

MINUTES
BOARD OF DIRECTORS
PLATTE COUNTY BOARD OF SERVICES

Tuesday, September 16, 2025

This meeting was held in person and via Zoom

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

Members Absent: Stuart Anderson, Blake Sherer

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

Staff Absent: Martha Jaynes

Guests: Christi Carlson and Sam Ross – Center for Human Services, Kimbal Mothershead - Vocational Services Inc, Catherine Huddleston – Northland Therapeutic Riding Center, Cassidi Job – Summit Future Foundation

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

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

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

Approval of September 2025 Finance Committee Meeting Minutes: A motion was made by Nancy Felix and seconded by Adam Tholen to approve the meeting minutes. Motion passed unanimously.

CFO Report:

Drew Ehrlich presented the financial report through August 2025. Highlights included:

- CapEx are within budget with \$47k remaining on the HQ Renovation project. Fleet purchases exceeded budget in total but accounted for three additional vehicles due to favorable pricing. Group home repairs have been limited to routine items and are tracking as expected. There are no further large purchases anticipated this year with the exception of the HQ roof.
- A significant roof repair or replacement project remains pending to fix issues with the 2023 contractor. This will impact PCBS financials with a \$140k write-off of the old roof, legal expenses to investigate potential fraud, and \$175-225k of unplanned CapEx for new roof.
- Waivered Transportation revenue is trending above projections, growing faster than originally budgeted (Full Year = \$100k, YTD already exceed \$250k) largely due to expanded services with additional data from Center for Human Services. Currently, approximately 93 individuals are being served through transportation, with an additional 18 consumers anticipated by the close of the year.
- PCBS is showing a \$1.6 million surplus year-to-date, though this will decrease with the October three-payroll month and anticipated roof work, likely closing closer to \$600k by yearend.

During discussion, Richard Vandal reported on past vehicle accidents, the recovery of insurance claims, and the positive impact of the safe driving program. Several Board members inquired about safety monitoring and requested that staff bring forward cost options for the installation of in-vehicle cameras. Staff will present those options for Board review in October. No formal action was required at this time.

Center for Human Services (CHS) Monthly Report

Christi Carlson presented the CHS report for July and August 2025. She reviewed that two new intakes were completed in each of the two months, with service hours totaling 320 in July and 302 in August. She explained that the slight reduction in hours reflected typical seasonal variation with staff schedules and family availability. Christi Carlson highlighted the ongoing nature of service activities, including planning meetings, school resource support, transition planning, Medicaid application assistance, and referrals to community services. Several families were assisted in successfully completing Medicaid applications and securing service transitions, representing meaningful milestones. She concluded by sharing several “mission moments,” which illustrated the real impact of services for individual consumers and families. The Board expressed appreciation for the work of CHS and for the report.

Summit Future Foundation

Cassidi Jobe, representing the Southern Future Foundation, reported that the Foundation’s new van, partially funded through Platte County Board of Services support, became fully operational on July 5, 2025. She emphasized the significance of this addition, explaining that the van is already being used to expand transportation and program access for individuals served. The Board expressed appreciation for seeing this investment move into active use. Cassidi also shared information about an upcoming event – a “What’s Next” Workshop, scheduled for October 18, 2025. The event is designed to help families and caregivers prepare for life after high school. She clarified that this workshop is funded through Summit fundraising efforts, not PCBS funds.

Roof Repair

Dr. Michael Shafe and Chad Sinnwell provided an update on the roof project. They reviewed vendor bids and warranty options, noting that partial repairs could be pursued but would not result in a manufacturer’s warranty of 20 to 25 years. The discussion also included inspection requirements, timing concerns given seasonal weather, and the need for a decision that balanced both fiscal responsibility and long-term building integrity.

Following discussion, Dr. Shafe moved, and Adam Tholen seconded, that the Board authorize the Executive Committee, with participation from other interested Board members, to review the roof vendor bids. The bids will then be shared with the full Board, and member responses will be polled prior to granting final authorization of the work. The motion passed unanimously.

Bylaws

Dr. Jeffrey Kingsley introduced the bylaws discussion, explaining that the Bylaws Committee had met in advance of the meeting to review potential updates. He reminded members that under the current bylaws, any proposed revisions must be submitted to the Secretary at the meeting prior to the vote, ensuring all Board members have adequate time to review.

Dr. Michael Shafe, serving as Secretary, confirmed that the committee’s draft revisions had been circulated by email just prior to the meeting and included tracked changes for clarity. He noted that edits had been compiled from the committee’s recent work session and that the document highlighted both additions and deletions for review. Dr. Shafe emphasized that the revisions were not being presented for

approval at this meeting but were instead being distributed so members could study them carefully before the October meeting, when a vote would be required.

Board members were encouraged to review the proposed changes closely and to submit any feedback within the next 24 hours. Dr. Shafe will then circulate a clean, updated draft to the full Board for consideration and voting at the October board meeting.

Event Reminder – Red Barn Picnic

Dr. Kingsley reminded members of the upcoming Red Barn Picnic, which will be held Tuesday, September 23, 2025, at 6:00 PM at Red Barn Farm near Weston Park. He emphasized that the event is open to consumers, staff, parents, guardians, and families, and that food, beverages, and entertainment will be provided. Entertainment will include a DJ and karaoke, and members were encouraged to attend and participate. Tim Coleman will again send the information to board members to encourage participation.

Program Directors' Reports

Due to time constraints, program director reports were deferred.

Closed Session (Submitted by Secretary Dr. Michael Shafe):

Closed session was approved at 6:22 p.m. on September 16, 2025, moved by Dr. Kingsley and seconded by Adam Tholen, with unanimous verbal vote.

Closed session was ended at 7:12 p.m., moved by Dr. Kingsley and seconded by Adam Tholen, with unanimous verbal vote.

Open session continued at 7:13 p.m. Dr. Shafe moved to "Authorize the Secretary to proceed with engaging and assessing the cost of pursuing arbitration regarding a breach of contract." The motion was seconded by Adam Tholen and approved unanimously by verbal vote.

The Board also requested that current insurance policies be reviewed to determine whether coverage existed for "employee gross negligence" and/or for "contractor breach of contract and/or fraud." Copies of all non-auto insurance policies in force during 2023 are to be provided to Dr. Shafe for review. A representative from the Executive Team will also review the policies and contact the agency's broker to determine coverage for the items referenced above.

Adjournment

The meeting adjourned following the continuation of open session discussions.

Respectfully Submitted:

Board Secretary, Dr. Michael Shafe

Written by: Tim Coleman, Executive Support Assistant

CFO Report

Board of Directors (9/16/25)



August Financials



Balance Sheet



\$ thousands

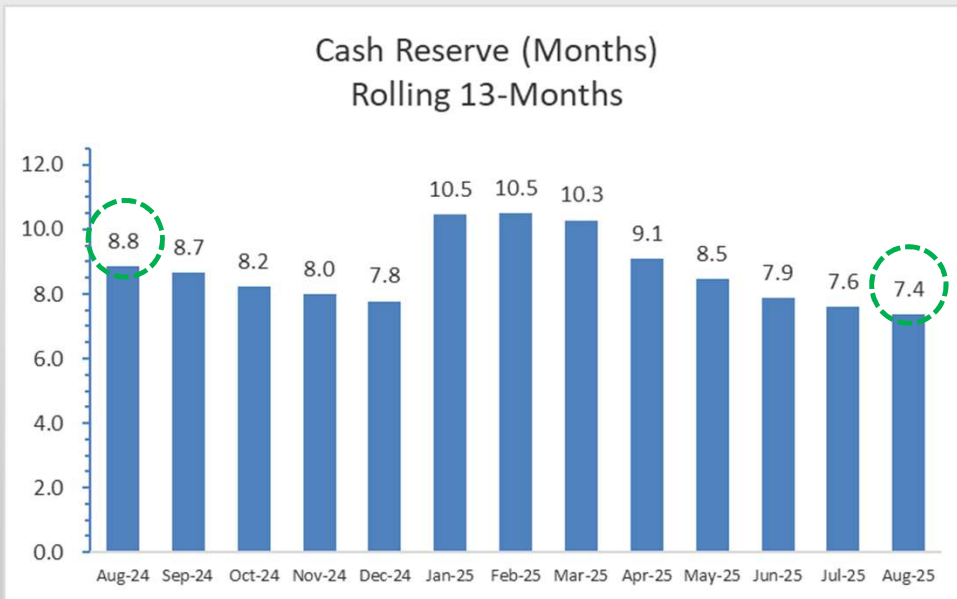
Cash & CD's	7,667
Fixed Assets, net	5,237
Other Assets	<u>36</u>
Total	12,939

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	646	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>1,752</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**

CFO Report

Board of Directors (9/16/25)

