

**Minutes of the Regularly Scheduled Meeting  
Board of Directors  
Platte County Board of Services  
Tuesday, April 21, 2026**

**Call to Order:** The meeting was called to order at 5:04pm by Dr. Kingsley.

**Members Present:** Dr. Michael Shafe, Nancy Felix, Sandra Thomas, Stuart Anderson, Dr. Jeffrey Kingsley

**Members Absent:** Jeff Koski, Blake Sherer, Susan Finn

**Members Present Online:** Adam Tholen

**Staff Present:** Diane Bickham, Martha Jaynes, Chad Sinnwell, Tim Coleman, Jeff McMillian, Richard Vandal

**Guests:** Christi Carlson – Center for Human Service; Suzie Wiley – Ability KC; Amy Allison – The Farmer’s House; Kimbal Mothershead – VSI; Carla Barksdale – Legal Counsel

**Roll Call and Pledge of Allegiance:** Guests were welcomed and introduced. The Pledge of Allegiance was recited.

**Approval of PCBS Board Agenda – April 21, 2026:** A motion was made by Sandra Thomas and seconded by Stuart Anderson to approve the Board agenda as presented. The motion was approved.

**Approval of PCBS Board Minutes - March 17, 2026:** A motion was made by Sandra Thomas and seconded by Stuart Anderson to approve the Board minutes as presented. The motion was approved.

**Approval of PCBS Finance Committee Minutes - March 27, 2026, and April 14, 2026:** A motion was made by Sandra Thomas and seconded by Stuart Anderson to approve the two Finance Committee minutes as presented. The motion was approved.

**Community Partner Presentation & Mission Moment – Ability KC**

Suzie Wiley, ACCT Program Manager, presented an overview of Ability KC, including employment and education services. She shared several services supported by PCBS as a CSP. Workshop activities were outlined and provided detailed need and implementation of home modification needs. A parent of a consumer receiving home modifications was present and shared how a hallway, doorway, and general layout of a bathroom was changed to address mobility needs, accessibility, and overall function.

**Resource Specialist Report – CHS**

Christi Carlson reported two new intakes in March, 333 total hours of service. CHS noted a large influx of individuals last year from regional office, noting the numbers have decreased and stabilized since last year. Reviewed Resource Specialists roles and duties. 193 individuals helped in March. Christi said she believed that they would now see their averages coming into place. Medicaid gains was 2. CHS operating under belief that there will be coming stresses and are encouraging to get people onto waivers to ensure continued support.

**Public Comments**

No public comments were made.

**Committee Reports**

Executive Committee

Dr Kingsley explained the recent vote on Workers' Compensation insurance renewal options. Due to the policy renewal deadline of March 31, 2026, and the need for timely action, the item was advanced from the Finance Committee to the Executive Committee for formal approval. Executive Committee members unanimously approved the recommendation to transition to AF Group for Workers' Compensation, with a full BOD review at the next regular meeting.

A motion was made by Stuart Anderson and seconded by Sandra Thomas to ratify the Worker's Comp approval by the Executive Committee. Motion approved unanimously.

Dr. Kingsley also outlined how the Finance Committee reviewed Commercial Insurance options. Additional information was requested by The Miller Group at the meeting. Due to the policy renewal deadline of April 18, 2026, and the need for timely action, the item was advanced to the Executive Committee for approval. Executive Committee members approved The Miller Groups recommendation by quorum, with a full BOD review at the next regular Board meeting.

A motion was made by Sandra Thomas and seconded by Nancy Felix to ratify the Commercial Insurance approval by the Executive Committee. Motion approved unanimously.

#### Policy Committee

Dr. Shafe reviewed that the new Board policies and revised Organizational Policies had been shared with the BOD at the March BOD meeting for Board members to review and have feedback on before voting to approve in this BOD meeting. He explained that this meeting would be the annual approval meeting of all policies by the Board. Dr. Shafe explained that revisions may still happen by staff as needed. Future policies will go before the Policy Committee for review and approval before then going before the full Board.

A motion was made by Nancy Felix and seconded by Sandra Thomas to approve the Board Policies. Motion approved unanimously.

A motion was made by Sandra Thomas and seconded by Nancy Felix to approve all Operational Policies. Motion approved unanimously.

#### CEO Report

Martha Jaynes presented the CEO report, linked here: [CEO Report 4.26.docx](#). She explained that future reports would be uploaded to the Board SharePoint site approximately one week prior to Board meetings to allow time for Board review.

Martha provided updates regarding state and legislative matters, transition programming discussions with local school districts, community partnership activities, Medicaid waiver services, State Fire Marshal remediation efforts, storm damage insurance claims and repair estimates, and the March 20 "Share Your Story" event.

Discussion occurred regarding storm damage repair estimates for PCBS homes. Staff reported that four contractor bids had been received and uploaded to SharePoint for Board review. Board members discussed reviewing the estimates further prior to Board action. Adam Tholen agreed to inspect the homes and provide perspective based on his experience.

#### CFO Report

Martha Jaynes presented the CFO Report in the absence of CFO Drew. Financial statements, including the balance sheet, income statement, and cash disbursement reports, had been uploaded to the Board SharePoint site prior to the meeting.

Martha reviewed PCBS current financial position and reported that PCBS remained in a favorable cash position. She stated that overall operations were trending appropriately, while noting that personnel expenses were elevated due in part to overtime associated with staffing shortages, illness, call-offs, weather-related events, and required staffing ratios.

Discussion occurred regarding overtime and holiday pay expenses, including historical overtime trends, staffing requirements, onboarding and retention efforts, temporary staffing considerations, and operational coverage requirements for residential and day services.

Martha and staff discussed measures being implemented to reduce overtime, including revisions to onboarding practices, retention initiatives, training improvements, and policies limiting overtime hours.

Board members discussed budget oversight, reporting practices, and the desire for additional specificity regarding overtime and staffing-related expenditures during future budget discussions and financial reporting.

Following discussion, a motion was made by Stuart Anderson to approve the CFO Report. The motion was seconded by Sandra Thomas. Motion carried unanimously.

#### **Call for PCBS Board of Directors Officer Nominations**

Martha Jaynes reported that Board members Dr. Jeffrey Kingsley, Nancy Felix, and Blake Sherer had been reappointed by the County Commissioners to continue serving on the Board.

Discussion occurred regarding the timing of future Board nominations and voting cycles. The Board decided to leave nominations and election in the current schedule of May being open for nominations and then June voting for officers.

#### **Closed Session**

At 7:15 the board moved into closed session to discuss personnel issues. Nancy Felix moved to go into closed session, Sandra Thomas seconded and was approved by unanimous voice vote.

At 8:04 Nancy Felix moved to end closed session and was seconded by Stewart Anderson and a unanimous voice vote ended closed session. No decisions made.

Minutes taken by:

Tim Coleman

PCBS Executive Support Assistant