

MINUTES
FINANCE COMMITTEE MEETING
Tuesday, September 9, 2025

Members Present: Dr. Michael Shafe, Stuart Anderson, Dr. Jeffrey Kingsley

Members Absent: Sandra Thomas

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

Staff Absent: Diane Bickham

Guests: Ron Schieber, Guild Mortgage

The meeting was called to order at 5:04pm by Dr. Michael Shafe.

CFO Report

Drew presented the PCBS August financials, which continue to demonstrate the strong financial health of PCBS resulting from YTD Surplus, lack of debt, and sufficient cash to cover over seven months of ongoing expenses. Capital Expenditures will approach \$2 million in 2025, driving the cash reserve close to 6 months by yearend but still within Board-voted range of 4 to 6 months. PCBS is +5 headcount this year through August.

2026 Funding Process

The 2026 funding process for CSPs (Contracted Service Providers) was opened after Labor Day. Drew summarized the intent to be more restrictive when evaluating capital grant requests, if any, and CSPs were notified in advance of that directive. Dr. Shafe stressed that taxpayer dollars should not routinely be used to purchase capital assets for external vendors unless a clear, documented, substantive need exists, with exceptions possible in unique circumstances.

The Committee suggested review of capital grant rules in a new Bylaws Committee.

Large Purchase Process

Committee discussion also requested the need for new Bylaws Committee and/or the Policy Committee to create new rules on large purchases made by PCBS. More specifically, construction projects. While details will be finalized later, discussion focused on establishing purchase thresholds (small/medium/large), requiring vendor due diligence (references, longevity, BBB/standing), require lien waivers, require holdbacks (industry practice of 10–15% retention for an initial warranty period), and require third-party review/independent inspection for larger construction contracts prior to final payment. Bylaws Committee will be meeting and will share their drafts of specific policy language and thresholds for Board consideration.

It was noted that capital expenditures for vehicle fleet purchases would be excluded, as would capital expenditures related to ongoing maintenance and monthly operating expenses.

Discussion on facility repair of thermostat/duct routing as offices and spaces experiencing extreme hot/cold and the original installation was deficient. Finance Committee had consensus that routine or urgent small repairs needed to maintain operations may proceed administratively pending formal policy.

Housing Discussion Follow Up

Martha reviewed the housing packet distributed in May and the August housing symposium as housing and transportation ranked top needs in the needs assessment/Strategic Plan of PCBS. Martha reported outreach to county commissioners, legislators, Hillcrest, MO Housing, and other partners and shared gathering of information from CHS who is compiling county-level data on people with developmental disabilities who need housing.

Presentation - Ron Schieber, Guild Mortgage: advocated a client-by-client approach alongside exploring the following:

- Leverage financing tools (Fannie Mae / Freddie Mac “Family Opportunity” loans - allow family members to buy a residence for a person with a disability using standard owner-occupant terms).
- Use private sector and nonprofit partners for renovation/accessibility (like volunteer renovation programs).
- Create an inventory of local partners (banks, non-profits, contractors) and designate a point person to coordinate resources. Pilot with a small set (3–5) of clients to demonstrate feasibility.

Committee members made decision not to earmark funds without clear quantified need. The Committee requested specific counts: how many clients in Platte County currently need affordable housing, who have left the county due to affordability, and the nature of needs. Committee referred detailed planning to the Executive Committee to evaluate data, feasibility, and whether to form a Housing Committee. Dr. Shafe asked Tim to ensure housing packet and data are shared with Executive Committee members.

Roof Inquiry and Repair Bids

Committee reviewed four roofing proposals that included scope, price, warranty language, contractor qualifications. All bidders were asked to provide rip-and-replace proposals. Chad was asked to prepare a one-page comparative summary and distribute the full bid packet and the summary to the full Board prior to the next Board meeting with time for review.

Procurement Disclosure: Dr. Shafe disclosed prior use of Christian Brothers on a personal building and noted their long local track record. Committee agreed disclosures will be recorded and members with prior vendor relationships should recuse if needed when the Board votes.

With no further business to discuss, a motion was made by Dr. Shafe and seconded by Dr. Kingsley to adjourn the meeting. The meeting was adjourned at 6:19pm.

Minutes taken by:

Tim Coleman

PCBS Executive Support Assistant

CFO Report

Finance Committee (9/9/25)



August Financials



Balance Sheet



\$ thousands

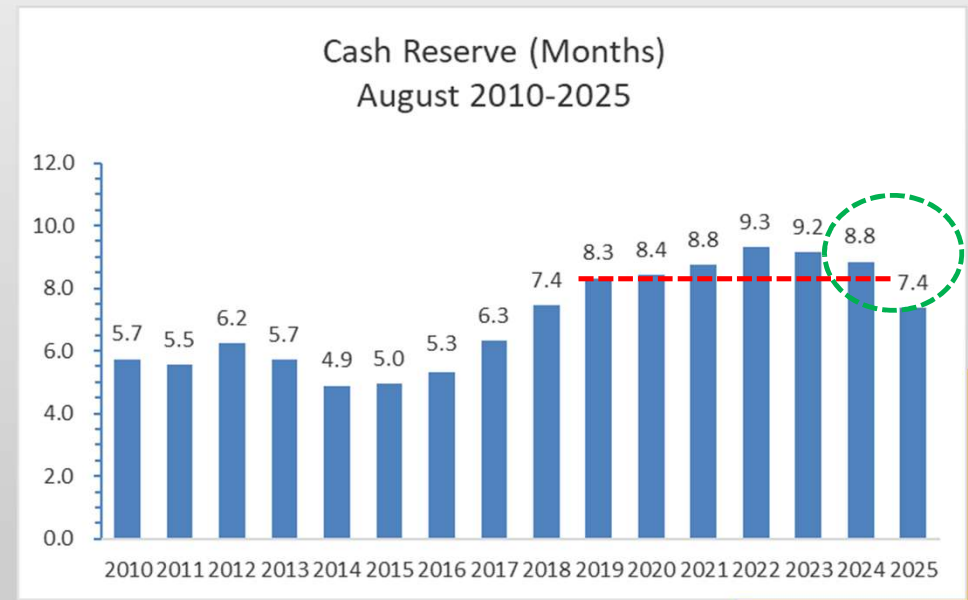
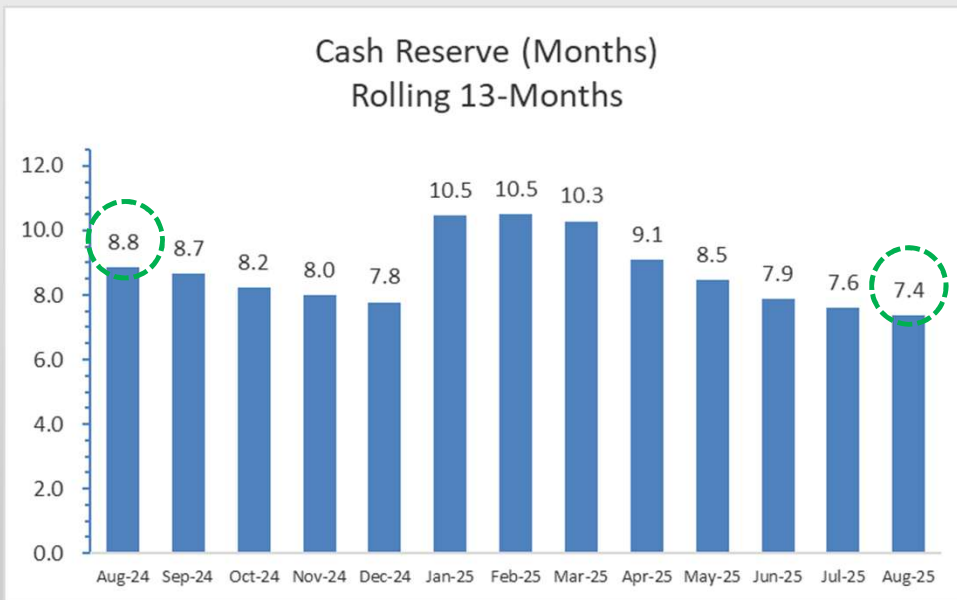
Cash & CD's	7,667
Fixed Assets, net	5,237
Other Assets	<u>36</u>
Total	12,939

Liabilities	88
Surplus Prior	11,218
Surplus Current	<u>1,633</u>
Total	12,981

Cash Reserve = 7.4 months

**August
2025**

Cash Reserve (months)



Cash Reserve = 7.4 months

**August
2025**

Capital Expenditures



<u>\$ thousands</u>	<u>Aug</u>	<u>YTD</u>	<u>FY Budget</u>	
HQ / DayHab	--	1,028	1,100	
Vehicle Fleet	152	798	620	{ <u>2025 Purchases Complete</u> Three additional vans purchased
Group Homes	--	78	135	
Other	--	--	25	{ \$37 Hamilton flooring \$35 Platte bathroom remodel \$ 6 Raintree gutters/downspouts
FY 2025	<u>152</u>	<u>1,904</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	874	123	16.4%
Employee Exp.	687	(19)	(2.8%)
Operating Exp.	162	17	9.4%
Contracted Svcs.	114	(7)	(6.5%)
Surplus/(Deficit)	<u>(90)</u>	<u>113</u>	<u>n/m</u>

August
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	9,826	346	3.6%
Employee Exp.	5,787	(26)	(0.5%)
Operating Exp.	1,603	(23)	(1.4%)
Contracted Svcs.	802	136	14.5%
Surplus/(Deficit)	<u>1,633</u>	<u>433</u>	<u>36.0%</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

Headcount

* Modified ... excludes **SIX** short term employees in 2025 (e.g. no-shows, tenure < 2 months)



<u>\$ thousands</u>	<u>PCBS Heads</u>	<u>Backfill Hires</u>	<u>Term/ Retire</u>	<u>+/- Reorg</u>
YE 2021	83	10	(10)	--
YE 2022	83	24	(20)	(4)
YE 2023	99	34	(17)	(1)
YE 2024	101	24	(24)	2
Q1 2025	104	11	(7)	(1)
Q2 2025	104	6	(6)	--
Jul-Aug '25	<u>106</u>	<u>9</u>	<u>(8)</u>	<u>--</u>
YTD Δ	+5	+26	(21)	--

113 Active Roles (+1 PRN)

101 Full-Time

4 Part-Time

105 Filled Headcount

1 PRN/Intern

106 Hired Headcount

8 roles Open

- 4 DSP Residential
- 2 DSP Day Habilitation
- 1 DSP Community Specialist
- 1 Driver

**YTD
2025**

CSP Capital Projects Guideline Discussion



Capital Grants



- Legacy CSPs Only ... funded by PCBS at least three years
- In Compliance with all contractual requirements
- Goal - Fund a portion of total project expenses consistent with the % of Platte County residents that will benefit from the project.
 - ✓ Additional funding sources must be known at time of PCBS request
- Funds disbursed only after proof of work. It is appropriate for invoices and pictures to be shared by the CSP; a site visit by PCBS BOD/Exec Team.

CFO Report

Finance Committee (9/9/25)

