Platte County Board of Services
Developmental Disability Resources - Since 1975

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Minutes of Special Meeting
Executive Committee
Platte County Board of Services
Tuesday, June 23, 2026

Call to Order: The meeting was called to order at 5:36pm by Dr. Kingsley

Members Present: Adam Tholen

Members Present Online: Dr. Jeffrey Kingsley, Stuart Anderson, Dr. Michael Shafe

Members Absent: Sandra Thomas

Staff Present: Martha Jaynes, Chad Sinnwell, Tim Coleman

Property Repairs and Facility Improvements – Review of Bids and Contractor Selection
The Executive Committee reviewed bids received in response to the Request for Bids for repairs and improvements at PCBS group homes following the recent storm damage. Chad Sinnwell and Martha Jaynes provided an overview of the bids received and the scope of work included. Adam Tholen reviewed the proposals and shared his assessment of the bids, noting that Zipco's proposal was significantly lower than the other submissions. Adam also discussed conversations with the contractors regarding their review of the damage onsite and bids on the homes. Adam also explained opportunities to pursue additional reimbursement through the insurance claims before and during the repairs.

Committee members discussed the condition of the affected properties, including roof replacement considerations, siding, windows, decks, gutters, and other repairs. Dr. Michael Shafe and other committee members discussed the possibility of pursuing additional insurance reimbursement and using the contractor's expertise to identify items that may not have been fully included in the original claim.

The committee discussed repairs that would address facility needs outside of the damage caused by the storm, including fire marshal compliance requirements. Martha explained that recent state fire marshal inspection requirements apply regardless of CARF accreditation status and that identified deficiencies must be corrected in accordance with state requirements. Chad Sinnwell confirmed that replacement of certain exterior doors is required to meet current fire marshal standards. Following discussion, the committee agreed that Zipco was most favorable proposal based on price, scope of work, and PCBS's previous experience.

A motion was made by Dr. Shafe and seconded by Stuart Anderson to accept the bid submitted by Zipco. The motion carried unanimously.

The committee discussed authorizing funds to cover costs not reimbursed through insurance and to provide flexibility as final repair scopes are worked through.

A motion was made by Dr. Shafe and seconded by Adam Tholen to authorize $45,000 in funds to cover unreimbursed repair costs while continuing efforts to maximize insurance reimbursement and evaluate whether replacement of the two newer roofs is necessary. The motion carried unanimously.

The committee designated Adam to work with Chad and the contractor throughout the project to review repair needs, pursue additional insurance reimbursement opportunities, and oversee project implementation.

Committee members asked that the minutes reflect that additional funds were being put aside to address the need of the properties that are not currently up to code.

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 6:04pm.

Minutes taken by:
Tim Coleman
PCBS Executive Support Assistant