

**Minutes of the Regularly Scheduled Meeting
Board of Directors
Platte County Board of Services
Tuesday, May 19, 2026**

Call to Order: The meeting was called to order at 5:30pm by Dr. Kingsley.

Members Present: Dr. Michael Shafe, Sandra Thomas, Stuart Anderson, Dr. Jeffrey Kingsley, Adam Tholen, Jeff Koski

Members Absent: Nancy Felix

Members Present Online: Susan Finn

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

Staff Present Online: Jeff McMillian

Guests: Christi Carlson – Center for Human Service; Kimbal Mothershead – VSI; Cassidi Jobe – Summit Future Foundation; Stacy Harden; Mike Manley; Emily Brown, Kathy Bowman, Todd Bryant, Karen Bryant, Kelly Rich

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

Approval of PCBS Board Agenda – May 19, 2026: A motion was made by Dr. Kingsley and seconded by Dr. Shafe to amend the board agenda to move the CEO Report to before the Committee Report and then approve the Board agenda. The motion was approved.

Approval of PCBS Board Minutes – April 21, 2026: A correction to the minutes was made by Susan Finn regarding her attendance at the meeting. Additionally, Dr. Shafe noted there were presentation slides presented at the April meeting that were not available on the PCBS SharePoint that needed to be included for Board access. The minutes were corrected and the presentation materials were later uploaded. A motion was made by Adam Tholen and seconded by Jeff Koski to approve the Board minutes as amended. The motion was approved.

Approval of PCBS Finance Committee Minutes – May 12, 2026: A motion was made by Stuart Anderson and seconded by Sandra Thomas to approve the Finance Committee minutes as presented. The motion was approved.

Public Comments – Parent Advocates for Adult Daycare and Aftercare Services

Karen Bryant, along with family and education advocates, addressed the Board regarding the need for expanded adult daycare, aftercare, and community support options for individuals with intellectual and developmental disabilities in Platte County. Speakers described challenges families experience when traditional school-based services end and discussed the limited availability of structured supports, supervision, and meaningful activities during after-school hours, evenings, and other periods when caregivers may be working. The speakers expressed concern about service gaps that affect both individuals with disabilities and their families and encouraged PCBS to explore potential opportunities to expand services, collaborate with community partners, and identify unmet needs within the county.

Board members engaged in discussion with the speakers regarding the nature of the need, the populations affected, current service limitations, and possible approaches for gathering additional information. Discussion included the importance of understanding the scope of the issue, identifying existing resources, and determining what role PCBS could potentially play in addressing the need. Cassidi Jobe with Summit Future Foundation outlined some support Summit could provide as well as other community resources to consider.

Following discussion, Board members agreed that additional review and exploration of the issue was warranted. An ad hoc committee was established to further examine the need for adult daycare and aftercare services, gather information, and evaluate potential options and recommendations for future Board consideration.

Stuart Anderson, chair, and Dr. Shafe chose to serve on the ad hoc committee.

Community Partner Presentation & Mission Moment – Summit Future Foundation

Cassidi Jobe from Summit Future Foundation provided a presentation regarding the organization's transportation services and support programs for individuals with intellectual and developmental disabilities. The presentation included an overview of the organization's mission, service model, community partnerships, transportation operations, funding structure, and current utilization.

Board members asked questions regarding service delivery, transportation capacity, funding sources, service area, accessibility, collaboration with neighboring counties, and the number of Platte County residents served through the program. Discussion also included the organization's use of grant funding, vehicle acquisition and maintenance, and opportunities for future collaboration. Discussion included transportation and community support services, emphasizing the importance of accessible transportation options and expanded opportunities for individuals with disabilities to participate in employment, recreation, and community activities.

Resource Specialist Report – Center for Human Services (CHS)

Christi Carlson provided an update on CHS Resource Specialist (RS) and Targeted Case Management (TCM) activity for Platte County. She clarified that RS services support individuals without Medicaid and are funded through PCBS, while TCM services serve Medicaid-eligible individuals through the state DMH system and are not funded by PCBS.

Christi Carlson reported that RS intakes for April included 3 new individuals, consistent with recent monthly trends. TCM intakes continued to fluctuate month to month, with a notable spike in March (13 intakes) followed by 2 intakes in April. Transfers in and out of the county remained minimal, reflecting stable caseload retention. Discharges remained low overall, typically averaging 1–3 per month, and generally occurred after extended outreach efforts or when individuals relocated out of state. RS service activity for April totaled 218 hours across 163 individuals served. Additionally, 4 individuals transitioned from RS services into Medicaid eligibility or services during the month. Christi Carlson noted the ongoing goal of supporting individuals through RS services and transitioning eligible clients into Medicaid-funded supports to expand service access and resources.

Subcommittees

Executive Committee

- The committee chair was called upon and had no report

Planning Committee

- The committee chair was called upon and had no report

Policy Committee

- Dr. Shafe, serving as chair, identified the need to develop and formally review a policy governing public speaker participation at board meetings, specifically addressing structure such as time limits and the number of speakers permitted. The item was raised for follow-up committee work at a yet to be determined committee meeting.

Bylaws Committee

- The committee chair was called upon and had no report

Housing Committee

Adam Tholen, serving as chair, reported on recent post-storm property inspections, noting observations from reviewing housing damage and current repair conditions. The discussion involved a revised scope of services related to property restoration, including consideration of expanding coverage to include full roof replacement rather than partial repairs, depending on insurance allowances and cost recovery limits.

Discussion also focused on strategic use of insurance funds, including the importance of maximizing allowable insurance recovery in anticipation of financial impact from storm-related damages. Members reviewed general considerations for how insurance proceeds should be applied, emphasizing cost recovery optimization and ensuring repair decisions align with both coverage limits and long-term property preservation needs.

A motion was made by Adam Tholen and seconded by Dr. Shafe for the revised and full scope of services to be sent out on the four houses for the insurance claim on request for bids. The motion was approved.

CEO and Program Reports

Martha Jaynes presented the CEO report, linked here: [05.19.26 PCBS BOD Meeting Packet](#) (p. 31-41)

Martha reviewed the CEO and Program Reports, highlighting operational data, program utilization, staffing levels, community outreach activities, and organizational performance metrics. The report included updates on community living, day habilitation, transportation, and other support services, along with key performance indicators and capacity data. The report also highlighted increased community outreach and advocacy efforts, including presentations, educational events, and engagement with families and community partners. Martha Jaynes reviewed efforts to use data analytics and performance tracking tools to monitor safety, compliance, and organizational outcomes.

Discussion focused on residential occupancy levels, staffing requirements, and service utilization rates. Board members noted the organization's high utilization levels in transportation and day habilitation services and discussed opportunities and challenges associated with future transportation expansion, including vehicle capacity, staffing, reimbursement limitations, and infrastructure needs.

Martha concluded by sharing a success story involving a consumer who was able to attend her high school reunion through a collaborative effort by staff, community partners, and donor-supported funding. Board members commended staff for their work in supporting meaningful community inclusion and quality-of-life opportunities for individuals served.

Financial/Finance Committee

Sandra Thomas, chair of Finance Committee, began the discussion of the Committee meeting on May 19th. Drew Ehrlich reviewed the monthly financial reports, including revenue, expenditures, disbursements, and supporting financial schedules and notes on the insurance benefits renewal effective 6/1/2026. Linked here: [05.19.26 PCBS BOD Meeting Packet](#) (p. 42-99)

Board members praised the increased level of detail included in the new reporting format and the relationship between financial reports, transactions activity, and annually planned expenses such as insurance and workers' compensation premiums.

Discussion focused on transparency, board oversight, and the appropriate level of financial information to make available publicly. Board members expressed support for providing detailed financial information to the board while also ensuring compliance with privacy requirements and protecting confidential consumer information in line with HIPAA requirements. Staff and board members discussed the use of de-identified information and other safeguards when sharing financial data.

Board members also reviewed annual insurance expenses and discussed the importance of periodically evaluating coverage and obtaining competitive pricing when appropriate. Following discussion, the board reviewed the bills presented for payment and approved the disbursements as submitted.

A motion was made by Adam Tholen and seconded by Sandra Thomas to approve the Bills as presented. The motion was approved.

Personnel Report

The Personnel Report reflected six new hires and three separations during the reporting period. Board members supported including personnel metrics as a standing report in future board packets to help monitor staffing, recruitment, and retention efforts. Discussion focused on the value of tracking workforce trends, including vacancies, turnover, and reasons employees leave the organization. Dr. Shafe requested additional historical and trend data to assist the board in addressing ongoing staffing challenges.

Board of Directors Officer Nominations

The Board was reminded that nominations for officer positions were due by May 31. Current officers were identified, and board members were encouraged to nominate themselves or fellow board members for leadership positions if interested. Nominations will be voted on during the June Board meeting. The Board was also informed that Blake Sherer would not be renewing his term, creating an upcoming board vacancy.

Adjournment

With no further business to discuss, a motion was made by Dr. Kingsley and seconded by Dr. Shafe to adjourn the meeting. The meeting was adjourned at 7:50pm.

Minutes taken by:

Tim Coleman

PCBS Executive Support Assistant