the month of August were \$154,619.91. August net income was -\$369,203.34. Year to date income was \$4,668,852.14. Year to date budgeted expenses were \$3,639,610.43. Net income year to date was \$608,620.83.

As of September 30, TCM cash assets were \$68,982.59 in checking. Total assets and Liabilities & Equity were \$68,982.69. Total income year to date is \$451,062.21. Total expenses year to date are \$482,079.52. Year to date net income is -\$31,017.31.

As of September 30 DDRB had \$822,997.19 in checking, \$68,982.69 in TCM checking and \$4,778,756.45 in short-term investments for a total in checking/savings of \$5,670,736.33. Total assets were \$7,868,336.35. Total liabilities and equity were \$7,868,336.35. Income for the month of September was \$154,154.65. Budgeted expenses for the month of September were \$457,852.01. September net income was -\$384,644.98. Year to date income was \$4,823,006.79. Year to date budgeted expenses were \$4,097,462.44. Net income year to date was \$223,975.85.

Gary moved and Norm seconded that the Treasurer's Report for August and September be approved as read. The motion passed unanimously.

**EXECUTIVE DIRECTOR'S REPORT**

Delivered approved board mtg. minutes from 7/31/2012 to Clay County Clerk; Participated in DDD Match Payments workgroup; Worked with Finance Committee of MACDDS on 2013 budget; Attended MACDDS meeting; Met with Triality regarding transportation issues; Elected to position of Member at Large of MACDDS for 2013; Participated in SB40 meeting with Amanda Cade and reviewed new Priority of Need; Renewed Northland National Bank certificate of deposit for 0.80%; Renewed First Missouri Bank certificate of deposit for 0.90%; Completed lease agreement with Center for Human Services; Solicited bids for outdoor signs; Received 13 funding applications and distributed to Board members; Attended MACDDS Annual conference; Met with Concerned Care regarding group home rates for 2013; Coordinated Special Needs Trust seminar with PCBS; Met with CHS to discuss future TCM contracts; Drafted new job description of Executive Director; Obtained Succession Planning Process. The Executive Director reported recent investment of cd for sixteen months and 1.15% interest.

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

**Finance Committee**—

**Financial Requests-  
Triality-**

The Executive Director of Triality sent a letter requesting additional funding for therapy for 2012 up to \$150,000 due to having exceeded their original funding request.

Norm moved and Bill seconded DDRB honor Triality request for up to \$150,000 for Therapy services in 2012. Voting yes:  
Norm, Lorry, Gary, Bill, Linda T and Linda W.

**2) Rehab Institute of Kansas City-**

The Workshop Operations Manager of Rehabilitation Institute of Kansas City sent a letter requesting additional funding for workshop clients for 2012 in the amount of approximately \$5,200 due to providing services that have exceeded their original funding request.

Gary moved and Linda T seconded DDRB honor Rehab Institute of KC request for up to \$5,200 additional funding for workshop services in 2012.  
Voting yes: Norm, Lorry, Gary, Bill, Linda T and Linda W.

**Review Admin Budget-**

The Executive Director presented the CY2013 Admin Budget based on actual costs from September 1, 2011 through August 31, 2012 with an allowance for a 4% increase for 2013 plus costs for additional insurance, memberships, Board consultants, utilities and janitorial services. Increased expenses are offset by increased TCM revenue (\$38,260) and increased rent for 920 Kent facility (\$44,528). Increased DMH match expense is offset by reductions in direct payments to agencies supported. General Expenses totaled \$93,000, Property Expenses totaled \$80,100, Payroll Expenses totaled \$80,897 and DMH Match \$1,203,190 for a total of \$1,457,277.

The Board discussed and recommended reductions of \$9,000 in utilities and \$3,000 in janitorial services with these expenses to be included in the renewal of the CHS contract July 1, 2013. The Board agreed to recommend to the Board at the November 5, 2012 Finance Committee meeting Administrative Expenses \$93,000; Property Expenses \$68,100; Payroll Expenses \$80,987 and Waiver match \$1,203,190 for a total of \$1,445,277.

**Services Committee**—Did not meet prior to the Board meeting

**Long Range Planning Committee**— Did not meet prior to the Board meeting

Board Owned Property Committee—  
4th Quarter 2012 Property Inspection Report

Ridgeway House

**12401** The faucet in the hall bath is worn out and should be replaced. Est. \$225

**12402** We found an old copper gas line hooked up to the gas service. Copper will erode over time when used with natural gas. The gas line is not being used, so I recommend we remove it and cap it off. Est.\$75

**Hampton House-** No work required

**Liberty House-** No work required

**Northland House**

**12403** On the grout lines on the brick on the front of the building have crack in 3 locations. I recommend we re-point the brick before winter. Est.\$275

**12404** The last of the carpet in the house is getting worn out. It consists of 2 bedrooms and the living room. Concerned Care has asked that vinyl be install in those areas. Est\$3200

**Flora House**

**12405** The shower threshold is coming up again. A new one needs to be installed. Est.\$ 125

**12406** The tile on the outside corner located by the roll in shower is damaged. At the inspection we talked about installing a stainless steel corner guard to protect it. Est.\$125

**12407** The sump pump that drains to the side yard is washing out soil around the foundation. A simple way to fix it would be to install a 90 degree fitting to redirect the water. Est.\$45

**12408** The deck on the rear of the house is in serious need of replacement. At the inspection we talked about making the deck smaller (to reduce cost) and building it out of treated lumber with composite decking. The new deck would be approximately 450 square feet including a ramp. Est. \$17,000.

**Sherwood**

**12409** The window above the garage was broken by a resident. We talked about replacing it with a casement that is tempered. The installation would require removal of the siding around the window and replacement of the trim on the interior. Total cost \$1200.

**12410** The original carpet in the apartment side in getting worn and should be replaced with vinyl. It consists of two hallways and the room off the office. Est.\$2000

**12411** The bath across from the laundry room needs the vinyl, vinyl baseboard and toilet replaced. Est.\$700.

**12412** The brick monument at the entrance to the property was damaged by a driver a few weeks ago. The brick wall on the left was totally destroyed and has since been removed. The brick wall on the right for the most part is ok. It does needs some repair to the mortar around the top. We have a few options- The insurance settlement will pay to have the monument rebuilt. The other option is to remove what is left of the monument. I recommend removing it, for a few reason; The entrance width is too tight to get emergency equipment in. Also the entrance serves no real purpose since the house next door was torn down. The wall does house the mail box, so another would have to be installed. Estimate for removal and new mailbox \$875

**Kent Building**

**12413** The area around the building will need some clean up after the construction crew leaves. Est.?

**12414** The houses are due for their twice a year vent cleaning. 8 vents. \$720

**Board Owned Property Committee, continued**

Norm moved and Bill seconded Kuhlman Construction LLC be authorized to complete 12401, 12402, 12403, 12404, 12405, 12406, 12407, 12409, 12410, 12411, 12412 and 12414 for a total cost not to exceed \$9,565. Kuhlman Construction LLC was asked to provide bids for 12408 for 325-450 sq ft deck/ramp at Flora House. 12413 will be considered later. Voting yes: Norm, Lorry, Gary, Bill, Linda T and Linda W.

During a recent group home inspection very minor issues requiring action were observed. The committee recommends the group home inspections be conducted three times per year rather than quarterly.

Bill moved and Norm seconded Board owned property inspections be conducted three times per year rather than quarterly. The motion carried unanimously.

During the recent repair of the roof at Northland House additional structural deficiencies were discovered. The insurance company had contributed \$4,394.83 toward the repair due to prior year heavy snowfall. The additional cost to repair the structural deficiencies were \$4,457.60.

Bill moved and Norm seconded the Board approve the additional expense of \$4,457,60 to correct structural deficiencies discovered during the roof repair of Northland House. Voting yes: Norm, Lorry, Gary, Bill, Linda T and Linda W.

**TCM Report**

Linda Holland gave a comprehensive report on the transition of Targeted Case Management from KCRO to CHS. Linda introduced Anita Hartman as the Program Manager for Clay County. A second supervisor will be hired soon and interviews are being conducted to hire additional Service Coordinators. 363 Clay county people with developmental disabilities are now being served by CHS.

**OLD BUSINESS:**

**920 Kent St Renovation**—The Executive Director reported parts A & B Phase II have been completed and all but one of the CHS staff has relocated to their permanent offices. Part C of Phase II is scheduled to be completed November 13, 2012 at which time the receptionist for CHS and the Executive Director of DDRB will be relocated to their permanent offices. The Executive Director asked about the possibility of an Open House. Outdoor signs are being considered.

**Funding Policy Manual**—The Executive Director presented the Funding Policy Manual with modifications previously made by the Board. With one additional change on page 10 first sentence “financial statement” should read “funding application” the Manual was approved by the Board. The Executive director will make the change and present to Finance Committee at the November 5, 2012 meeting and if approved will be posted on the DDRB web site along with the Bylaws as soon as both are completed.

**Holiday Dinner**—The Executive Director will review options for Holiday Dinner and report to Board at the Finance Committee Meeting November 5, 2012.

**Review Bylaws**—

The Executive Director presented the revised Bylaws that incorporated the changes approved at the August 28, 2012 Board meeting.

Bill motioned and Norm seconded the Bylaws be approved as presented.  
The motion carried unanimously.

The Bylaws require modification to reflect the Board decision for the Property Maintenance Committee to conduct inspections of Board-Owned Property three times per year. The Lease of Board-Owned Property Manual should be modified to reflect Board-Owned Property inspections shall be performed three times per year.

Bill moved and Norm seconded the Bylaws be amended on page 6 under VI. Committees, The DDRB Owned Property Maintenance Committee: first paragraph second sentence as follows: “All Board owned property shall be inspected by the Property Maintenance Committee pursuant to the Lease of Board-Owned Property Manual. The Lease of Board-Owned Property be amended on page 9, paragraph 8 to read as follows: “The Executive Director will arrange for Board-Owned inspections Three times per year. The Board will review inspection reports And approve additional funding for projects on a case-by-case Basis.” The motion carried unanimously.

**NEW BUSINESS:**

None

**COMMUNICATIONS: Guests**

Concerned Care-Celebrated 40<sup>th</sup> Anniversary recently

NEEC-Received 5 year Accreditation recently

Immacolata Manor-Recently added an accessible restroom thanks to donations.

VSI-Announced Thanksgiving and Christmas lunches sponsored by ARC

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

Respectfully submitted,



Charles Washburn  
Executive Director