

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

April 30, 2013

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 Kent, Liberty, Missouri by Bill Taylor, Chairman. Present were: Karla Arnold, Stephen Elliott, Lorry Kelly, Mary Olshefski, Heath Roberts, Bill Taylor, and Linda Weisbach. Gary Steinman and Linda Thomas were excused. Also present was Charles Washburn, Executive Director.

Guests present and signing in:

Jim Huffman	Concerned Care	Anita Hartman	CHS
Barbara Griggs	Concerned Care	Randy Hylton	VSI
Jill Bartlett	NEEC	Betsy Kelerher	CEADD
Dale Herrick	Immacolata Manor	Mark Riley	Triality

ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE

Correspondence:

- DESE Report for the Sheltered Workshop Program
- NEEC Annual Report
- Concerned Care Recreation calendar for May and June 20

APPROVAL OF THE MINUTES

Lorry moved and Karla seconded that the minutes of the Tuesday, March 26, 2013 Closed (Legal) Board Meeting be approved.
The motion passed unanimously.

Karla moved and Steve seconded that the minutes of the Tuesday, March 26, 2013 Regular Board Meeting be approved.
The motion passed unanimously.

Because we hadn't reviewed the inspection report with the board, we took no action on the minutes until after the board owned property discussion

TREASURER'S REPORT

Charles Washburn read the Treasurer's Reports for March 2013. As of March 31, TCM cash assets were \$87,097.21 in checking. Total assets and Liabilities & Equity were \$87,097.21. Total income year to date is \$285,794.98. Total expenses year to date are \$276,034.22. Year to date net income is \$9,760.76.

As of March 31, cash assets were \$3,110,799.76 in checking and \$4,305,031.92 in short-term investments for a total in checking/savings of \$7,415,831.68. Total assets were \$9,846,839.62. Total liabilities and equity were \$9,846,839.62. Income for the month of March was \$84,931.21. Budgeted expenses for the month of March were \$386,536.17. March income in excess of expenses was -\$301,604.96. Year to date income was \$4,071,191.05. Year to date budgeted expenses were \$1,228,349.93. Year to date income in excess of expenses was \$2,842,841.12.

Steve moved and Lorry seconded the treasurer's report for March be approved.
The motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

Attended March & April MACDDS meetings; Approved several Partnership for Hope Waiver Requests. Clay County has now taken 100 people off the waiting list. Participants are authorized to receive \$789,000 worth of services at a cost to Clay County of \$151,000 annually; Sent approved minutes to County Clerk; Continued to work with County Clerk to update our web site claycountymo.gov/ddrb; Continued to work with Bruce Cully to complete the 2012 audit; Obtained Executive Committee signatures for UMB checking accounts; Went with Property Committee on group home inspections; Met with Northland Training Coalition members and agreed to restructure; Made reservation to attend AAIDD conference June 1-6, 2013; Participated in MARC Older Adult Transportation & Mobility Summit; Arranged meeting with new KCRO director and executive directors of agencies supported by DDRB May 2, 2013 at 10am; Met with representatives from OATS regarding possibly expanding transportation options; Reported the MACDDS Executive Director has been active in securing NAFS accounts monthly from the regional office, conducted an Appeal Rights Survey with 216 support coordinators responding, ensured the MOCABI directive 4.280 was rescinded, noted TCM-MMAC training tools are nearing completion and testified before legislature regarding regional office FTE cut.

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.

Audit—Bruce Culley presented the audited financial statements for the year ended December 31, 2012. After discussion a couple enhancements were recommended by Board members. Bruce Culley agreed he would add comments requested by the Board.

Karla moved and Steve seconded the Board approve the audited financial statements for the year ended December 31, 2012 as amended by Bruce Culley
Voting yes: Karla, Steve, Lorry, Mary, Heath, Bill and Linda W.

Investments—The Executive Director reported the certificate of deposit with North American Savings Bank had matured and the funds were temporally invested in a personal savings account with NASB.

Steve moved and Lorry seconded the Finance Committee review possible short term investments and invest in certificates of deposit at rates of 0.80 or greater for a two year period or at rates of 1.0 or greater for a three year period. Voting yes: Karla, Steve, Lorry, Mary, Heath, Bill and Linda W.

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. Bill Taylor and Charles Washburn met with Barbara Griggs to discuss future housing needs that will be coordinated with the Board Owned Property Committee.

Board Owned Property Committee--The Board Property Committee met April 22, 2013

1st Thrice Yearly Property Inspection Report 2013

Ridgeway House-

13101 The hinges on the cabinets in the kitchen are wearing out and breaking. There are a total of 48 hinges. Cost to replace them all is estimated at \$675.

13102 A window screen is damaged in the living room. Repair. Est \$75

13103 The water heater has a leaking supply line. Repair or replace. Est \$125

13104 In the storage area in the garage- There is a sill plate that has minor dry rot. A repair is not needed at this time.

Hampton House-

13105 The hall toilet is loose and should be re-set. Est\$ \$60

13106 The sprayer on the kitchen sink is leaking. The problem was fixed during the inspection. Greg is going to keep an eye on it.

Liberty House-

13107 The tub spout in the apartment bath has malfunctioned and should be replaced. Est\$75

13108 Behind the bed in one of the bedrooms a client has taken to scratching the drywall while they lay in bed. We talked about installing FRP behind the bed to prevent further damage. Est \$450

13109 The ductwork has gotten very dirty since the house was built. It needs to be cleaned professionally. The house has 4 furnaces to clean. Est\$3500

13110 The A/C unit by the dumpster has shifted and needs to be re-leveled. Est\$75

13111 The staff puts up Christmas lights every year. They plug in the lights to an outlet that is just inside the door. The cord runs across the floor, through the doorway and out to the lights. This could be a hazard to the residents and staff. We could install an outlet outside to remedy the problem. Est\$400

Sherwood House-

13112 A section of vinyl siding in the rear corner of the house has been damaged and needs replacement. Est\$150

13113 The A/C unit by the garage has shifted and needs to be re-leveled. Est\$75

13114 Over the last few months we have changed out all of the flooring in apartment side of the house. The old baseboard was placed up too high on the wall to allow for new base shoe. So we need to either install vinyl base or 4 ¼ tall prefinished baseboard. The total length is Approximately 275 feet. The cost for vinyl is \$875 and the cost for wood is \$1400

13115 The hall bath upstairs has become notorious for leaking. We have fixed all of the leaks that can be fixed. The clients that use the bath have a hard time keeping the water in the bath and toilet. The problem can only be fixed by a full remodel- Which includes a water proofing membrane on the entire floor. Est\$9500

13116 Once item 13115 is complete- the ceiling below needs to be repaired. Est\$400

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2013 Property Inspection Report, continued

13117 The bathroom near the front door is having same issues as the one listed above. This particular bath has the room to accommodate a 5x5 roll in shower that will better accommodate the residents in wheel chairs. Est\$13,750

13118 Once item 13117 is complete- The ceiling in the basement needs replacement. The ceiling is heavily damaged from various leaks over the years. The area that needs replacement is approximately 20x20. Est\$1250

13119 There is some mold on the walls in the basement storage room. I recommended we remove and replace it while doing the other drywall repairs down there. Est\$250

13120 The siding by the rear dryer vent has become detached from the house. It needs to be removed to check for mold or insect damage and replaced. Est\$200

13121 The old pool in the back yard has worked its way up through the soil. It originally was filled in instead of being removed. We need to bring in about 4 dump trucks worth of topsoil and a bobcat to re-grade the soil. After that we need to seed and fertilize the new grass. Est\$3500

Flora House-

13122 The A/C pad has shifted and needs to be leveled. Est\$75

13123 It appears that the kitchen sink is missing a p-trap. It's not under the sink. It could be in the wall or in the basement. Sometimes they are moved to make the sink more accessible. This should be checked into. The cost to cut into the PVC and install a p-trap is \$350.

13124 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.. The new deck would be approximately 450 square feet including a ramp. Made out of treated lumber the cost would be \$12,500.

13125 We also discussed the need for a shade structure for the deck. The deck faces south and gets sun all day. Shading the deck will also make it last longer. Est\$3000

13126 The rear sliding door is worn out. It should be replaced at the same time as the deck. This will allow us to install it properly and waterproof the sill. Est\$2200

Northland House-

13127 The office flooring is worn out. They would like to have it replaced with VCT tiles. Est\$1100

13128 The wiring in one of the bedrooms is not up to code. The wires were run under the baseboards to give the bedroom more outlets. So far we have only discovered this in one bedroom. But I will check all of the bedrooms. To fix the one bedroom and check the other 3 the estimate is \$950

13129 The kitchen in the house is getting quite worn out. It's original to the house which makes it almost 50 years old. The new kitchen should be made of materials that will last a long time. Est\$16,000

13130 The walkway from the driveway to the entry door (which is in the back of the house) has an uphill pitch to it. Some of the residents are having a hard time managing the grade. They have asked for a handrail to help them out. The length is 90 feet. The handrail we talked about would be made of either heavy gauge aluminum or galvanized steel. Est\$3900

13131 The above mentioned sidewalk needs to have dirt added to both sides. The sidewalk sits out of the ground approximately 5-6 inches. This could be a safety issue. It needs a full dump truck full of top soil and a bobcat to spread it. Then seed and fertilize the grass. Est\$1250

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2013 Property Inspection Report, continued

Kent Building-

13132 The area between the parking lot and the retaining wall needs top soil added and regarded. Seed and fertilize the grass. Est\$1250

13133 There is a PVC pipe in the front of the building missing a cover. These types of pipes are used as a sleeve for shutoff valves. This pipe is full of leaves and debris. We need to clean it out and figure out what it's for and then put a cover on it. Est\$100

13134 A 4x16 section of sidewalk has shifted by the street. Also the sidewalk by the parking lot exit (also by the street) has sunk 1 ½ to 2 inches . Both need attention. Replacement cost Est\$2100

13135 The old Suite A and B sign on the front of the building needs to be removed. Est \$50

13136 The landscape around the building needs freshened up. Est\$700

13137 There is a large planter box in the back of the building that should be removed. It is starting to choke out the tree that it surrounds. Est\$500

13138 There are a few holes in the walls and doors of the building left over from the construction. They were from door openers or door security locks. They need to be filled to prevent water damage. Est\$100

13139 Remove the extra DDRB and van parking lot signs. Est\$75

13140 Seal and stripe the parking lot. Remove the old ramp located by the old board room door. Est\$3900

Total \$85,485-\$86,010

The committee reviewed the property inspection report with Jason Kuhlman. It was pointed out to Jason that during the property inspections Greg Kinkead was asked to replace the 2 window well covers at Ridgeway House, refinish the front door and trim the rose bush at Hampton House and remove the linoleum in the garage at Sherwood House.

Steve and Bill reviewed each item keeping mind health and safety of consumers as well as DDRB budgetary constraints. The committee recommends the budget be amended to permit payment of \$12,062.07 in excess of our present budget. The committee has requested the Executive Director to provide data to determine a 5 year running average of maintenance expenditures of the group owned homes. The committee would like to determine the point at which it is not good business to commit further funding for maintenance of a facility. They agreed to make the following recommendation to the Board.

Recommendation to the Board:

Concerned Care will take care of 13101, 13102, 13103, 13105, 13107, 13108, 13110, 13111, 13113, 13114 and 13122. In addition Concerned Care will clean tracks of sliding door in 13126. Jason Kuhlman will take care of 13112, 13117, 13118, 13119, 13120, 13123, 13127, 13128, 13130 and 13131 at a cost not to exceed \$23,150. Items 13104 & 13106 require no action. Jason will bid out 13109 & 13140. 13115, 13116, 13121 and 13129 may be considered by the Board later. Jason will redesign and rebid 13124 as a result 13125 will not be needed. 13132 will be tabled. Jason will rebid 13134. The Executive Director will take care of 13133, 13136, 13137, 13138 and 13139. 13135 is not needed. The budget account #5001:162 shall be amended to permit payment of \$12,062.07 in excess of our present budget.

Karla moved and Lorry seconded Concerned Care will take care of 13101, 13102, 13103, 13105, 13107, 13108, 13110, 13111, 13113, 13114 and 13122. In addition Concerned Care will clean tracks of sliding door in 13126. Jason Kuhlman will take care of 13112, 13117, 13118, 13119, 13120, 13123, 13127, 13128, 13130 and 13131 at a cost not to exceed \$23,150. Items 13104 & 13106 require no action. Jason will bid out 13109 & 13140. 13115, 13116, 13121 and 13129 may be considered by the Board later. Jason will redesign and rebid 13124 as a result 13125 will not be needed. 13132 will be tabled. Jason will rebid 13134. The Executive Director will take care of 13133, 13136, 13137, 13138 and 13139. 13135 is not needed. The budget account #5001:162 shall be amended to permit payment of \$12,062.07 in excess of our present budget. Reserves are to be used to fund.
Voting yes: Karla, Steve, Lorry, Mary, Heath, Bill and Linda W.

920 Kent Outside Sign

The Executive Director requested sign bids from Cole Printing & Signs and Tory Graham based on the specifications previously bid by Victory Sign Company. Cole Printing & Signs responded they did not wish to bid. Tory Graham bid \$1,375 Victory Sign Company bid \$2,351.46. The committee agreed to make the following recommendation to the Board.

Recommendation to the Board:

DDRB should accept the bid of \$1,375 from Tory Graham.

Lorry moved and Linda W seconded the Board accept the bid from Tory Graham in the amount of \$1,375 to install 920 Kent Outside Sign at the north entrance to the DDRB parking lot using the colors logo and preferred design as proposed. Voting yes: Karla, Steve, Lorry, Heath, Bill and Linda W.
Voting No: Mary. The motion carried.

TCM Report—Anita Hartman gave a comprehensive report. 19 employees are serving 456 Clay County clients as of 4-9-13. Four new Support Coordinators have been hired. Applications are being accepted for an additional Administrative Assistant. Several success stories were presented as was the financial impact of TCM in Clay County. Billable hours were down in February to 1132.50 due to several snow days and were up in March to 1306.92 billable hours.

OLD BUSINESS:

RAC

DDRB has been invited to make nomination to the Regional Advisory Council for the Missouri Department of Mental Health Division of Developmental Disabilities. The Executive Director discussed with MACDDS members. The consensus of the membership is the RAC has no authority or funding.

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By-laws

The By-laws were reviewed and amended to reflect the addition of the Immediate Past Chairman as a member of the Executive Committee at the March 26, 2013 Board meeting and was considered the first reading. The second reading is at this meeting.

Mary moved and Karla seconded the By-laws be approved as amended with the first read at the March 26, 2013 meeting. Voting yes: Karla, Lorry, Mary, Heath, Bill and Linda W. Voting no: Steve. The motion carried.

NEW BUSINESS:

May meeting—The May meeting would be scheduled the day after Memorial Day.

Lorry moved and Karla seconded the May meeting be cancelled.
The motion carried unanimously.

COMMUNICATIONS: Guests

Concerned Care—Wine event was successful. Congratulated CHS on a job well done.

Immacolata Manor—Planning to open Mill St facility July 8, 2013.

VSI—13th Annual Community Awards Night May 23, 2013 at Finnigan's

NEEC— Pioneer Run June 8, 2013

Triality—March 1, 2013 signed contract to provide home visitation services in seven county area.

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

Respectfully submitted,

Charles Washburn
Executive Director