

**MINUTES  
BOARD OF DIRECTORS  
PLATTE COUNTY BOARD OF SERVICES**

Tuesday, October 21, 2025

This meeting was held in person and via Zoom

**Members Present:** Dr. Jeffrey Kingsley, Adam Tholen, Nancy Felix, Jeff Koski, Dr. Michael Shafe, Blake Sherer

**Members Absent:** Stuart Anderson, Sandra Thomas, Susan Finn

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

**Guests:** Christi Carlson - Center for Human Services, Amy Allison – The Farmer’s House, Natasha Lehman – Northland Early Education Center, Kimbal Mothershead - Vocational Services Inc., Catherine Huddleston – Northland Therapeutic Riding Center, Carla Barksdale - Ambassador Law Offices.

**Call to Order:** The meeting was called to order at 5:42pm 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 September 2025 Meeting Minutes:** A motion was made by Nancy Felix and seconded by Jeff Koski to approve the meeting minutes. Motion passed unanimously.

**Approval of October 2025 Finance Committee Meeting Minutes:** A motion was made by Nancy Felix and seconded by Blake Sherer to approve the meeting minutes. Motion passed unanimously.

**Bylaws Committee**

Dr. Mickael Shafe reported that the revised bylaws document had been reviewed by legal counsel, with resulting edits distributed to all Board members via email. He noted that counsel recommended relocating several previously included elements from the bylaws to board and standing policies, which can be amended by a simple majority rather than a two-thirds vote. As any changes to the bylaws must be submitted at least one month in advance of Board consideration, formal action will be deferred until the next regular meeting.

**Roof Repair Project**

Dr. Kingsley opened discussion on roof repair bids. Martha Jaynes and Chad Sinnwell reported that an insurance claim has been initiated, and an adjuster is scheduled to inspect the roof later in the week. Board Member Adam Tholen reviewed bid details and the scope of work, including full tear-off to the metal deck, installation of new insulation and TPO membrane, and optional adjustments such as raising HVAC curbs and installing walking mats for maintenance access. Discussion centered on selecting a contractor offering a full-system warranty. Extended warranties were reviewed and annual inspection/maintenance to maintain validity as well as raising HVAC curbs to code height (8 inches) and adding roof crickets for drainage were recommended to prevent recurrent leaks. Estimated cost for these modifications: \$32,500. Adam Tholen shared positive prior experience with Priority Roofing, describing them as reliable and established. Other contractors were noted, but Priority Roofing’s proposal for a full tear-off and 30-year warranty was identified as most favorable. Adam Tholen agreed

to recuse himself from voting due to prior business relationships. Dr. Michael Shafe proposed engaging an independent, third-party inspector or architectural consultant to monitor installation quality. Estimated cost ~\$1,500–\$3,500.

Jeff Koski moved to authorize roof replacement by Priority Roofing (Option 3: 30-year warranty) with all associated work, including HVAC curb adjustments and drainage modifications, for a total project authorization of \$220,000. Motion was seconded by Nancy Felix. A rollcall vote was then called.

Vote:

- Dr. Kingsley – Yes
- Dr. Shafe – Yes
- Nancy Felix – Yes
- Jeff Koski – Yes
- Blake Sherer – Yes
- Adam Tholen – *Recused*

Motion carried unanimously.

### **Legal Counsel Retention**

Dr. Michael Shafe addressed the board regarding the formal retention of legal counsel. Currently, Platte PCBS does not have an official general counsel. Carla Barksdale has provided legal support on various board and HR matters in the past, though no formal retention exists. Dr. Michael Shafe recommended the board formally retain Carla at a rate of \$1,500 per month to serve both the Board and the Board of Services.

A motion to retain Carla as general counsel was made by Nancy Felix, seconded by Dr. Michael Shafe, and passed unanimously.

### **CFO Report**

Drew Ehrlich presented the September financial update. He explained that PCBS maintains a strong financial position with \$7.5 million in cash reserves, equivalent to 7.2 months of operating expenses. End-of-year projections indicate reserves around \$6 million. Capital expenditures in 2025 were primarily for first floor renovation and remaining expenditures are limited to roof and emergency maintenance. Drew highlighted new waiver transportation revenues are projected at \$350,000 for the year. He explained there are ten DSP vacancies, with five offers extended and three new hires starting shortly

### **Broker Selection**

Retirement services - Drew reported dissatisfaction with current retirement services contact (small team, poor service). Decision has been made to switch to Opus Group, headquartered in Platte County, as a preferred alternative. Opus has a larger local support team and PCC will be recipient of golf tournament they host which is expected to raise ~\$6–8k.

Health insurance – Drew shared about change to Lockton and that all of those he met with had suggested to move toward more self-funded arrangements. Lockton Group was selected as the new broker for the management of existing policies and assistance in transitioning to a more self-insured model. Lockton is headquartered locally in Kansas City area and has an organic growth strategy and lower broker margin target.

Commercial insurance - Drew shared about recent meeting with the incumbent Conrade Group. Conrade and others have view that Philadelphia Insurance remains only cost-effective choice for PCBS, despite recent difficulties. For example, Lockton indicated they would not bid for the commercial account because Philadelphia is reducing presence in Midwest.

### CSP Applications

Drew reported CSP applications for 2026 were received. Drew explained that overall, there were no surprises in applications. Some partners requested increases but total dollars for 2026 requested were less than last year. Two new services were identified from The Farmers House and Ability KC that would be ~\$7,000. MO Special Olympics submitted a request of ~\$4,000 for leadership training and therapies. Several providers did not submit applications this cycle, including UMKC Job One, CCVI, and Exceptional Humans. The Committee discussed presentations and scheduling.

Mike Groszek, Trout Beeman & Co, presented the 2024 Audit Review results for PCBS.

### CHS Monthly Report

Christi Carlson presented the CHS report for August and September. The Resource Specialist program recorded five new intakes (two in August, three in September), with 302 total service hours in August and 314.75 in September. The Lopez Waiver process has transitioned back to the State of Missouri, which now manages the wait list through a dedicated team. Resource Specialists will continue to assist families as needed, particularly during state backlogs. CHS served 194 individuals in August and 191 in September, with six participants gaining Medicaid eligibility during the period. Increased activity has continued into October. Mission Moment: shared a story of supporting a terminally ill mother in developing long-term plans for her children. Through individualized guidance, one child secured access to waiver services, while another enrolled in college to pursue a chosen career path.

### Presentation - The Farmer's House

Amy Allison provided an update on The Farmer's House Early Work Experience program, reporting record participation levels with approximately 200 students weekly across 20 schools. Allison noted completion of the annex project, which allowed TFH to divide its day program into two smaller groups of 15 and 16 participants, improving focus and goals. Staff and participants have responded positively to the change. The annex expansion also enabled higher EWE enrollment. She thanked the Board for continued partnership and invited members to visit the facility.

### CEO Report

Martha Jaynes presented a high-level review of the statutory authority governing SB 40 Boards, including their creation, purpose, and funding structure. Key points included:

- The Platte County Board of Services (PCBS) functions as a three-tiered organization encompassing the SB 40 Board, direct service provider, and nonprofit arm.
- The Board's funding authority derives from voter-approved tax levies established in 1975, currently set at 11 cents per \$100 assessed valuation after adjustments.
- The Board holds exclusive authority over all collected levy revenues, which may fund facilities, transportation, residential supports, case management, and contracted community partner services.
- Board composition requires nine members, with at least two related to an eligible individual with a developmental disability.
- All Board operations are subject to Sunshine Law and open meeting requirements.

Martha highlighted progress made during the year, including strengthened board engagement, enhanced orientation processes, code of ethics compliance, and active site visits with community partners. She expressed appreciation for the Board's continued dedication and reaffirmed the organization's mission to use levy funds to meaningfully improve lives across Platte County.

### **Document Access and Transparency Discussion**

Dr. Jeffrey Kingsley raised the possibility of removing password restrictions from board document links to improve transparency. After discussion a decision was made to remove the password as the materials were being discussed during public meetings of the board. Martha noted plans to develop a SharePoint site for board materials to provide consistent, secure access while maintaining compliance requirements.

### **Board Education and Strategic Planning**

Holding a Board Retreat or Workshop focused on board roles, governance, and long-term strategic planning was discussed. Dr. Shafe recommended a half-day session for data review and goal setting. The Board expressed consensus to participate, and Martha proposed that the December Board meeting be limited to a shorter agenda to allow for an appreciation dinner.

### **Committee Updates and Formation**

- **Policy Committee:** The group will need to meet to go over standing order and policies regarding items originally planned for PCBS bylaws.
- **Housing Committee:** Formed to explore independent living and housing development initiatives. Members include Adam Tholen (Chair), Blake Sherer, Jeff Koski, and Nancy Felix. Dr. Shafe will serve as an informal consultant. The committee will review current housing data, needs assessments, and available state resources.

### **Adjournment**

With no further business to discuss, a motion was made by Nancy Felix and seconded by Blake Sherer to adjourn the meeting. The meeting was adjourned at 7:22pm

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	Liabilities	40
Fixed Assets, net	5,090	Surplus Prior	11,218
Other Assets	<u>35</u>	Surplus Current	<u>1,723</u>
Total	12,981	Total	12,981

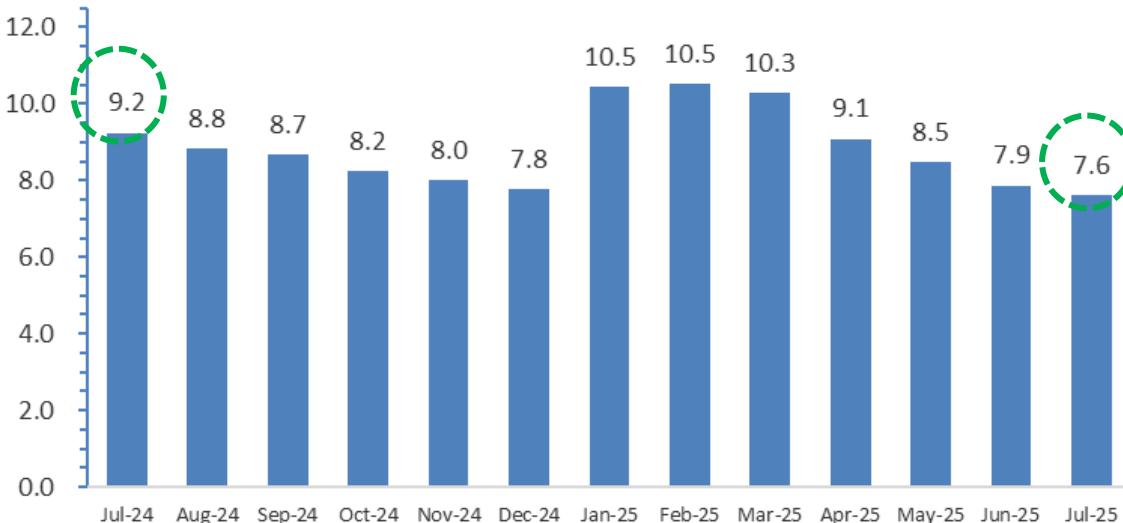
*Cash Reserve = 7.6 months*

July  
2025

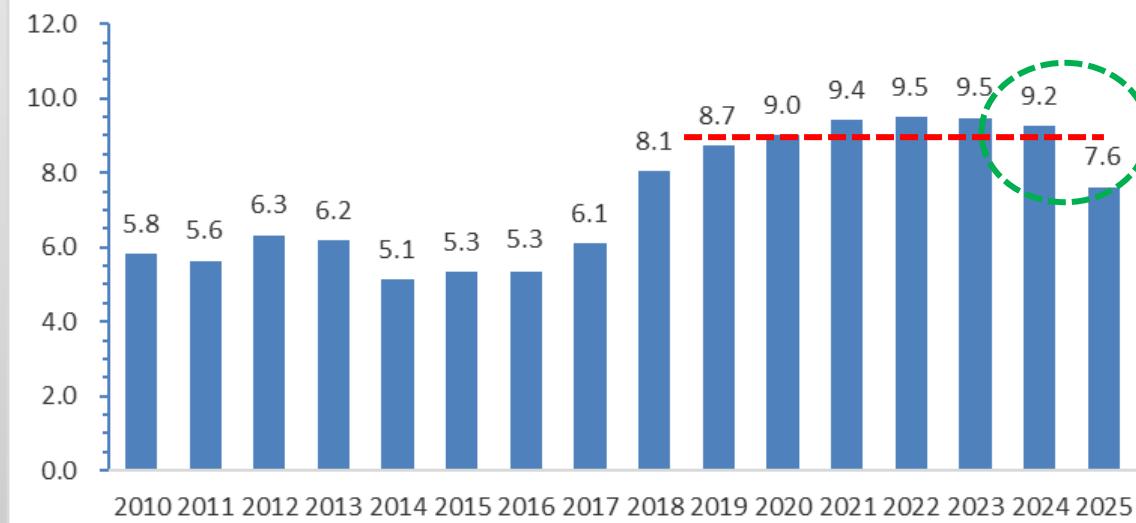
# Cash Reserve (months)



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	--	--	<sup>Aug</sup> +152	646	620
Group Homes	43	--		78	135
Other	--	--		--	25
<b>FY 2025</b>	<b>172</b>	<b>48</b>		<b>1,750</b>	<b>1,870</b>

2025

2025 Purchases Complete  
Two additional vans purchased

\$37 Hamilton flooring  
\$35 Platte bathroom remodel  
\$ 6 Raintree gutters/downspouts

# 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)	450	450	n/m

Full Year  
Fcst  
2025

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



# July YTD Financials - CLS / Group Homes



## Financial Impact

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

Waivered Services

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

Other Transaction

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

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

Tax Levy

**\$ 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)



Community Living		Community Support		Other	
<u>Group Homes</u>	<u>ISLs</u>	<u>Day Hab</u>	<u>Transp</u>	<u>NDC/CSPs</u>	<u>HQ/Admin</u>
+397	(229)	+553	(386)	(58)	(835)
(143)	(11)	(67)	(467)	(696)	(531)
<u>+14</u>		<u>+468</u>	<u>(835)</u>	<u>(754)</u>	<u>(1,366)</u>

\$ 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)	Zero	(450)	n/m

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

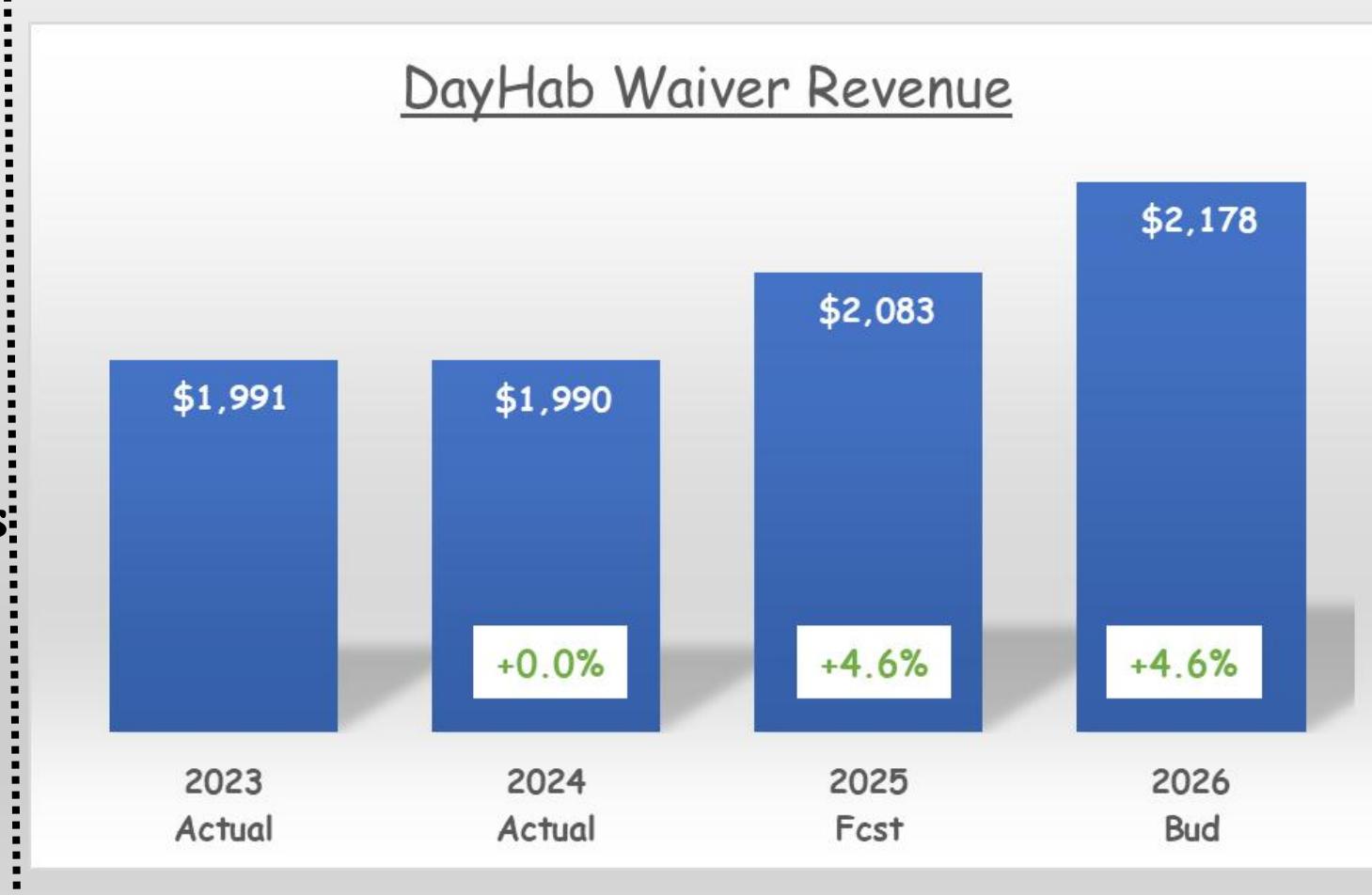
- \$212k Revenue
- \$120k for 2 DSP staff (Q4-25)

## + 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)







# **Statutory Authority of Missouri SB40 Boards**

**A Review of RSMo \\$\\$ 205.968 - 205.972**

# What is an SB40 Board?



- A local county board, a **political subdivision** of the state.
- Created by a local county commission after voter approval of a **property tax levy**.
- Named after **Senate Bill 40** (1969) that enabled the legislation.
- **Core Purpose (Statutory Mandate):** To provide support for persons with **developmental disabilities** in the county.
- **Enabling Statutes:** RSMo \$\\S\\\$ 205.968 through 205.972

# Foundation of Authority: The Tax Levy (RSMo \\$\\$ 205.971 - 205.972)



**The Source of Funding:** Statutory authority is rooted in the voters' approval of a property tax levy.

**Tax Levy Limits:** Set by statute (e.g., up to 20 cents per \\$\\$100\\$ assessed valuation

- Platte County is set at 13 cents
- Hancock Amendment lowers it to .1175
- Board voted to lower it to .11

The board has **exclusive control** of all tax revenues collected on its behalf.

**Use of Funds:** Funds are designated for establishing, maintaining, and/or operating facilities and services for eligible persons.

# Key Powers & Functions

(RSMo \\$\\$ 205.968, 205.969, 205.970)



## Establishment & Operation of Services:

The board is empowered to establish and/or operate specific facilities and services:

- Sheltered workshops (defined in RSMo \\$\\$ 178.900).
- Residence facilities (housing).
- Related services (a broad category that can include case management, transportation, social centers, etc.)



# Key Powers & Functions

(RSMo \\$\\$\\$ 205.968, 205.969, 205.970)

## **Contracting Authority:**

- May contract for any and all types of services necessary for the successful and efficient continuation of its purposes.

**Legal Entity:** The board is a **legal entity** and can sue, be sued, and engage in contracts in its own name.

**Acceptance of Gifts:** Authorized to accept gifts of property or money for the use and benefit of the facility/services.

# Board of Directors' Structure and Duties

## (RSMo \\$\\$\\$ 205.970)



- **Composition:** Nine members are appointed by the county's governing body (e.g., County Commission).
- **Statutory Requirement:** Two members must be related by blood or marriage within the third degree to an eligible person with a developmental disability.
- **Exclusive Control:** The board has **exclusive control** over all funds, gifts, and property it receives.
- **Elected Officers:** The board elects its own chairman, vice chairman, treasurer, and other necessary officers.
- **Removal of Members:** Members can be removed for failure to attend meetings or for prejudicial conduct/neglect of duty.



# Limitations on Services (RSMo §§ 205.968)

**Definition of Eligibility:** Services must be for a "person with a disability" or "developmental disability" as defined by state statutes (RSMo §§ 630.005 and §§ 178.900).

**Age:** Eligible individuals are served **regardless of age**, though individuals in sheltered workshops must be at least 16.

**Discretionary Limitations:** The board may impose reasonable **limitations** on who is served and what services are provided, based on:

- Available funds.
- Assessed needs of the community and persons served.
- Appropriateness and efficiency of services.

# Conclusion: Accountability and Key Takeaway



**Accountability:** As a political subdivision, the board is subject to state law on open meetings, records, and financial accountability (e.g., audits).

**Key takeaway:** The statutory authority empowers SB40 boards to locally assess, fund, and provide a range of residential, employment, and related services essential for citizens with developmental disabilities.