

**Minutes of the Regularly Scheduled Meeting
Board of Directors
Platte County Board of Services
Tuesday, August 18, 2026**

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

Members Present: Dr. Jeffrey Kingsley, Sandra Thomas, Adam Tholen, Nancy Felix, Dr. Shafe, Jeff Koski

Members Absent: Stuart Anderson

Members Present Online: Susan Finn, Sam Sinclair

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

Legal Counsel: Carla Barksdale

Guests: Jeff Janney & Madison Michaelis – Northland Connections; Brandon Carlson – Hood & Associates CPAs; Sonja Benett – Developmental Disabilities Resources Board of Clay County; Kimbal Mothershead & Sherry Summers - Vocational Services Inc (VSI); Cassidi Jobe – Summit Future Foundations; Amy Allison – The Farmer’s House; Abigail Whitney – Easterseals; Mary McKenna; Sarah Mills

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

Amendment and Approval of Board Agenda – August 18, 2026

Dr. Shafe made a motion to move the Northland Connections funding request presentations that were not addressed during the Finance Committee meeting to the beginning of the Board agenda, immediately following approval of the June 16, 2026, Board minutes. Sandra Thomas seconded the motion. The motion passed unanimously.

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

Northland Connections – Additional Funding Requests

Jeff Janney of Northland Connections presented two requests for additional funding. The first request was for additional purchase of service funding for individual therapy and person-focused consultation for the remainder of 2026. Northland Connections explained that demand for these services had increased and that existing contracted funding was expected to be exhausted before the end of the year.

The second request was for a \$5,500 grant to repair automatic door openers at the Northland Connections NDC Center. Northland Connections explained that the doors were already installed at the facility but required repairs. Northland Connections had paid for the repairs from its own budget in order to move forward with opening the new location and requested reimbursement. The anticipated move-in date was August 29, 2026. The Board discussed the facility's lease, including the short-term nature of the lease arrangement and the potential for changes in ownership or management of the property.

A motion was made by Dr. Shafe and seconded by Sandra Thomas to approve Northland Connections’ additional funding request of \$8,700 for PFC and Individual Therapy, and \$5,500 for the ADA automatic door repairs. The motion was approved unanimously.

Public Comments

Mary McKenna addressed the Board and expressed her support for the work of the Platte County Board of Services. She shared personal experience with a family member who had an intellectual disability and expressed interest in maintaining communication with the Board and learning about the needs of PCBS and the individuals it serves.

Amy Allison with The Farmer's House, thanked the Board for previously funding an Open Future Learning membership. She reported that 21 direct support and employment staff were participating in the training and that 36 individuals served had completed various learning modules. She described training topics including boundaries, relationships and dating, social media safety, sensory processing, executive functioning, community participation, and employment preparation.

Community Partner Presentation – Easterseals Midwest

Abigail Whitney, Director of Employment Community Services for Easterseals Midwest, presented an overview of the employment and community services. She reported that during the fiscal year ending June 2026, Easterseals supported 574 individuals across 14 counties, including 61 Platte County residents. 101 individuals had gained competitive and integrated employment, reported an 81% one-year employment retention rate, and reported an average wage of \$15.70 for individuals placed in employment. Whitney described the organization's bridge program, behavioral services, employment services, virtual-reality employment training, and status as an Employment First agency in Missouri. She also reviewed outcomes from services funded by PCBS, including career planning, supported employment, the RISE program, and community networking.

Resource Specialist Report – Center for Human Services

The Board reviewed the Resource Specialist/Targeted Case Management report from Center for Human Services. The report included monthly intake, service, Medicaid, transfer, and related activity. The Board was directed to the report in the meeting materials for detailed review.

CEO and Program Reports – Martha Jaynes, CEO

Full Report Here: [08.18.26 PCBS BOD Meeting Packet.pdf](#) (p. 23-47)

Martha Jaynes reviewed the written CEO and program reports and highlighted several activities and developments. She reported on a recent wage-scale study conducted by Jeff McMillan to evaluate employee compensation against market rates. She also discussed the group-home dinner series, through which the executive team visits residential homes, shares meals with staff and individuals served, and gathers feedback regarding services and residential experiences.

Martha reported that the PCBS's upcoming CARF survey had been moved from October to February. She discussed preparation for the survey, including development of an environmental scan and strategic planning. Anne Graff, an experienced developmental-disability and SB40 Board executive, was engaged as a consultant to assist with strategic planning. The strategic plan is expected to be completed before the CARF survey.

The Board reviewed program capacity and service information, including community living services, ISLs, community networking, day habilitation, and transportation. Martha also reported completion of health-risk screening tools for individuals receiving services. Approximately 70% of individuals were identified as having additional health-risk needs requiring further medical reporting and support.

Martha reported on the PCBS's participation in a local back-to-school program, maintenance and repairs resulting from recent storms, fire-inspection remediation, and correction of improperly installed smoke alarms. She also reviewed staffing and employee retention, reporting a 19% turnover rate for 2026 to date compared with 43% in 2024 and 27% in 2025.

Personnel Report

The Board reviewed the personnel report.



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

Committees

Planning Committee

- The Planning Committee anticipates meeting in September or October to review previous strategic planning work and prepare for the PCBS's strategic-planning process. The Board discussed the membership of the Planning Committee.

Policy Committee

- The Policy Committee has conducted preliminary work on the PCBS bylaws and planned to incorporate the work for review and final comments.

Bylaws Committee

- The Committee noted that the bylaws are reviewed annually, with a Bylaws Committee meeting anticipated prior to the annual review.

Housing Committee

- Chad Sinnwell reported that three roofs had been completed on homes undergoing renovation. Additional work, including gutters and replacement of egress/decks, was expected to occur in the coming weeks.

Finance Committee

- Sandra Thomas reported that the Board members had received the financial information and preliminary budget information during the Finance Committee meeting earlier that evening. She noted that the tax levy and upcoming budget would be addressed. There was discussion on upcoming calendar events for CSPs, with applications beginning September 1, review in October, presentation to the Board in November, and approval in December.

Audited Financials

Brandon Carlson, with Hood & Associates CPAs, which acquired prior accounting firm Trout, Beeman & Co., presented PCBS's audited financial statements for 2025. Brandon reported that the independent auditors issued an unmodified opinion, their highest designation, indicating that the financial statements were fairly presented in all material respects under the modified cash basis of accounting. Brandon reviewed the statement of net position, revenues and expenses, capital assets, cash, and budget activity. He noted approximately \$7.4 million in cash, a \$1.1 million net increase in capital assets during 2025, approximately \$1.8 million in capital additions, and a change in net position of approximately \$769,000. Actual expenses were approximately \$22,000 below budget. The Board discussed the audit process and the firm's anticipated fee structure following the merger. Board members emphasized the importance of receiving advance notice of proposed audit fees so the Board can evaluate the cost.

Dr. Shafe made a motion to approve the auditor's report, and Dr. Kingsley seconded the motion. The motion approved unanimously.

Financial Report and Approval of Bills

Sandra Thomas made a motion to approve payment of the bills presented and Nancy Felix seconded the motion. The motion approved unanimously.

Transfer of Unrestricted Donated Funds to the Catayoc Family Trust

Drew Ehrlich presented a request to transfer \$17,839.07 in unrestricted donated funds from their current account into the Catayoc Family Trust. Drew explained that the funds were donated funds, had accumulated over many years, and were currently commingled as cash but separately accounted for. The proposed transfer would consolidate the funds under the existing trust structure and its established guidelines for use.



The Board discussed the importance of maintaining documentation establishing that the funds are donated funds rather than taxpayer or state funds. The Board also discussed future fundraising and noted that fundraising activities are conducted for the PCC rather than the SB40 Board.

Adam Tholen made a motion to transfer the funds to PCC/Catayoc Family Trust. Nancy Felix seconded the motion. The motion passed unanimously.

Ratification of ZIPCO Vendor Selection

The Board discussed ratification of the ZIPCO vendor selection previously made by the Executive Committee for repairs to the group homes. It was noted that the Executive Committee had been authorized to make the final vendor decision and return to the Board for ratification.

A motion was made by Nancy Felix and seconded by Sandra Thomas to ratify the ZIPCO vendor selection for the group-home repairs. The motion was approved unanimously.

FY2027 Tax Levy

Drew Ehrlich reviewed the tax levy history and the proposed FY2027 tax levy of 0.1175 per \$100 of assessed valuation. He clarified that the Board was voting on the tax levy rather than adopting the final 2027 budget at this meeting. The budget would subsequently be adjusted to support the levy and further refined during the coming months.

Martha reviewed the relationship between the Platte County tax levy, the Hancock Amendment, and the voluntary levy reduction adopted the previous year. Discussion focused on whether retaining the 0.1175 rate would allow the levy ceiling to return to that amount for the current year, while a new voluntary reduction to 0.1100 could establish a lower ceiling subject to subsequent Hancock Amendment calculations.

Board members discussed the statutory treatment of a voluntary reduction, the distinction between assessment and non-assessment years, and the potential future effect of reducing the levy to 0.1100. Several members requested additional clarification from state officials or legal counsel before considering any future reduction. The Board also discussed PCBS's financial position, including cash reserves, increasing Department of Mental Health funding, and the potential to use available funds to address identified needs in Platte County, including housing, transportation, employment, and transition services.

Carl Barksdale, legal counsel, advised that a legal opinion could be obtained concerning the effect of reducing the levy to 0.1100 and the subsequent application of the Hancock Amendment. The Board agreed that additional clarification would be useful in evaluating the long-term consequences of a voluntary reduction.

Dr. Shafe made a motion to leave the FY2027 tax levy at \$0.1175 per \$100 of assessed valuation and requested a legal opinion regarding the specific statutory consequences of the tax levy decision. The motion was seconded by Jeff Koski. The Board conducted an individual vote for all attending Board members. Their votes were as follows:

Dr. Jeffrey Kingsley - Aye

Sandra Thomas - Aye

Adam Tholen - Aye

Nancy Felix - Aye

Dr. Shafe- Aye

Jeff Koski - Aye

Susan Finn - Aye

Sam Sinclair - Aye

The motion passed unanimously.



Executive Committee – Closed Session, Annual CEO Review

A motion was made by Adam Tholen and seconded by Dr. Kingsley to go into closed session. The motion was approved.

The Board entered closed session at 6:53pm. The Board discussed the CEO evaluation.

The Board's next scheduled meeting is September 2, 2026, at 5:30pm.

The Board exited closed session at 7:57pm.

Adjournment

With no further business to discuss, a motion was made by Adam Tholen and seconded by Sandra Thomas to adjourn the meeting. The meeting was adjourned at 7:58pm.

Minutes taken by:

Tim Coleman

PCBS Executive Support Assistant