

DEVELOPMENTAL DISABILITIES RESOURCE BOARD

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

Phone: (816) 792-5255 Fax: (816) 792-1818

April 1, 2013

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 03/26/13 board meeting:

January 29 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

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

January 29, 2013

The January 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: Stephen Elliott, Lorry Kelly, Mary Olshefski, Heath Roberts, Gary Steinman, William Taylor and Linda Weisbach. Karla Arnold and Linda Thomas were excused. Also present was Charles Washburn, Executive Director.

Guests present and signing in:

Wendy Witcig	Triality	Anita Hartman	CHS
Barbara Griggs	Concerned Care	Mary Beth Johnson	TNC
Jill Bartlett	NEEC	Betsy Kelerher	CEADD
Dale Herrick	Immacolata Manor	Bill Barr	VSI
Jim Huffman	Concerned Care	Jean Elliott	
Sheri Chapman	County Clerk	Luann Ridgeway	Commissioner

ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE

New Board member Heath Roberts was welcomed to the Board by the Chairman. Each Board member and each guest introduced themselves.

Correspondence:

- CEADD Spring Class 2013 Schedule
- Pathways Winter 2012 newsletter
- Concerned Care Recreation calendar for January and February 2013

APPROVAL OF THE MINUTES

Gary moved and Bill seconded that the minutes of the Tuesday, November 27, 2012 Regular Board Meeting be approved.

The motion passed unanimously.

TREASURER'S REPORT

Steve Elliott read the Treasurer's Reports for November and December 2012.

As of November 30, TCM cash assets were \$75,290.68 in checking. Total assets and Liabilities & Equity were \$75,290.68. Total income year to date is \$637,842.06. Total expenses year to date are \$662,551.38. Year to date net income is -\$24,709.32.

As of November 30, cash assets were \$67,323.24 in checking, \$75,290.68 in TCM checking and \$4,536,349.43 in short-term investments for a total in checking/savings of \$4,678,963.35. Total assets were \$7,158,511.05. Total liabilities and equity were \$7,158,511.05. Income for the month of November was \$161,550.13. Budgeted expenses for the month of November were \$422,906.78. November income in excess of expenses was -\$361,854.23. Year to date income was \$5,121,124.36. Year to date budgeted expenses were \$4,926,109.63. Year to date income in excess of expenses was -\$489,950.75.

TREASURER'S REPORT, continued

As of December 31, TCM cash assets were \$77,336.45 in checking. Total assets and Liabilities & Equity were \$77,336.45. Total income year to date is \$739,359.11. Total expenses year to date are \$762,022.66. Year to date net income is -\$22,663.55.

As of December 31, cash assets were \$278,147.66 in checking, \$77,336.45 in TCM checking and \$4,291,296.45 in short-term investments for a total in checking/savings of \$4,646,780.56. Total assets were \$7,143,992.32. Total liabilities and equity were \$7,143,992.32. Income for the month of December was \$520,828.11. Budgeted expenses for the month of December were \$435,139. December income in excess of expenses was -\$15,216.38. Year to date income was \$5,641,952.47. Year to date budgeted expenses were \$5,361,248.63. Year to date income in excess of expenses was -\$505,167.13.

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

The Treasurer asked the Executive Director to prepare a summary/line item report for 2012 TCM expenses. The Executive Director asked the Treasurer to visit the DDRB office prior to the next Board meeting to discuss.

EXECUTIVE DIRECTOR'S REPORT

Delivered approved board mtg. minutes from 10/30/2012 to Clay County Clerk; Delivered CY2013 budget to Clay County Commissioners; Attended Coffee with the Community-Liberty Public Schools-Myron Neth; Attended MACDDS meeting; Attended meet and greet at Maple Woods for recently elected legislators; Prepared and mailed 41 contracts to Agencies supported by DDRB; Prepared Board Accomplishments for 2012; Concluded 920 facility renovation; Received TNC audit for the years ended June 30, 2012 and 2011; Attended Elected meet-and-greet sponsored by Tri-County Mental Health; Received Triality audit for the years ended June 30, 2012 and 2011; Received Concerned Care audit for the years ended June 30, 2012 and 2011; Received CCVI audit for the years ended June 30, 2012 and 2011; Secured new rates for Concerned Care residential and Immacolata Manor My Day programs by leveraging \$280,292 in match generating \$725,581 additional funding for these providers; Provided orientation for Heath Roberts (new board member); Provided Agency History and Agency Goals for 2013 to Board members; Advised Board the Mental Health Commission is asking for Mental Health First Aid to be expended; Advised Board the Missouri Department of Mental Health Division of Developmental Disabilities has spent all funding for 10, 11 & 12 people on wait list for residential services until July 1, 2013; Advised Board that Matt Ferguson, Interim Director of KCRO has resigned effective February 15, 2013; Advised the Board the Executive Director is working with Bruce Cully CPA in respect to the December 31, 2012 Financial Audit; Advised those in attendance March is Developmental Disabilities Aware Month and asked Clay County Commissioners in attendance to issue a proclamation in support. The Executive Director was complimented on the 2012 Board Accomplishments.

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

Long Range Planning Committee—The Long Range Planning Committee did not meet prior to Board meeting.

Board Owned Property Committee--The Board Owned Property Committee did not meet prior to Board meeting. Property inspections were scheduled for February 11, 2013 at 9a.m. starting at 1119 Ridgeway, Liberty, MO. Because the new Board Owned Property Committee will not be named until the February 26, 2013 Board meeting the Executive Director was asked to reschedule to March.

TCM Report—Anita Hartman gave a comprehensive report. CHS has goal of being able to serve 1,000 Clay County residents both adults and children Medicaid eligible and non-medicaid eligible by the end of 2013. Transportation alternatives are being explored. Interviews were held January 25, 2013 and it is hoped they will be able to hire 3 additional support coordinators.

OLD BUSINESS:

By-laws

The By-laws were and first read at the November 27, 2012 Board meeting. Under the By-laws the second read has been provided to the Board in the Board packet.

Bill moved and Gary seconded the By-laws as previously first read at the November 2012 Board meeting be approved. Voting yes: Steve, Lorry, Mary, Heath, Gary, Bill and Linda W.

920 Kent Renovations

The Executive Director reported the 920 Kent Renovations are completed. The cost to renovate the building was \$876,634.81 and the cost of office equipment was \$157,086.85 for a total of \$1,033,721.66 subject to audit.

920 Kent Outside Sign

The Executive Director reported he is continuing to seek proposals. Mary indicated she would like to refer another person to make a bid on the sign.

Open House Planning

The Board would like to hold an open house in April. A planning committee will be named at the February meeting.

NEW BUSINESS:

2013 Audit

Discussion followed the Executive Director Report regarding the current year audit and the long standing relationship with Bruce Cully, CPA.

Steve moved and Gary seconded the audit for 2013 be put out for bid.

Voting yes: Steve, Lorry, Mary, Heath, Gary, Bill and Linda W.

Nominating Committee Appointments

Lorry appointed members of the Nominating Committee as follows: Gary, Bill & Mary.

COMMUNICATIONS: Guests

Concerned Care-Has recently received several contributions.

CEADD-Now has a web site

Triality-Open House January 31, 2013 at 4:30

Immacolata Manor—Announced lease of Mill St property to expand Day Hab Program.

VSI—Remembered Jack Smith

NEEC- Has recently received several contributions

Sheri Chapman (County Clerk)—Swore Heath Roberts to the Board prior to the meeting.

Luann Ridgeway (Eastern District Clay County Commissioner)—Introduced herself and announced she plans to be the Commission liaison with DDRB. Mrs. Ridgeway congratulated the Board on the transparency of information

As there were no further discussions, the meeting was adjourned at approximately 7:35 p.m.

Respectfully submitted,



Charles Washburn
Executive Director