

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

October 29, 2013

The October 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, Lorry Kelly, Mary Olshefski, Heath Roberts, Gary Steinman, Bill Taylor, Linda Thomas and Linda Weisbach. Stephen Elliott was 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	James Landrum	TNC
Lisa Tracy	KCRO	Linda Holland	CHS
Luann Ridgeway	Clay County Commissioner	Mark Riley	Triality

ANNOUNCEMENTS / INTRODUCTIONS / CORRESPONDENCE

Correspondence:

- Concerned Care Clay County Group Homes Transition update
- Immacolata Manor Annual Report
- Pathways Fall 2013 newsletter
- Concerned Care Rec calendar for Nov & Dec

APPROVAL OF THE MINUTES

Lorry moved and Gary seconded that the minutes of the Tuesday, August 27, 2013 Long Range Planning Committee meeting be approved. The motion passed unanimously.

Mary moved and Karla seconded that the minutes of the Tuesday, August 27, 2013 Regular Board meeting be approved. The motion passed unanimously.

Gary moved and Lorry seconded that the minutes of the Tuesday, August 27, 2013 DDRB Closed Personnel meeting be approved. The motion passed unanimously.

Mary moved and Gary seconded that the minutes of the Wednesday September 11, 2013 Board Owned Property Committee conference call be approved. The motion passed unanimously.

Karla moved and Gary seconded the minutes of the Tuesday October 22, 2013 DDRB Closed Personnel & Legal meeting be approved. The motion passed unanimously.

TREASURER'S REPORT

Gary Steinman read the Treasurer's Reports for August and September 2013. As of August 31, TCM cash assets were \$180,694.14 in checking. Total assets and Liabilities & Equity were \$180,694.14. Total income year to date is \$1,013,113. Total expenses year to date are \$909,755.31. Year to date net income is \$103,357.69.

TREASURER'S REPORT, continued

As of August 31, cash assets were \$1,234,245.09 in checking and \$4,317,104.12 in short-term investments for a total in checking/savings of \$5,551,349.21. Total assets were \$8,004,711.80. Total liabilities and equity were \$8,004,711.80. Income for the month of August was \$61,797.71. Budgeted expenses for the month of August were \$525,614.63. August income in excess of expenses was -\$463,816.92. Year to date income was \$4,442,380.37. Year to date budgeted expenses were \$3,467,677.07. Year to date income in excess of expenses was \$974,703.30.

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

As of September 30, TCM cash assets were \$222,680.03 in checking. Total assets and Liabilities & Equity were \$222,680.03. Total income year to date is \$1,202,164.33. Total expenses year to date are \$1,056,820.75. Year to date net income is \$145,343.58.

As of September 30, cash assets were \$713,780.91 in checking and \$4,577,479.52 in short-term investments for a total in checking/savings of \$5,291,260.43. Total assets were \$7,744,623.02. Total liabilities and equity were \$7,744,623.02. Income for the month of September was \$76,660.51. Budgeted expenses for the month of September were \$410,085. September income in excess of expenses was -\$333,424.49. Year to date income was \$4,519,040.88. Year to date budgeted expenses were \$3,795,108.01. Year to date income in excess of expenses was \$723,932.87.

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

EXECUTIVE DIRECTOR'S REPORT

Participated in VSI award ceremony in Liberty; Encouraged Etta Mitchell to provide consumer files to CHS in a more timely fashion to speed transition from KCRO to CHS; Arranged and hosted Board Owned Property Committee conference call; Review both Funding and Policy Procedure Manual and Lease of Board Owned Property Manual for review by respective committees; Prepared admin portion of 2014 budget; Participated in Mental Health Commission meeting; Arranged for renewal certificates of deposit at Bank Midwest (0.75% for 19 months), Clay County Savings (0.60% for 24 months) and Kearney Trust (0.60% for 24 months); Arranged for new certificate of deposit at Capital Federal for 11 months at 0.70%; Emailed Tory Graham about outdoor sign buckling; Scheduled property inspection September 30, 2013; Participated in SB40 directors meeting with KCRO director; Revised Executive Director job description; Worked with CHS to discover those functions that can be transitioned from KCRO; Met with Etta Mitchell and CHS to discuss KCRO restructure; Participated in MACDDS/MARF workgroup to discuss regional office restructure; Participated in Project Search meeting to form a Business Advisory Council; Consulted with Bill Taylor and Russell Jones regarding the possible implications of the Clay County Constitution effect on the DDRB levy.

COMMITTEE REPORTS

Executive Committee-The Executive Committee presented a revised Executive Director Job Description.

Gary moved and Linda T seconded the Executive Director Job Description be approved as presented. The motion passed unanimously.

Finance Committee--The Finance Committee met October 29, 2013 prior to the Board Meeting.

Audit RFP-

The Finance committee recommended the Audit bid for one year from Bruce Cully, CPA be accepted and the audit be rebid next year.

Karla moved and Heath seconded the Audit bid for one year from Bruce Cully, CPA be accepted and the audit be rebid next year. Voting yes: Karla, Lorry, Mary, Heath, Gary, Bill, Linda T and Linda W.

Funding Policy & Procedure Manual-

The Finance committee recommended the Funding Policy & Procedure Manual be approved as presented.

Gary moved and Karla seconded the Funding Policy & Procedure Manual be approved as presented. The motion passed unanimously.

2014 Admin Budget-

The Finance committee recommended the 2014 Admin Budget be approved as presented.

Karla moved and Mary seconded the 2014 Admin Budget be approved as presented. Voting yes: Karla, Lorry, Mary, Heath, Gary, Bill, Linda T 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 this meeting.

Board Owned Property Committee—

The Board Owned Property committee recommended the Lease of Board Owned Property Manual be approved as presented.

Gary moved and Linda W seconded the Lease of Board Owned Property Manual be approved as presented. The motion passed unanimously.

920 Kent Outside Sign-The committee reported the sign has been repaired.

Property inspection-

Jason Kuhlman

Kuhlman Construction Llc.

2nd Thrice Yearly Property Inspection Report 2013

Ridgeway House

13201 There is a crack in the drywall. The crack is on the wall adjacent to the front foundation wall. The cause more than likely due to the dry summer we had last year. We could not find the crack on the outside wall. We will keep an eye on it. No repair is necessary at this time.

Hampton House

13202 The roof valleys in the front of the house are sagging approximately 3-4 inches. It could be braced to prevent further sagging. The cost to brace would be \$800-\$1200.

Liberty House

13203 The underlayment just outside of the apartment bathroom has become unattached from the subfloor below. It looks kind of like a bubble the is 16 inches in diameter. It can be repaired at a cost of \$250.

13204 There is a leak in the water supply lines that go to the kitchen sink. The leak was visible in the basement. The cost to repair is \$200.

13205 The vents in the house are quite dirty. I received a bid on getting them cleaned. Est. \$1260

Sherwood House

13206 There are 2 locations on the front and side of the house that the vinyl siding has been damaged. The side as damaged by a weed eater and the front was damaged by someone falling against the corner trim. The corner trim will be more difficult to replace. Cost to repair \$500.

Flora House

No work needed at this time.

Northland House

13207 Last quarter we repaired the wiring in two of the bedrooms. We checked the other bedrooms for the same issue and found that the same problem exists in one remaining bedroom. The wiring in that bedroom is not up to code. The wires were run under the baseboards to give the bedroom more outlets. The cost to repair is \$750.

Kent Building

13208 An electrical box cover on the front of the building has been partially left open. The original screws rusted away. They should be replaced with stainless steel screws. Cost to repair \$50.

Developmental Disabilities Resource

Board of Clay County

October 29, 2013

Page 5

Property inspection, continued

13209 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. We received bids to replace and to mud jack the concrete. The mud jacking seemed to be the most cost effective. Cost to fix \$1590

13210 I have received 3 bids to seal and stripe the parking lot. The best one is \$3496

13211 Bi-annual dryer vent cleaning in all houses \$940.

The committee recommended to the Board Concerned Care take care of the repairs to the group homes and the repairs at 920 Kent be considered later.

TCM Report—Anita Hartman gave a comprehensive report. 27 employees are serving 782 Clay County clients as of 10-17-13. Several success stories were presented as was the financial impact of TCM in Clay County.

OLD BUSINESS:

None

NEW BUSINESS:

None

COMMUNICATIONS: Guests

Luann Ridgeway—Thanked DDRB for consideration in respect to Clay County Constitution issue.

Concerned Care—Recent auction was successful.

Immacolata Manor—Thanks for recent survey participation. Recently received \$30,000 grant from Liberty Giving Circle.

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

Respectfully submitted,

Charles Washburn
Executive Director