

Minutes
Board Owned Property Committee
Developmental Disabilities Resource Board
Of
Clay County

The meeting was called to order at 5:40 pm on July 22, 2014 by Chair, Alan Naylor. Present at the meeting was Tom Bradley, Pat Schoenrade and Brian O'Malley.

Alan began the meeting by reviewing the progress of work performed since the last inspection at each of the group homes. Alan indicated that he had met with Greg Kincaid of Concerned Care to review the work that had been done. Alan expressed that he was pleased that Concerned Care's own staff had addressed most of the items on the list or were in process. There are still some items awaiting resolution such as the buried pool at Sherwood and the deck at Flora House. The Committee reviewed the bids for the roof at Hampton House. One of the bids indicated that the roof did not need to be replaced and recommended not taking on the work until it was necessary. The Committee agreed to not replace the roof at this time.

Concerned Care maintenance staff are undergoing turnover with one quitting and another dealing with illness. Alan indicated that he was collecting all the information on the properties so that could be stored on the computer in the DDRB office. Going forward Alan and Brian will make sure this information is kept current and easily accessed.

Next was the list of items from the previous inspection at the Kent Building. Brian reported that a landscape contractor had finally been chosen. The women's restroom doors have been repaired and lock now. Ceiling tiles damaged by ice backing up have been replaced. With the addition of several service coordinators staff offices were painted and furniture moved. Two new desks will need to be purchased. Brian recommended purchasing the same desks with returns, file drawers and modesty panel as installed when the

renovation occurred. Scott-Rice interiors has giving us a price with installation of \$1219.00 for each desk and set up. These desks and all the furniture belong to the DDRB. The recommendation was voted on by the committee and passed unanimously to recommend to the board.

Some minor changes to the doors and door labels have been suggested by the CHS staff to direct people appropriately to accessible entrances and compliance with CARF recommendations. Brian will address these. The CHS staff have asked the Board to purchase two picnic tables to be placed in the back patios of the building. Brian recommended buying only one and see how often it is used. Pat noted that she observed how often these picnic tables are used by the service providers as she visits service provider sites. The Committee voted unanimously to recommend the purchase of one table to the full Board.

Alan asked Tom what his thoughts were regarding spending funds and the approval process. Tom assured Alan that the expense of DDRB funds required approval of the full board. Alan explained to the Committee that the budget had been previously approved to give the committee some range of what they had to spend. At the same time, Concerned Care also had been awarded funds to maintain the property.

The committee took up issues with the Kent Building, primarily space and parking. Alan has some ideas of how to proceed and seek approval from the city. Brian will contact the Probation/Parole Office next door to inquire about any space available for future office space needs.

The Committee discussed securing bids for the remodeling of the bathroom at Flora House. Jason Kuhlman had developed a draft of bid specs and Alan will ask Greg to secure bids.

Alan reviewed the items to be included in the report to the Board. There was no further business and the Committee adjourned at 6:45pm.