Platte County Board of Services

Developmental Disability Resources - Since 1975

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Minutes of the Regularly Scheduled Meeting
Board of Directors
Platte County Board of Services
Tuesday, June 16, 2026

Call to Order: The meeting was called to order at 6:16pm by Stuart Anderson

Members Present: Dr. Michael Shafe, Jeff Koski, Nancy Felix, Stuart Anderson, Sandra Thompson

Members Absent: Susan Finn, Adam Tholen

Members Present Online: Dr. Jeffrey Kingsley

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

Staff Present Online: n/a

Guests:
Cathy Huddleston – Northland Therapeutic Riding Center (NTRC); Christi Carlson – Center for Human Services (CHS); Kimbal Mothershead - Vocational Services Inc (VSI); Cassidi Jobe – Summit Future Foundations

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

Approval of PCBS Board Agenda – June 16, 2026: A motion was made by Sandra Thomas and seconded by Dr. Shafe to approve the Board agenda. The motion was approved.

Approval of PCBS Board Minutes – May 19, 2026: A motion was made by Sandra Thomas and seconded by Dr. Shafe to approve the Board minutes. The motion was approved.

Approval of PCBS Finance Committee Minutes – June 9, 2026: A motion was made by Sandra Thomas and seconded by Dr. Kingsley to approve the Finance Committee minutes as presented. The motion was approved.

Public Comments
No public comments were made

Community Partner Presentation & Mission Moment – NTRC
Cathy Huddleston, Executive Director, provided an overview of NTRC services and programming. She reported that NTRC serves approximately 80 participants per week through mounted and unmounted programming for individuals ages six and older. Cathy discussed participant outcomes, survey methodology, volunteer challenges, horse capacity, and the role of horses in supporting participant development. She highlighted NTRC's focus on confidence building, independence, leadership skills, and nervous system regulation through equine-assisted activities.

Board members asked questions regarding participant numbers, volunteer capacity, horse inventory, horse breeds, instructor staffing, and program outcomes. Cathy responded to questions and discussed recent enhancements to participant and caregiver education efforts.

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, which included the following:

- Two new intakes were completed during May.
- Service hours and individuals served remained consistent with prior months and the previous year
- Two Medicaid gains were achieved during the reporting period.
- Transfer-in and discharge information was reviewed.
- No transfers out of Platte County occurred during the reporting period.

CEO and Program Reports
Martha Jaynes presented the CEO Report and Program Reports
Full Report Here: 06.16.26 BOD Meeting Packet.pdf (p. 28-46)

Martha highlighted information regarding Missouri public investment pool opportunities available to SB40 Boards and noted that these will continue to be reviewed for potential future discussion by the Finance Committee. Martha also reported on PCBS preparations for upcoming audit activities, including internal reviews related to MMAC. Program updates included residential occupancy levels, utilization of Independent Supported Living services, health risk screening efforts, transportation services, day habilitation programming, and organizational initiatives. Martha reported that health risk screening assessments have identified increasing support needs among individuals served as the population ages and health conditions become more complex. Board members were encouraged to review the detailed reports contained within the Board packet and to contact staff with any questions regarding the information presented.

Personnel Report
Martha Jaynes presented the Personnel Report and provided an update on agency staffing and workforce efforts. She reported success in employee retention, noting that agency turnover has steadily decreased over the past three years and currently remains significantly below industry averages. Martha also reviewed current staffing levels across programs and highlighted ongoing efforts to support employee engagement through leadership development, employee feedback surveys, and stay interviews. The Board was informed that two new employees were hired during the reporting period and that four employee separations occurred.

A motion was made by Dr. Shafe and seconded by Sandra Thomas to approve of the personnel actions as presented. The motion was approved.

Subcommittees
Executive Committee
- The committee chair was called upon and had no report

Planning Committee
- Dr. Michael Shafe reported that no Planning Committee actions had occurred since the previous meeting. He noted that planning activities are underway for the Strategic Planning session scheduled for October.

Policy Committee
- Dr. Michael Shafe reported that the Policy Committee is looking at several polices and the committee is scheduled to meet again on August 4, 2026. Dr. Shafe also indicated that committee members may be asked to assist with reviewing policy-related work associated with PCC bylaws.

Bylaws Committee
- Dr. Michael Shafe reported no Bylaws Committee changes or recommendations. He suggested annual policy and bylaw review dates be incorporated into the Board calendar as a future reminder for committees

Housing Committee
- Storm damage repair bids for agency-owned homes were presented and reviewed. Link here: Storm Damage-CapEx-RFB
- Chad Sinnwell reported that five contractors attended the walkthrough process and three contractors submitted bids. Board members discussed the bids, insurance proceeds received, project scope, and the need for additional

review before selecting a contractor. The Board discussed scheduling an Executive Committee meeting for 6/23/26 to review the bids and make a recommendation prior to the next regular Board meeting.

- A motion was made by Dr. Shafe and seconded by Sandra Thomas to communicate to the storm damage contractor bidders that the Board needs seven more days to make a decision and to inform PCBS and the Board if they are able to extend the validity of their bids. The motion was approved.

Financial/Finance Committee
Drew Ehrlich, presented the Financial Report and reviewed the financial statements included in the Board packet. Liked here: 06.16.26 BOD Meeting Packet.pdf (p. 50-63)

Drew reported that the overall financial condition of PCBS remains strong, with the agency continuing to maintain a favorable year-to-date financial position. He noted revenues and expenditures were slightly below budget projections for the reporting period. Drew reviewed key balance sheet information, including cash reserves, CDs, and fixed assets. He discussed insurance payments received in connection with recent storm damage to PCBS houses. He also provided updates regarding the transition of employee retirement plan. Additional discussion included contracted service provider utilization of funds and ongoing efforts to enhance the format and detail of financial reporting provided to the Board. Board members were encouraged to review the supporting financial information contained in the Board packet and SharePoint materials.

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

Board of Directors Officer Election
Martha Jaynes reported that nominations for Board officer positions was opened following the May Board meeting and that no nominations were received. Pursuant to the PCBS Board bylaws, the current slate of officers was presented for approval.

A motion was made by Nancy Felix and seconded by Dr. Kingsley to approve the Bills as presented. The motion was approved.

Adjournment
With no further business to discuss, a motion was made by Sandra Thomas and seconded by Dr. Shafe to adjourn the meeting. The meeting was adjourned at 7:10pm.

Minutes taken by:
Tim Coleman
PCBS Executive Support Assistant