

MINUTES
BOARD OF DIRECTORS
PLATTE COUNTY BOARD OF SERVICES

Tuesday, August 26, 2025

This meeting was held in person and via Zoom

Members Present: Stuart Anderson, Dr. Jeffrey Kingsley, Sandra Thomas, Adam Tholen, Blake Sherer, Nancy Felix, Susan Finn, Jeff Koski, Dr. Michael Shafe

Staff Present: Diane Bickham, Drew Ehrlich, Martha Jaynes, Chad Sinnwell, Richard Vandal, Tim Coleman

Guests: Sherry Summers – Vocational Services

Call to Order: The meeting was called to order at 5:30 pm by Stuart Anderson

Roll Call and Pledge of Allegiance: Roll call was taken, and each member identified themselves. The Pledge of Allegiance was recited.

Approval of June 2025 Meeting Minutes: Dr. Jeffrey Kingsley asked for the minutes to be amended to reflect the voting for the capital grant for Summit Future foundation, including that Jeff Koski and Dr. Jeffrey Kingsley had voted no. The minutes were amended. A motion was made by Sandra Thomas and seconded by Adam Tholen to approve the meeting minutes. Motion passed unanimously.

Approval of August 2025 Finance Committee Meeting Minutes: A motion was made by Stuart Anderson and seconded by Sandra Thomas to approve the meeting minutes. Motion passed unanimously.

CFO Report:

Drew Ehrlich presented the June and July financial statements, reviewing revenue, expenses, and cash reserve levels, with the conclusion that the financial health of PCBS is very strong. However, given the record capital expenditures in 2025, cash reserves are projected to be 6.2-6.4x by yearend, noting the BOD-required 6.0x minimum. An educational opportunity was taken to review the three revenue streams which PCBS engages and break the YTD Surplus out by each business/service provided by PCBS.

A forecast for the full year 2025 was presented, indicating a potential surplus of \$450k.

An early look at the financials and resource needs of 2026 were presented. While this is not the final budget and did not require BOD approval, all indications suggest the BOD agrees with the PCBS intended actions and priorities (though not funding sources) for 2026. Highlights included:

- Revenue growth of \$1.0M *assuming the full tax levy is approved by the BOD*, despite no Medicaid reimbursement rate change in 2025 nor 2026.
 - Growth is driven by PCBS group homes at near capacity, servicing one additional 24/7 ISL home, higher DayHab capacity, and waived transportation new consumers.
- Personnel expense growth of \$1.1M driven by +12 new staff, +3% COLA (consistent with SSA COLA of 2.7%), +8% benefits insurance renewal, +15% work comp insurance renewal.
- Operating expenses impacted by +3% inflation, +10% commercial insurance at renewal.
- CSP funding increase to record high \$1.5M, including the addition of new partners.
- NOTE - The financial presentation assumed use of 100% of the tax levy; however, the Board subsequently discussed and voted on a levy reduction.

Discussion included anticipated impacts of tax levy adjustments.

- The current year levy is 0.1175 per \$100 assessed valuation, generating \$4,283k in PCBS revenue
- The County-proposed levy for next year was for an unchanged rate of \$0.0075, driving \$187k in additional PCBS revenue, due to +2.67% reassessment of existing property (\$114k) and the levy impact of new construction (\$73k).
- Three scenarios were offered
 - Choice 1 was provided by the Fin Com ... \$0.0075 ... accept the full \$187k increase
 - Choice 2 was provided by the Fin Com ... \$0.1126 ... reject increase, stay at \$4,283k
 - Choice 3 was Drew's attempt to split the difference at \$0.1145, rejecting the reassessment dollars but approving the new construction for a total of \$4,356k.

A motion was made by Dr. Michael Shafe to include the CFO Report presentation in the meeting minutes, Nancy Felix seconded. Motion passed unanimously. It was also requested that the presentation be made available in advance of future meetings to assist the BOD members in preparation.

Public Hearing to Set the Levy for FY2026

During the public hearing, board members discussed the current tax levy, recent year surpluses and the projected surplus for 2025, and potential impacts on the business for 2026.

In summary ...

- Proponents of accepting the full levy pointed to the Strategic Plan, all the initiatives completed and planned to fulfill it, and the uncertain financial risks PCBS is facing.
- Opponents agreed on the action plan but believe the current PCBS cash reserves are sufficient to mitigate the financial risks of Medicaid and property tax funding reductions, the financial risks as PCBS takes steps towards self-insurance, and the resource requirements for 2026.

Dr. Jeffrey Kingsley motioned to adopt a tax levy of \$0.1100 per \$100 ...

- Resulting in PCBS revenue of \$4,184k
- Equating to a \$286k give-back to the County, and a \$99k reduction to last year.

Nancy Felix seconded the motion.

A roll call vote was conducted:

- Yes: Dr. Jeffrey Kingsley, Adam Tholen, Jeff Koski, Nancy Felix, Susan Finn, Blake Sherer, Dr. Michael Shafe
- No: Stuart Anderson, Sandra Thomas

The motion passed, setting the FY2026 tax levy at \$0.1100 per \$100.

CEO Report – Strategic Plan Review

Martha Jaynes provided an overview of progress on PCBS strategic plan. She highlighted achievements across the four pillars: Serve More, Serve Better, Serve Efficiently, and Serve Effectively.

- "Serve More" included expanding socialization opportunities, enhancing transportation services, increasing waiver transportation routes, and pursuing affordable housing solutions, including a feasibility study for PCBS land. She emphasized the organization's role in addressing the housing crisis in Platte County and providing emergency housing support when needed.
- "Serve Better," included efforts to improve advocacy, reduce barriers to community engagement, and increase transparency. This included establishing partnerships with schools and community organizations, launching a monthly newsletter, and hosting the 50th anniversary celebration with

strong community participation. She also highlighted the development of an advocacy support group and the ongoing focus on direct consumer input through updated tracking tools.

- “Serve Efficiently,” included workforce retention efforts, enhanced onboarding processes, mid-level leadership training, and the introduction of staff benefits that support employee needs without significant cost to the organization. She described improved safety protocols, quarterly inspections, and the implementation of a digital communication system to better connect group homes with the central office.
- “Serve Effectively,” included scenario planning for Medicaid and tax changes, enhanced financial oversight including NetSuite implementation, and improved expense controls. She emphasized ongoing board engagement, including new member onboarding, community partner visits, and preparations for CARF governance accreditation.

Martha Jaynes concluded by expressing appreciation for the executive leadership team, noting their dedication to executing the strategic plan and improving services for the people they serve.

Discussion – Bylaws

Board members discussed forming a bylaws subcommittee to review and suggest updates, particularly regarding board operations, project oversight, and inclusion of director and CFO reports in minutes. Dr. Michael Shafe was appointed chair, with Dr. Jeffrey Kingsley, Jeff Koski, Blake Sherer, and Adam Tholen serving on the committee. Tim Coleman will coordinate scheduling.

Program Directors’ Reports

Due to time constraints, program director reports were deferred.

Closed Executive Session

A motion was made by Dr. Jeffrey Kingsley, seconded by Nancy Felix, to move into closed session at 7:15 p.m. All board members were in attendance. The purpose of the closed session was to discuss a legal matter and a personnel issue. The motion carried unanimously.

The board reconvened in open session at 7:50 p.m.

Adjournment

A motion to adjourn the meeting was made by Dr. Jeffrey Kingsley, seconded by Dr. Michael Shafe, and carried. The meeting was adjourned at 7:51 p.m.

Respectfully Submitted:

Board Secretary, Dr. Michael Shafe

Written by: Tim Coleman, Executive Support Assistant

CFO Report

Board of Directors (8/26/25)



June & July Financials, 2025 Full Year Forecast



Balance Sheet



\$ thousands

Cash & CD's	7,856
Fixed Assets, net	5,090
Other Assets	<u>35</u>
Total	12,981

Liabilities	40
Surplus Prior	11,218
Surplus Current	<u>1,723</u>
Total	12,981

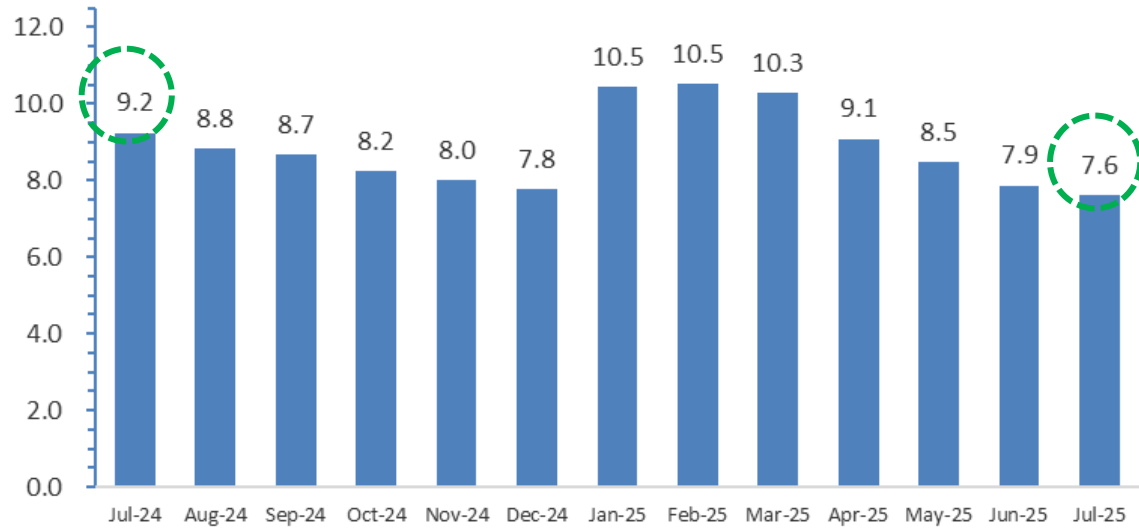
Cash Reserve = 7.6 months

July
2025

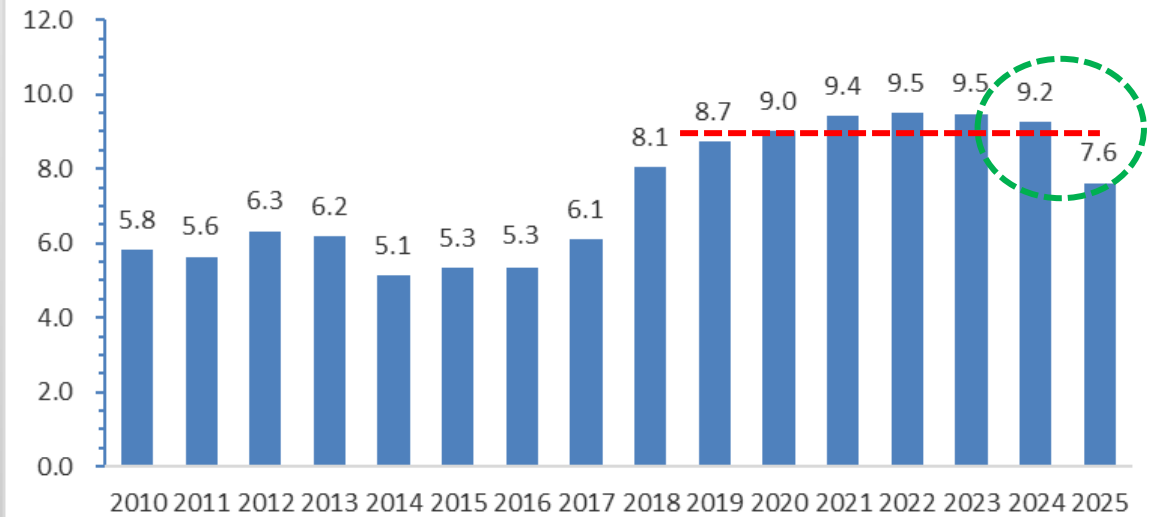
Cash Reserve (months)



Cash Reserve (Months)
Rolling 13-Months



Cash Reserve (Months)
July 2010-2025



Cash Reserve = 7.6 months

July
2025

Capital Expenditures



<u>\$ thousands</u>	<u>June</u>	<u>July</u>	<u>YTD</u>	<u>FY Budget</u>	
HQ / DayHab	129	48	1,028	1,100	
Vehicle Fleet	--	--	^{Aug} +152 646	620	{ 2025 Purchases Complete Two additional vans purchased
Group Homes	43	--	78	135	{ \$37 Hamilton flooring \$35 Platte bathroom remodel \$ 6 Raintree gutters/downspouts
Other	--	--	--	25	
FY 2025	<u>172</u>	<u>48</u>	<u>1,750</u>	<u>1,870</u>	

2025

P&L / Income Statement



<u>\$ thousands</u>	<u>Actual</u>	<u>Fav/(Un) Var to Budget</u>	
		<u>\$Amount</u>	<u>Pct</u>
Revenues	1,413	120	9.2%
Employee Exp.	1,378	(39)	(2.9%)
Operating Exp.	341	78	18.6%
Contracted Svcs.	274	(22)	(8.7%)
Surplus/(Deficit)	<u>(580)</u>	<u>136</u>	<u>n/m</u>

June/July
2025

P&L / Income Statement



<u>\$ thousands</u>	<u>Actual</u>	<u>Fav/(Un) Var to Budget</u>	
		<u>\$Amount</u>	<u>Pct</u>
Revenues	8,952	223	2.6%
Employee Exp.	5,100	(7)	(0.1%)
Operating Exp.	1,441	(39)	(2.8%)
Contracted Svcs.	688	143	17.2%
Surplus/(Deficit)	<u>1,723</u> *	<u>319</u>	<u>22.7%</u>

YTD
2025

P&L / Income Statement



<u>\$ thousands</u>	<u>Actual</u>	<u>Fav/(Un) Var to Budget</u>	
		<u>\$Amount</u>	<u>Pct</u>
Revenues	12,829	375	3.0%
Employee Exp.	8,770	(70)	(0.8%)
Operating Exp.	2,345	(26)	(1.1%)
Contracted Svcs.	1,238	171	12.1%
Surplus/(Deficit)	<u>450</u>	<u>450</u>	<u>n/m</u>

Full Year
Fcst
2025

YTD Financials ...
... a deeper dive by business



July YTD Financials - CLS / Group Homes



Financial Impact

\$ 3,088k Cash Inflow

\$ 2,918k Personnel

... Surplus: \$170k

\$ 214k Cash Inflow

\$ 62k Groceries

59k Utilities

53k Equip/Furnish

47k Materials/Supplies

35k Property Insurance

84k Maintenance/Repairs

25k Staff Training

... Deficit: (\$156k)

Waivered Services

- Residential Habilitation services reimbursed by Medicaid; provided by trained PCBS staff

Other Transaction

- Room & Board collected from each resident
- Monthly living expenses included; paid by PCBS

Direct Margin: \$14k*, or 0.4%

Tax Levy

- Covers all business Deficits
- Allocations of Indirect Revenue; CSP funding; admin staff, centralized & HQ expenses

Waivered Services

Other Transaction

Tax Levy

Community Living

Group Homes ISLs

+397 (229)

(143) (11)

+14

Community Support

Day Hab Transp

+553 (386)

(67) (467)

+468 (835)

Other

NDC/ CSPs HQ/ Admin

(58) (835)

(696) (531)

(754) (1,366)

\$ 4,196 Indirect Revenue
\$ 2,473 Business Deficits
\$ 1,723 YTD Surplus

YTD Surplus/ Deficit

Tax Levy & supporting 2026 Budget



2026 Tax Levy

32% of Revenue



2.67% Adjusted Valuation of Existing Property

2.90% Full Year 2024 Consumer Price Index (CPI)

5.00% Highest permitted reassessment growth

✓ *The lowest of these three is the maximum Tax Levy \$ can increase*

\$4,283k Levy award, 2025 @ 0.1175 per \$100.00 of assessed value

Options	2026 Levy Rate	2026 Funding	Increase Over LY
1 - Accept County Assignment of Levy	\$0.1175	\$4,470k	+\$187k ((\$73 New / \$114 Exist))
2 - Reduce Levy Ignore Reassessment	\$0.1145	\$4,356k	+\$73k (New only)
3 - Reduce Levy Hold PCBS \$ flat	\$0.1126	\$4,283k	Zero

**FY Levy
Budget
2026**

2026 P&L / Income Statement



<u>\$ thousands</u>	<u>Prelim Budget</u>	<u>Fav/(Un) Var to 2025 Fcst</u>	
		<u>\$Amount</u>	<u>Pct</u>
Revenues	13,834	1,005	7.8%
Employee Exp.	9,842	(1,072)	(12.2%)
Operating Exp.	2,521	(176)	(7.5%)
Contracted Svcs.	1,471	(233)	(18.8%)
Surplus/(Deficit)	<u>Zero</u>	<u>(450)</u>	<u>n/m</u>

**FY Levy
Budget
2026**

2026 Residential

44% of Revenue



Residential Waiver Revenue



No Reimbursement Rate Increase
Only 1 vacancy among group homes

+ 2 Platte House residents

- \$262k Revenue
- \$127k for 2 DSP staff (Q3-25)

+ 1 Prairie View resident

- \$145k Revenue

+ 1 New ISL Home (2 consumers)

- \$244k Revenue
- \$143k for 3 DSP staff (4/1/26)

New Professional Manager (Q1 -26)
\$75k (including benefits)

New Service Records DSP (Q1 -26)
\$55k (including benefits)

2026 Day Hab

16% of Revenue



No Reimbursement Rate Increase

HQ Renovation increased Day Hab service capacity by ~15 consumers

+ 5 DayHab consumers

- \$212k Revenue
- \$120k for 2 DSP staff (Q4-25)

+ 8 Community Networking consumers

- Revenue TBD
- \$55k for 1 DSP staff (Q4-25)

New Quality Assurance Manager (Q2-26), \$60k (including benefits)

DayHab Waiver Revenue



2026 Transportation

2% of Revenue



Transportation Waiver Revenue



*Significant Financial Upside
in meeting growing consumer
needs in Platte County*

Dozens of consumer routes,
with newly approved funding

+ 1 Driver Q4-2025

➤ *Depending on Community
Networking commitment*

+ 1 Driver Q2-2026?

➤ *Not yet included*

2026 Expense Assumptions



PERSONNEL EXPENSES

- + 3% Wage increase
- + 8% Insurance - Benefits (6/1/26)
- +15% Insurance - Work Comp (4/18/26)

+12 Headcount

- 2 DSP, Platte House
- 2 DSP, Day Hab
- 3 DSP, new ISL (TBD)
- 1 DSP/Driver
- 1 Service Records
- 1 Prof Mgr, CLS
- 1 Prof Mgr, CSS QA
- 1 Business Development Mgr

OPERATING EXPENSES

- + 3% Inflation
- +10% Insurance - Commercial (4/18/26)
- Adjustments for completion of HQ Project
- Continued emphasis on training, conferences

CONTRACTED SERVICE PROVIDERS

\$1,471k represents the most ever awarded
+ 3% Reimbursement Rate increase

- Includes \$150k for potential new partners and services, including Exceptional Humans

CFO Report

Board of Directors (8/26/25)

