

AGENDA
Regular Meeting

Board of Directors
Chariton Valley Association
June 22, 2017

Administrative Office, 1905 South High Street, Kirksville, MO 63501

4:00 PM – Administrative

1. Approval of Minutes
 - Regular Meeting, April 13, 2017
2. Financial Reports as of April 2017
3. Announcements: Music Concert to Benefit Chariton Valley Association, Monday, June 26th, 7:00 PM to 8:30 PM at the First Christian Church. Friday, June 30th, CVA Sponsored Concert on the Square, 7:00 PM-8:30 PM.

4:20 PM – Planning

- Decision items
 - Accessible Van Purchases
 - 2016-2017 Financial Audit
 - Fiscal Year 2017-2018 Proposed Annual Operating Budget
 - Policy Amendments
 - Administration of Funds
 - Reimbursable Expenses
 - Purchasing-Supplies and Equipment
 - Financial Reporting
 - Board of Directors Delegation of Authority to the Chief Executive Officer
 - Description of Responsibilities, Board of Directors
 - #57 Grim Drive Roof Repair and Shingle Replacement
- Discussion Items/Updates
 - Package, D&O, and EPLI Renewal Summary
 - Strategic Plan
 - Legislative Update
- Executive Session
 - Hourly Employee Wage Increase
 - Exempt Salaries

5:00 PM - Adjourn

<p>Upcoming Meetings: Regular Meeting: Pending Survey Results</p>
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Resolution 1

**Approval of Minutes
Regular Meeting**

The following resolution was moved by _____, seconded by _____, and approved by a unanimous vote of _____.

BE IT RESOLVED that the minutes for the regular meeting held on April 13, 2017 are hereby approved as presented at this meeting.

MINUTES OF REGULAR MEETING
BOARD OF DIRECTORS

Chariton Valley Association, Inc.

April 13, 2017

A regular meeting of the Board of Directors of the Chariton Valley Association, Inc., was held on Friday, April 13, 2017 at the Chariton Valley Association Office, located at 1905 South High Street in Kirksville. The meeting was called to order at 4:00 PM by Larry Burton, President of the Board, who presided during the meeting.

The following members were present: Melba Bowen, Larry Burton, Greg Dabney, Mariann Gibson, Neil Gilchrist, Ray Klingensmith, Judy Mullins, Andrea O'Brien, Becky Pike, and Marilyn Romine.

The following members were absent: Matt Heeren, Phil McIntosh, and Becky Pike.

The following staff members were present: Terry Combs, Chief Executive Officer, Marcy Palermo, HR Manager, and Scott Roberts, Accounting Manager.

The February financial reports were reviewed. The Monthly Operating Analysis reported a gain of \$33,994 for the month and \$321,862 for the year. The Statement of Cash Flows demonstrated a \$340,000 increase in cash for the year.

Terry Combs thanked the board for their participation with the annual dinner event and silent auction held on Friday, March 24th. The event raised over \$6,000 and had 150 people in attendance. Terry then reminded everyone about the strategic planning session on Saturday, May 6th from 9:00 AM to 3:00 PM and the CVA and Craig and Gina Shorten co-sponsored Chamber Business After Hours event scheduled for Thursday, May 18th from 5:00 PM to 7:00 PM at the DuKum Inn.

1. Decision Made Concerning Approval of Regular Meeting Minutes

The following resolution was moved by Mariann Gibson, seconded by Andrea O'Brien and approved by a unanimous vote of 9 to 0.

BE IT RESOLVED that the minutes for the regular meeting held on March 10, 2017 are hereby approved as presented at this meeting.

2. Decision Made Concerning Approval of Reserve Funds

The following resolution was moved by Greg Dabney, seconded by Neil Gilchrist and approved by a unanimous vote of 9 to 0.

BE IT RESOLVED that the cash reserve funds are hereby approved as presented at this meeting; and

BE IT FURTHER RESOLVED that a copy of the Cash Reserve Funds Analysis and Recommendations document be attached to the minutes for this meeting as an exhibit.

There was an extensive discussion regarding the policies that govern financial reporting and oversight of such responsibilities. It was determined that the policies should be reviewed in aggregate to determine all necessary edits and resubmitted to the board for review. Terry will also contact Melani Sevits, CPA of Kollar, Abernethy & Company to determine what recommendations she has regarding the financial reporting and necessary oversight by the board.

Mr. Combs then updated the board on legislative activities. The Missouri House of Representatives passed their version of the Fiscal Year 2017-2018 budget. It contains \$5 Million in rate rebasing funds and they reduced the proposed rate reduction to 1 1/2 % from the 3% proposed by Governor Greitens. The Missouri Senate has begun their budget development process and any variations in their version with the House of Representatives version will be negotiated in a joint session of both chambers. Finally, Terry announced that he will be sending out dates to members of the building committee as he would like to hold a meeting of the committee prior to the May 6th strategic planning session.

There being no further business, the meeting was adjourned at approximately 5:00 PM.

Respectfully submitted,

Melba Bowen, Secretary

I hereby certify that the foregoing minutes were approved by the Board of Directors on May 12, 2017

Larry Burton, President

Cash Reserve Funds Analysis and Recommendations

April 2017

Chariton Valley Association

Exhibit A

Current Cash & Reserve Accounts	Current Amounts	Notes:
Current Available Cash	\$1,019,133	(Cash Assets-Current Liabilities)
Current Property Reserve	(\$167,000)	(4 Properties)
Current Operating Reserve	(\$5,825)	(as designated)
Health Claims Reserve	(\$181,326)	(designated \$227,000)
1 Month Cash Needs	(\$381,722)	
Cash Available to Increase Reserve	\$283,260	(net of current reserve allocations)

Proposed Reserve fund Amounts	Proposed Amounts	\$ Change
RC Repairs & Renovations	\$80,000	\$3,000
#34 GD Repairs & Renovations	\$35,000	\$3,000
#57 GD Repairs & Renovations	\$23,000	\$2,000
Admin. Office Repairs & Renovations	\$40,000	\$3,000
Health Claims Reserve	\$180,000	(\$47,000)
Operating Reserve	\$5,825	No Change/Discuss
	<u>\$363,825</u>	<u>(\$36,000)</u>

Management Summary Report Chariton Valley Association, Inc.

Human Resources:

Current # of employees: 171
Terminations Fiscal YTD: 79
Terminations in May: 11
New Hires May: 17 (new ISL began)
Full Time Equivalents: 125

Financial Reports:

The Balance Sheet reflects a change in Unrestricted Net Assets of \$380,265 which is also accurately reflected as the Net Surplus in the YTD Actual 4/30/17 column on the Monthly Operating Analysis.

The Cash Flow Analysis reflects a strong increase in cash for the fiscal year of \$309,073. However, it is important to note that the Host Home Relief funds have increased by \$114,700 and are recorded as a liability on the Balance Sheet.

Additionally, April marked the first month of our employee benefits coverage with Midwest Public Risk and our first month of expense "runout" from our prior self-funding. The current months expenditures with MPR were as expected. The expense runout from our prior self-funding was \$15,518 for April and \$875 in May. At this point, the expense runout is below our estimate of \$44,860.

Accounts Receivable Makeup For April 2017:

- Medicaid-85%
- Children's Division-10%(Host Homes)
- DMH//KRO-4%
- SB 40 & Other- 1%
- Total Receivable=\$601,830 (current month=\$504,251)

Total wages for April 2017 were \$249,201. Overtime expenses totaled \$2,600 and represent 443.75 hours for the month.

Program:

A new ISL program was opened on May 1st on Hickory Street in Kirksville. Ryan and Cyrus are brothers and recently loss their stepfather and primary caregiver to cancer. These two young men were supported at the Residential Center on an emergency basis until an ISL program could be developed by CVA. Additionally, Candice Snider moved out of an ISL program operated by CVA and into a Host Home with her prior Lead Support Professional, Angie Lagore.

Monthly Operating Analysis Chariton Valley Association, Inc.

2016-2017

	Period	Period	Period	YTD	YTD	YTD
	Actual	Budget	Variance	Actual	Budget	Variance
Revenue	04/30/2017	04/30/2017	04/30/2017	04/30/2017	04/30/2017	04/30/2017
Program	\$454,320	\$418,146	\$36,174	\$4,180,824	\$4,181,460	(\$636)
Grants	\$0	\$0	\$0	\$0	\$0	\$0
Interest Revenue	\$821	\$349	\$472	\$4,831	\$3,490	\$1,341
Donations/Other Revenue	\$150	\$0	\$150	\$1,164	\$0	\$1,164
General Relief Fund	\$40	\$1,248	(\$1,208)	\$15,677	\$12,480	\$3,197
Total Revenue	\$455,331	\$419,743	\$35,588	\$4,202,496	\$4,197,430	\$5,066
Personnel						
Wages and Taxes	\$267,210	\$255,791	(\$11,419)	\$2,485,622	\$2,557,910	\$72,288
Worker's Compensation	\$3,239	\$6,596	\$3,357	\$55,440	\$65,960	\$10,520
Benefit Insurance	\$54,898	\$37,455	(\$17,443)	\$424,852	\$374,550	(\$50,302)
Employer 403(b) Contributions	\$956	\$1,115	\$159	\$11,547	\$11,150	(\$397)
Other Personnel Costs	\$693	\$1,720	\$1,027	\$15,556	\$17,200	\$1,644
Total Personnel	\$326,996	\$302,677	(\$24,319)	\$2,993,018	\$3,026,770	\$33,752
Non-Personnel Expenses						
Communication	\$1,192	\$2,874	\$1,682	\$32,111	\$28,740	(\$3,371)
Repairs & Maintenance	\$3,387	\$3,906	\$519	\$31,445	\$39,060	\$7,615
Building	\$3,346	\$2,397	(\$949)	\$22,661	\$23,970	\$1,309
Utilities	\$346	\$2,081	\$1,735	\$21,957	\$20,810	(\$1,147)
Food	\$1,905	\$2,966	\$1,061	\$22,202	\$29,660	\$7,458
Materials & Supplies	\$2,442	\$4,247	\$1,805	\$48,019	\$42,470	(\$5,549)
Professional Fees	\$5,334	\$3,908	(\$1,426)	\$35,204	\$39,080	\$3,876
Staff Training	\$2,430	\$1,815	(\$615)	\$19,742	\$18,150	(\$1,592)
Staff Travel	\$1,237	\$352	(\$885)	\$4,757	\$3,520	(\$1,237)
Staff Mileage	\$3,630	\$3,419	(\$211)	\$37,362	\$34,190	(\$3,172)
Liability Insurance	\$1,764	\$1,835	\$71	\$17,519	\$18,350	\$831
Equipment Purchase	\$0	\$1,370	\$1,370	\$6,417	\$13,700	\$7,284
Equipment Depreciation	\$1,705	\$1,640	(\$65)	\$17,144	\$16,400	(\$744)
Transportation	\$3,658	\$4,103	\$445	\$38,827	\$41,030	\$2,203
Public Relations	\$1,095	\$908	(\$187)	\$3,497	\$9,080	\$5,583
Host Home Stipends	\$76,200	\$48,842	(\$27,358)	\$470,351	\$488,420	\$18,069
Certification Fee	\$0	\$0	\$0	\$0	\$0	\$0
Total Non-Personnel Expenses	\$109,670	\$86,663	(\$23,007)	\$829,213	\$866,630	\$37,417
Total Expenses	\$436,666	\$389,340	(\$47,326)	\$3,822,230	\$3,893,400	\$71,170
NET SURPLUS/(DEFICIT)	\$18,665	\$30,403	(\$11,738)	\$380,265	\$304,030	\$76,235

Balance Sheet
Chariton Valley Association, Inc.

Fiscal Year 2016-2017

	Actual as of 04/30/2017	Actual as of 06/30/2016
<u>Assets</u>		
General Cash	\$ 7,925	\$ 43,185
Petty Cash	\$ 150	\$ 150
Payroll Cash	\$ 9,931	\$ 9,885
Certificates Of Deposit	\$ 26,883	\$ 37,070
Retail Repo-Securities	\$ 1,051,500	\$ 671,129
Investments	\$ 5,801	\$ 5,801
Health Reimbursement Acct.	\$ 175,981	\$ 212,833
Operating Reserve Fund	\$ 5,825	\$ 5,825
New Program Fund	\$ 5,099	\$ 5,099
Res Cntr Repairs And Replacements	\$ 80,000	\$ 77,000
Gd Repairs And Replacements	\$ 35,000	\$ 32,000
57 Grim Repairs And Replacements	\$ 23,000	\$ 21,000
Admin. Repairs and Replacements Fund	\$ 40,000	\$ 37,000
Endowment Fund Rollover	\$ 50	\$ 50
Consumer Cash	\$ 387	\$ 387
Accounts Receivable	\$ 601,830	\$ 431,351
Prepaid Insurance	\$ 52,894	\$ 75,415
Property & Equipment-Net	\$ 706,369	\$ 716,141
Total Assets	\$ 2,828,623	\$ 2,381,319
 <u>Liabilities</u>		
Accounts Payable	\$ 82,017	\$ 62,314
Accrued Payroll	\$ 58,495	\$ 69,135
Accrued Vacation	\$ 43,398	\$ 43,398
Other Payroll Liabilities	\$ (599)	\$ 39,401
Host Home Excess Relief Time	\$ 248,649	\$ 133,949
Consumer Funds	\$ 11,509	\$ 12,234
Notes Payable	\$ 155,437	\$ 171,436
Total Liabilities	\$ 598,906	\$ 531,866
 Net Assets		
Net Assets	\$ 2,229,717	\$ 1,849,452
Total Net Assets	\$ 2,229,717	\$ 1,849,452
 Total Liabilities & Net Assets	 \$ 2,828,623	 \$ 2,381,319

Chariton Valley Association, Inc.
Statement of Cash Flows
For the Fiscal Year Ended June 30, 2016 and July through April of Fiscal Year 2016-2017

	Fiscal Year Ended June 30, 2016 (Audited)	Fiscal Year 2016-2017 July through April
Net Gain(Loss)	\$ 240,975	\$ 380,265
Cash Flow from Operations:		
Depreciation	\$ (12,861)	\$ 60,762
Decrease(Increase) in Receivables	\$ (69,049)	\$ (170,479)
Decrease(Increase) in Prepaid Insurance	\$ (36,872)	\$ 22,521
Increase(Decrease) in Payroll Cash	\$ (452)	\$ (46)
Increase(Decrease) in Accounts Payable	\$ 35,319	\$ 29,883
*Increase(Decrease) In Host Home Relief	\$ 70,548	\$ 114,701
Increase(Decrease) in Other Payable	\$ 64,063	\$ (61,545)
Total Increase(Decrease) in Operations	<u>\$ 50,695</u>	<u>\$ (4,203)</u>
Cash Flow from Investing Activities:		
Sale(Purchase) of Equipment	<u>\$ 54,250</u>	<u>\$ (50,990)</u>
Cash Flow from Financing Activities:		
Payment on Building Loan	<u>\$ (18,197)</u>	<u>\$ (15,999)</u>
Net Increase(Decrease) in Cash	\$ 327,724	\$ 309,073
Beginning Balance of Cash	<u>\$ 820,803</u>	<u>\$ 1,148,527</u>
Ending Balance of Cash	<u><u>\$ 1,148,527</u></u>	<u><u>\$ 1,457,600</u></u>

Note *: The unused portion of host home relief is recorded as a liability.

Monthly Operating Cash Balance
Chariton Valley Association, Inc.
November 2016- April 2017

(Modified Cash Basis)

MONTH	November	December	January
BANK BALANCE	\$50,000	\$50,000	\$50,000
HEALTH REIMBURSEMENT ACCOUNT	\$203,401	\$209,703	\$178,356
RETAIL REPO	\$809,948	\$952,884	\$1,021,703
CERTIFICATES OF DEPOSIT	\$221,093	\$221,093	\$221,326
LESS:			
ACCRUED EXCESS RELIEF FUNDS	(\$185,403)	(\$200,597)	(\$205,635)
OUTSTANDING CHECKS	(\$12,379)	(\$10,512)	(\$33,691)
*TOTAL CASH & CASH EQUIVALENTS	\$1,086,660	\$1,222,571	\$1,232,059

MONTH	February	March	April
BANK BALANCE	\$50,000	\$50,000	\$50,000
HEALTH REIMBURSEMENT ACCOUNT	\$181,326	\$139,902	\$175,981
RETAIL REPO	\$1,050,559	\$1,043,264	\$1,051,500
CERTIFICATES OF DEPOSIT	\$221,377	\$221,377	\$221,608
LESS:			
ACCRUED EXCESS RELIEF FUNDS	(\$218,186)	(\$239,821)	(\$248,649)
OUTSTANDING CHECKS	(\$14,924)	(\$25,778)	(\$42,075)
*TOTAL CASH & CASH EQUIVALENTS	\$1,270,152	\$1,188,944	\$1,208,365

*includes internally designated funds of: \$178,000 Repairs and Replacements Funds (ADM, RC, 34GD, 57GD), \$5,825 in operating reserve funds and \$5,099 in New Programs Funds.

Employee Health Insurance Expense Analysis
 April 2016-March 2017
 Chariton Valley Association

Month	Fixed Premium	Health Claims	Pharmacy Claims	*Specific Insurance Reimburse	Employee Contributions	CVA Total Monthly Costs	Expected Monthly CVA Costs	Variance	Estimated Maximum CVA Plan Costs	Cash Transfer Amount
April 2016	\$10,612	\$21,009	\$0	(\$1,778)	(\$7,261)	\$22,582	\$39,328	\$16,746	\$47,603	\$19,231
May 2016	\$8,843	\$22,132	\$8,825	\$0	(\$7,439)	\$32,362	\$39,328	\$6,966	\$47,603	\$30,958
June 2016	\$9,612	\$19,137	\$5,927	\$0	(\$7,384)	\$27,293	\$39,328	\$12,035	\$47,603	\$25,065
July 2016	\$9,945	\$30,806	\$5,058	\$0	(\$7,272)	\$38,537	\$39,328	\$791	\$47,603	\$35,864
August 2016	\$11,129	\$50,830	\$7,912	\$0	(\$7,587)	\$62,285	\$39,328	(\$22,957)	\$47,603	\$58,742
Sept. 2016	\$10,390	\$16,785	\$6,188	\$0	(\$8,003)	\$25,360	\$39,328	\$13,968	\$47,603	\$22,973
October 2016	\$11,589	\$28,826	\$8,544	\$0	(\$7,218)	\$41,741	\$39,328	(\$2,413)	\$47,603	\$37,369
Nov. 2016	\$11,155	\$26,802	\$7,774	\$0	(\$7,165)	\$38,566	\$39,328	\$762	\$47,603	\$34,576
Dec. 2016	\$10,558	\$18,395	\$11,260	\$0	(\$8,268)	\$31,945	\$39,328	\$7,383	\$47,603	\$29,655
Jan. 2017	\$10,277	\$59,535	\$1,512	\$0	(\$6,940)	\$64,384	\$39,328	(\$25,056)	\$47,603	\$61,047
Feb. 2017	\$10,277	\$37,026	\$10,043	\$0	(\$6,867)	\$50,480	\$39,328	(\$11,152)	\$47,603	\$47,069
March 2017	\$10,277	\$79,933	\$8,195	(\$40,394)	(\$6,748)	\$51,263	\$39,328	(\$11,935)	\$47,603	\$47,734
Aggregate	n/a	\$0	n/a	(\$38,835)	n/a	\$0	n/a	n/a	n/a	n/a
**Prior Yr. Adj.	\$5,862	\$8,437	\$2,094	\$0	n/a	(\$38,835)	n/a	n/a	n/a	n/a
***Claims Run	\$130,526	\$419,653	\$83,333	(\$81,007)	(\$88,150)	\$464,355	\$471,936	\$7,581	\$571,233	\$450,283
Totals										

*** Estimated runoff of claims incurred within the plan year but not paid within the plan year (Total \$44,680)

Notes***: IPMG Cost Runout, April-\$15,518.00, May-\$875.00,

** Prior Plan Year Runout Claims

*Funds paid by CVA then reimbursed by specific insurer.

Notes: BOD Designated Reserve=\$227,000

Contract Minimum Aggregate Deductible is \$503,661

Employee Health Insurance Expense Analysis
 April 2017-June 2018
 Chariton Valley Association

Month	Fixed Premium		FSA Expenditures	CVA HSA Contributions		Employee Contributions	CVA Total Monthly Costs		Expected Monthly CVA Costs	Variance	Estimated Maximum CVA Plan Costs		Cash Transfer Amount
April 2017	\$43,301	\$1,118	\$3,900	(\$8,916)	\$39,403	\$39,328	(\$75)	\$41,054	\$1,118				
May 2017	\$42,650	\$852	\$3,750	(\$9,509)	\$37,743	\$39,328	\$1,585	\$41,054	\$852				
June 2017					\$0		\$0		\$0				
July 2017					\$0		\$0		\$0				
August 2017					\$0		\$0		\$0				
Sept. 2017					\$0		\$0		\$0				
October 2017					\$0		\$0		\$0				
Nov. 2017					\$0		\$0		\$0				
Dec. 2017					\$0		\$0		\$0				
Jan. 2018					\$0		\$0		\$0				
Feb. 2018					\$0		\$0		\$0				
March 2018					\$0		\$0		\$0				
April 2018					\$0		\$0		\$0				
May 2018					\$0		\$0		\$0				
June 2018					\$0		\$0		\$0				
Totals	\$85,951	\$1,970	\$7,650	(\$18,425)	\$77,146	\$78,656	\$1,510	\$82,108	\$1,970				

Notes: BOD Designated Reserve=\$180,000

Resolution 2

Accessible Van Purchases

The following resolution was moved by _____, seconded by _____, and approved by a unanimous vote of _____.

WHEREAS, ISL program changes and additions precipitate the need to purchase more vehicles to provide accessible transportation; and

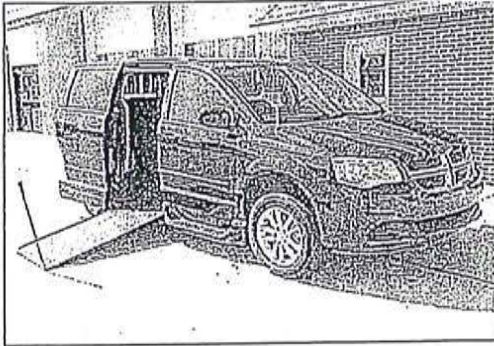
WHEREAS, amortized reimbursement through the Missouri Department of Mental Health, Division of Developmental Disabilities is available and has been authorized.

NOW, THEREFORE, BE IT RESOLVED that Terry Combs, Chief Executive Officer, is hereby authorized to purchase two Dodge Grand Caravan SXT accessible minivans from United Access for a combined amount not to exceed \$82,000.

2016 Dodge Grand Caravan SXT

United Access

877-501-8267



Body Style: Minivan
Model Code: VMI Northstar E
Engine: V6
Transmission: 23
Drive Type: New
Ext. Color: Brilliant Black Crystal Pearl Coat
Int. Color: Black/Light Graystone
Mileage: 9718
VIN #: 2C4RDGCG0GR204813
Stock #: VIN-GR204813

Selling Price: ~~\$44,734~~

40,734

The economically driven Northstar E-Series wheelchair van. The nearly effortless manual slide-out ramp contains no powerdrive components, affording absolute reliability and assurance. This handicap van offers an abundance of interior and cargo space provides more comfort and convenience. Distinct exterior styling presents an appearance every bit as notable as the fully automatic Northstar accessible van. Finally, freedom feels as good as it looks. For more information contact a mobility specialist today!

If you are looking at our AS-IS inventory, please note that although United Access has taken steps to ensure AS-IS vehicles are both safe and mechanically sound, the buyer should approach their purchase with due diligence. The buyer should understand that all AS-IS vehicle sales are final. All responsibility for the vehicles condition and functionality are the sole responsibility of the buyer alone.

Standard Equipment

• MECHANICAL

- 3.16 Axle Ratio
- Touring Suspension
- GVWR: 6,050 lbs
- 50 State Emissions
- Transmission w/Driver Selectable Mode, AUTOSTICK Sequential Shift Control and Oil Cooler
- Front-Wheel Drive
- Engine Oil Cooler
- 730CCA Maintenance-Free Battery w/Run Down Protection
- 160 Amp Alternator
- Towing w/Trailer Sway Control
- Gas-Pressurized Shock Absorbers
- Front Anti-Roll Bar
- Hydraulic Power-Assist Steering
- 20 Gal. Fuel Tank
- Single Stainless Steel Exhaust
- Strut Front Suspension w/Coil Springs
- Torsion Beam Rear Suspension w/Coil Springs
- 4-Wheel Disc Brakes w/4-Wheel ABS, Front Vented Discs, Brake Assist and Hill Hold Control

• EXTERIOR

- Wheels: 17" x 6.5" Aluminum
- Tires: P225/65R17 BSW AS
- Spare Tire Mobility Kit
- Clearcoat Paint
- Body-Colored Front Bumper
- Body-Colored Rear Step Bumper
- Black Side Windows Trim and Black Front Windshield Trim
- Body-Colored Bodyside Moldings and Chrome Bodyside Insert
- Body-Colored Door Handles
- Body-Colored Power Heated Side Mirrors w/Manual Folding
- Fixed Rear Window w/Fixed Interval Wiper, Heated Wiper Park and Defroster

2016 Dodge Grand Caravan SXT

United Access

877-501-8267



Body Style: Minivan
Model Code: VMI Northstar E
Engine: V6
Transmission: 18
Drive Type: New
Ext. Color: Billet Silver Metallic Clear Coat
Int. Color: Black/Light Graystone
Mileage: 12400
VIN #: 2C4RDGCG0GR204780
Stock #: VIN-GR204780

Selling Price: ~~\$44,454~~

40,454

The economically driven Northstar E-Series wheelchair van. The nearly effortless manual slide-out ramp contains no powerdrive components, affording absolute reliability and assurance. This handicap van offers an abundance of interior and cargo space provides more comfort and convenience. Distinct exterior styling presents an appearance every bit as notable as the fully automatic Northstar accessible van. Finally, freedom feels as good as it looks. For more information contact a mobility specialist today!

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Standard Equipment

• MECHANICAL

- 3.16 Axle Ratio
- Touring Suspension
- GVWR: 6,050 lbs
- 50 State Emissions
- Transmission w/Driver Selectable Mode, AUTOSTICK Sequential Shift Control and Oil Cooler
- Front-Wheel Drive
- Engine Oil Cooler
- 730CCA Maintenance-Free Battery w/Run Down Protection
- 160 Amp Alternator
- Towing w/Trailer Sway Control
- Gas-Pressurized Shock Absorbers
- Front Anti-Roll Bar
- Hydraulic Power-Assist Steering
- 20 Gal. Fuel Tank
- Single Stainless Steel Exhaust
- Strut Front Suspension w/Coil Springs
- Torsion Beam Rear Suspension w/Coil Springs
- 4-Wheel Disc Brakes w/4-Wheel ABS, Front Vented Discs, Brake Assist and Hill Hold Control

• EXTERIOR

- Wheels: 17" x 6.5" Aluminum
- Tires: P225/65R17 BSW AS
- Spare Tire Mobility Kit
- Clearcoat Paint
- Body-Colored Front Bumper
- Body-Colored Rear Step Bumper
- Black Side Windows Trim and Black Front Windshield Trim
- Body-Colored Bodyside Moldings and Chrome Bodyside Insert
- Body-Colored Door Handles
- Body-Colored Power Heated Side Mirrors w/Manual Folding
- Fixed Rear Window w/Fixed Interval Wiper, Heated Wiper Park and Defroster
- Variable Intermittent Wipers

Resolution 3

FY 2016-2017 Financial Audit

The following resolution was moved by _____, seconded by _____, and approved by a unanimous vote of _____.

BE IT RESOLVED that the Chief Executive Officer, Terry Combs is authorized to engage in a contract with Kollar, Abernethy and Company, on behalf of Chariton Valley, to perform the Fiscal Year 2016-2017 financial audit for a fee not to exceed \$6,940.

Kollar, Abernethy & Company, LLC

CERTIFIED PUBLIC ACCOUNTANTS

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MEMBERS OF THE AMERICAN INSTITUTE
OF CERTIFIED PUBLIC ACCOUNTANTS

June 7, 2017

To the Board of Directors
and Terry Combs, CEO
Chariton Valley Association
1905 South High Street
Kirksville, Missouri 63501

We are pleased to confirm our understanding of the services we are to provide for **Chariton Valley Association** for the year ended June 30, 2017.

We will audit the financial statements of **Chariton Valley Association**, which comprise the statement of financial position as of June 30, 2017, the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements. Also, the following information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditors' report will not provide an opinion or any assurance on that information. Our responsibility with respect to this other information included in documents containing the Organization's audited financial statements and our auditors' report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated.

- 1) Schedules of Revenues and Expenses (by Program), and
- 2) Schedule of Board of Directors.

Audit Objective

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of **Chariton Valley Association's** financial statements. Our report will be addressed to the Board of Directors of

Resolution 4

FY 2017-2018 Proposed Operating Budget

The following resolution was moved by _____, seconded by _____, and approved by a unanimous vote of _____.

BE IT RESOLVED that the Fiscal Year 2017-2018 annual operating budget, projecting Revenue of \$5,690,305, Personnel expenses totaling \$4,173,394, Non-Personnel expenses totaling \$1,373,711, and projected excess of revenues over expenses of \$143,200 be approved as the operating budget for the 2017-2018 fiscal year, and;

BE IT FURTHER RESOLVED that a copy of the approved budget shall be attached to the minutes for this meeting as an exhibit.

Proposed Annual Operating Budget Summary and Priorities Fiscal Year 2017-2018

Summary Information:

- Revenue=\$5,690,305 (includes \$44,000 net rate reduction from DMH)
- Personnel=\$4,173,394
- Non-Personnel=\$1,373,711
- Net Income=\$143,200 (2.5% margin)
- 40 Line Item Budgets

Major Priorities Funded in the Budget:

- Fully funds new positions added in FY 16-17
- Funds a \$.50/hour wage increase for all hourly workers effective 7-1-17(DSP starting wage of \$10/hour)
- Funds a 1% to 3% performance based pay increase for hourly employees beyond 2 years of service
- Fully funds 1 year of expenses related to a new administrative office (\$800,000 assumed loan, 10,000 square foot building)
- Accounts for depreciation, insurance and operating expense for two additional accessible minivans

Additional Items of Interest:

- Does not currently project revenue growth
- Does not currently fund additional positions

Proposed Annual Operating Budget
 Fiscal Year 2017-2018
 Chariton Valley Association

Center	Projected Actual FY 2016-2017	Adjustments	Proposed Budget FY 2017-2018	Notes:
Operating Revenue				
Program	\$5,183,948	\$479,520	\$5,663,468	Program Growth net of Rate Reduction
Donations/Other	\$1,398	\$1,274	\$2,672	
Grant Revenue	\$0	\$0	\$0	
Interest	\$5,342	\$0	\$5,342	
General Relief Funds	\$18,823	\$0	\$18,823	
Total Revenue	\$5,209,511	\$480,794	\$5,690,305	
Personnel Expenses				
Wages & Taxes	\$3,058,508	\$518,424	\$3,576,932	Program Growth; Wage Increases; Added Positions
Benefit Insurance	\$527,102	(\$26,866)	\$500,236	no claims runout in FY 17-18
Workers Comp	\$69,768	(\$12,415)	\$57,353	Premium reduction
Retirement Benefits	\$13,864	\$246	\$14,110	
Recruitment/Retention	\$18,677	\$6,086	\$24,763	
Total Personnel	\$3,687,919	\$485,475	\$4,173,394	
on Personnel Expenses				
Host Home Stipend	\$625,012	\$199,848	\$824,860	Host Home Growth
Communications	\$38,554	\$2,635	\$41,189	Growth
Repairs/Maintenance	\$37,756	\$4,296	\$42,052	
Building	\$27,208	\$58,370	\$85,578	New Office Building
Utilities	\$26,363	\$17,025	\$43,388	New Office Building
Food and Food Service	\$26,657	\$380	\$27,037	Growth
Materials/Supplies	\$59,154	\$4,595	\$63,749	Software/License upgrades
Professional Fees	\$41,043	\$3,973	\$45,016	Growth/Development
Staff Training	\$23,702	\$1,158	\$24,860	
Staff Mileage	\$45,559	\$773	\$46,332	
Staff Travel	\$5,712	\$476	\$6,188	
Liability Insurance	\$21,034	\$305	\$21,339	
Equipment Purchases	\$12,705	\$842	\$13,547	
Equipment Depreciation	\$20,584	(\$3,016)	\$17,568	Adjusted to Schedule
Auto	\$46,618	\$15,424	\$62,042	Two additional accessible vehicles
Public Relations	\$4,199	\$4,767	\$8,966	
Total Other Expenses	\$1,061,860	\$311,851	\$1,373,711	
Excess Revenue Over Exp.	\$459,732	(\$316,532)	\$143,200	

Resolution 5

Policy Amendments

The following resolution was moved by _____, seconded by _____, and approved by a unanimous vote of _____.

BE IT RESOLVED that amendments to the following policies are hereby approved as presented at this meeting:

- Administration of Funds
- Reimbursable Expenses
- Purchasing-Supplies and Equipment
- Financial Reporting
- Board of Directors Delegation of Authority to the Chief Executive Officer
- Description of Responsibilities, Board of Directors

BE IT FURTHER RESOLVED that a copy of the approved policies shall be attached to the minutes for this meeting as an exhibit.

Chariton Valley Association, Inc.	Date Approved: 4/1/2016 Pending
Document Title: Administration of Funds	Date of Previous Issue: 11/1/2004 1/1/16

ADMINISTRATION OF FUNDS

To safeguard the assets of the organization, accounting practices generally accepted by the independent auditing agency of the corporation will be strictly abided by:

All payments are to be made by check or ACH transaction except for small petty cash items. Before payment of purchases and expenses, all invoices, purchase orders and receipts are properly reviewed and approved by the accounting staff of the organization once they have verified that the appropriate staff member and supervisor have signed the documents, and have reasonably determined that the expenditures were made in accordance with CVA policy and procedure. At least two members of the accounting staff shall review and verify that the necessary documentation is present and compliant prior to payment.

Two signatures are required on all checks. If the amount of the check exceeds \$210,000, one of the signatures must be from an officer of the Board of Directors. All checks are to be pre-numbered and all unused checks to be secured in a safe location. Spoiled and voided checks shall be mutilated to prevent wrongful use and kept on file for subsequent inspection by external auditors.

All invoices shall be canceled after payment with notation of check number and date of payment to prevent accidental duplicate payments.

On a monthly basis, a bank reconciliation is prepared for each checking account. A business office staff member, other than the person responsible for writing checks, shall complete the reconciliation. The reconciliation shall balance the monthly statement to the general ledger of the organization. Any identified discrepancies are reconciled or brought shall be reported to the attention of the Chief Executive Officer as soon as possible. The Chief Executive Officer shall advise the Board of Directors as soon as possible if the reconciliation indicates any significant or recurring deviation from policy or procedure.

The payroll cash account shall be maintained on a minimal balance basis. Deposits to the payroll cash account should equal the net payroll amount for each payroll run and must be transferred into that account before distributing payroll checks or completing ACH transactions.

All financial monitoring efforts shall be in strict compliance with the requirements as set forth in the master contract with the Missouri Department of Mental Health.

Chariton Valley Association, Inc.	Date Approved: 11/1/2004 Pending
Document Title: Reimbursable Expenses	Date of Previous Issue: 11/1/2004

REIMBURSABLE EXPENSES

All travel in connection with CVA programs must have prior approval. A mileage log must be turned in to the business office every two weeks. Mileage will be reimbursed at a per mile rate established by the Board of Directors. Expenses for meals and hotel accommodations will be reimbursed, provided that receipts are turned in with the request for reimbursement. Chariton Valley will reimburse the employee for out of town meals and incidental expenses..-up to \$51 per day~~10 per meal, up to two meals per day.~~. Individual meal costs generally should not exceed \$20 per meal. In some instances, travel expenses in higher cost areas may require greater reimbursement. In such cases, the per diem rates established by the US General Services Administration will be followed. Employees will only be reimbursed for local meals if they are a necessity related to training or other professional services. Reimbursement forms are available at the administration office and must be signed by the person requesting reimbursement and their supervisor, certifying the expense was incurred in accordance with CVA policy and procedure.

Chariton Valley Association, Inc.	Date Approved: 3/8/2013 Pending
Document Title: Purchasing-Supplies and Equipment	Date of Previous Issue: 5/13/2011 3/8/2013

PURCHASING-SUPPLIES AND EQUIPMENT

Budgeted supplies shall be ordered, purchased, or coordinated by a designated person at the Administrative Office as appointed by the Chief Executive Officer or Board of Directors. An annual budget amount shall be established and adhered to. Supplies and equipment purchases beyond the budgeted amount must be approved in advance by the Chief Executive Officer or the Board of Directors.

The Chief Executive Officer is authorized to approve all ~~non-capital~~ equipment and supplies purchases ~~up to~~ not exceeding \$510,000. Any purchase amount in excess of \$510,000 must be approved by the Board of Directors.

Regular price comparisons for all routine supplies purchased by the organization shall be completed to ensure the best value and the most appropriate vendor. Non-routine purchases must be approved in advance by the Chief Executive Officer and cost comparisons with a minimum of two vendors shall be completed and submitted for review.

All packing slips, receiving tickets, copies of tickets, receipts, etc., must be returned to the business office and filed with the purchase record.

Chariton Valley Association, Inc.	Date Approved: Pending
Document Title: Financial Reporting	Date of Previous Issue: 11/1/2004

FINANCIAL REPORTING

The monthly year-to-date operating statement compared to budget report, Balance Sheet, disbursements listing, and cash balance Statement of Cash Flows reports, and expense report for employee health insurance expenditures shall be prepared and distributed to the Board of Directors monthly. The operating check register report will be submitted to the Audit Committee of the Board for review on a monthly basis.

Quarterly, a balance sheet summary operating statement by program type shall be prepared and analyzed by administrative staff, as well as distributed to Board Members. Appropriate measures should be taken to explain and adjust for budgetary overages/shortages.

The annual operating statement shall be distributed to the Board Members by August 31st of each year. The audit and subsequent audit report shall be conducted and presented to the Board and other relevant parties by December 31st of each year.

Board of Directors Delegation of Authority to the Chief Executive Officer
Chariton Valley Association, Inc.

Pursuant to Article II, Section 1, of the Chariton Valley Association By-Laws, the Board of Directors shall grant authority to the Chief Executive Officer of the Corporation for the purpose of managing the day to day operations of the organization and a detailed delegation of authority shall be developed and approved by the Board then reviewed and revised as necessary at least once each year.

The Chariton Valley Association Board of Directors hereby delegates the following authority to the Chief Executive Officer of the Corporation.

1. Conduct the daily operations of the corporation.
2. Approve the hire within a specified budget and approve the termination of employment of all personnel, except for the ~~Director of Administration,~~ Accounting Manager, HR Manager, Director of Nursing, and Program Director positions. Provided, however, that the Chief Executive Officer shall promptly notify the Board of any hiring or change in status of other salaried employees.
3. Develop and approve advertisements and media presentations including press releases and public interviews.
4. Develop and maintain employee benefit programs which cost less than \$510,000 per year for each program.
5. Approve employee training and evaluation programs, and ensure those functions are completed.
6. Approve progressive disciplinary or termination processes for employees, except as noted above for the four positions.
7. Professionally represent the organization with the local media.
8. Provide day to day fiscal control or oversight over all financial matters except those requiring board approval.
9. Work with the accounting firm selected by the Board to complete an annual audit.
10. Develop and maintain fiscal controls over all assets, fixed and consumable, to include purchases and inventories.
11. Ensure maintenance and upkeep of facilities and equipment.
12. Ensure a good and safe working environment for, and fair and equitable treatment of, all employees.

Board of Directors Delegation of Authority to the Chief Executive Officer
Chariton Valley Association, Inc.

13. Develop and maintain procedures necessary to implement company policies.
14. Execute and manage on-going contracts with the Missouri Department of Mental Health.
15. Approve the purchase or repair of equipment, auto or facility whereby the cost does not exceed \$510,000 for any item.
16. Approve the sale, lease, mortgage, donation, or other transfer of interest in any property owned by the corporation wherein the value/cost/expenditure does not exceed \$510,000 for any item.
17. Approve the selection of consultants, or other professional service providers for which the expense is \$510,000 or less for any consultant or provider.

Description of Responsibilities
Board of Directors
Chariton Valley Association

Pursuant to company by-laws, for its management of the corporation, the following duties and responsibilities will be reserved for Board action or decision:

1. Employ an effective and capable Chief Executive Officer, establish the terms and conditions of such employment, and support and train them as the key person directly responsible for the operation and administration of the corporation.
2. Approve or disapprove the Chief Executive Officer's recommendations for hiring, promoting or discharging of personnel in the ~~Director of Administration~~ Accounting Manager, HR Manager, Director of Nursing and Program Director positions.
3. Approve wages and salaries.
4. Approve employee benefits.
4. Approve organizational charts.
5. Approve job descriptions for the Chief Executive Officer, ~~Director of Administration~~ Accounting Manager, HR Manager, Director of Nursing and Program Director positions.
5. Approve company policies.
6. Approve the purchase or repair of any equipment or facility wherein the cost exceeds \$510,000.
7. Approve the sale, lease, mortgage, donation, or other transfer of interest in any property owned by the corporation wherein the value/cost/expenditure exceeds \$510,000.
8. Approve the purchase or removal of insurance policies and their coverage.
9. Approve operating budgets and any amendments of such budgets.
10. Approve depositories for corporate funds and the contractual arrangements with such depositories.
11. Approve guidelines and investments of surplus funds.
12. Knowledge and awareness of contracts which involve revenues or expenditures in excess of \$510,000 and contracts with the Department of Mental Health or other parties for the operation of company programs.

13. Approve borrowing of funds or the creation of suretyships or other contingent liabilities.

14. Approve the selection of auditing firms, consultants, or other professional service providers for which the expense will be more than \$510,000.

15. Approve the types of programs offered by the corporation.

16. Approve major public relations or fund raising campaigns.

The Board of Directors may authorize by resolution one or more of its members, one or more of its committees, or the Chief Executive Officer, to act on its behalf in regard to the above listed matters, either for a specific instance or on a continuing basis.

Resolution 6

Approval of Bid Process for #57 Grim Drive Roof Replacement

The following resolution was moved by _____, seconded by _____, and approved by a unanimous vote of _____.

BE IT RESOLVED that Terry Combs, Chief Executive Officer is hereby authorized to publish an advertisement for contractor bids for a roof replacement at the #57 Grim Drive property.

Advertisement

NOTICE TO CONTRACTORS:

The Chariton Valley Association is seeking bids for Shingle Roof Replacement at #57 Grim Drive in Kirksville. Bids will be received through _____. Required proposal information may be obtained by calling 660-341-1941. Chariton Valley reserves the right to reject any or all proposals and to waive any technicalities therein.

**#57 Grim Drive Roof Replacement Bid Requirements:
Chariton Valley Association, Inc.**

Contractor Requirements:

- Current Contractor license for the City of Kirksville;
- Comprehensive Liability insurance not less than \$100,000;
- Property Damage Liability Insurance not less than \$100,000;
- Worker's Compensation Insurance for all employees at site.

Work To Be Completed:

- Stripping and removal of existing shingles, roofing felt, and damaged wood sheathing;
- Replacement of any damaged wood sheathing (per sheet price for wood and installation);
- Installation of new roof felt, shingles, metal flashing and ridge vent;
- Clean-up and removal of all debris from stripping and replacing roof.

Bid Requirements:

- Itemized bid to include Full cost of materials and labor to complete job;
- Report of any associated warranties and/or life expectancies of shingles;
- Estimated length of time for completion of said work;
- Estimated start date;
- Names and phone numbers for two recent customers of the contractor who had similar work completed.

Payment Terms:

Full payment will be issued within 10 days of satisfactory completion of said work. Please note that Chariton Valley is a 501(c)(3) Non-Profit Corporation and is exempt from sales tax.

Written bid shall be submitted along with proof of the aforementioned required insurance coverages through _____ to:

Chariton Valley Association
1905 South High
Kirksville, MO 63501

All contractors have the option of submitting and explaining their bid in person if they wish.

Insurance Coverage Summary
Chariton Valley Association
2017-2018

Note: Philadelphia Non-Profit Package-Producer
Whitney Harrison Insurance-Broker/Agent

Annual Premium	Coverage Type	Insurance Company	Deductible	Limits	Coverage Description
\$7,262	Property	Philadelphia Indemnity		\$2,141,729	Coverage for damage to business property and contents at following locations:
	Buildings, Personal Property, Business Income, Boiler & Machinery	2% Inflation Guard	\$1,000		1708 E. LaHarpe
			\$1,000	\$794,327 (bldg. amt.)	#34 Grim Drive
			\$1,000	\$155,676 (bldg. amt.)	#57 Grim Drive
				\$141,780 (bldg. amt.)	1905 South High
				\$546,720 (bldg. amt.)	
\$866	Commercial Crime				
	Employee Theft	Philadelphia Indemnity	\$1,000	\$100,000 per occurrence	Provides coverage for protection of theft by employees
	Forgery		\$1,000	\$25,000 per occurrence	as well as Directors of the Board.
	Robbery		\$1,000	\$10,000 per occurrence	
\$4,606	General Liability				
	Personal Injury	Philadelphia Indemnity		\$3,000,000 aggregate (\$1,000,000 per occurrence)	Provides liability coverage for general occurrences as well as bodily injury and property by employees, directors, consumers, and volunteers.
	Cyber Liability		\$1,000 to \$10,000	\$1,000 to \$100,000	Coverage for Responding to Data Breach. Coverage ranges from, fines & penalties to liability, recovery costs, notification and identity theft protection following attack
\$7,353	Professional Liability				
	Wrongful Acts	Philadelphia Indemnity		\$3,000,000 aggregate (\$1,000,000 each act)	Provides for coverage for unintentional wrongful acts committed by employees while acting within the scope of their professional position.
	Legal Costs				
	Errors & Omissions(nurses) Abuse & Molestation			\$1,000,000 incid./aggregate	
\$100	Inland Marine		\$1,000	\$54,500	Coverage for loss of Computer Income, Hardware and Software-Important contents
\$10,025	Auto	Philadelphia Indemnity	\$1,000	\$1,000,000	Full auto coverage including liability, collision, medical, uninsured, underinsured, & non-owned autos.
\$3,047	Umbrella	Philadelphia Indemnity	\$10,000	\$1,000,000 incid./aggregate	Umbrella coverage above and beyond above listed insurance coverages.
\$5,293	Directors & Officers/ Employment Practices Liability	Cincinnati Insurance	\$2,500	\$3,000,000	Coverage for Directors and Officers for wrongful termination, sexual harassment, discrimination, retaliation, wrongful discipline, and pension & health administration liability
	Fiduciary Liability		\$5,000	\$3,000,000	
			\$1,000	\$1,000,000	
\$38,552	Total All				

Executive Session

Hourly Employee Wage Increase

The following resolution was moved by _____, seconded by _____, and approved by a unanimous vote of _____.

BE IT RESOLVED that the Chief Executive Officer, Terry Combs is hereby authorized to increase the wage for all hourly employees by \$.50/hour at a projected annual cost of \$133,265; and

BE IT FURTHER RESOLVED that the effective date shall be July 1, 2017, pending approval of the Fiscal Year 2017-2018 State of Missouri budget by Governor Eric Greitens by the end of June 2017; and

BE IT FURTHER RESOLVED that the wage rates schedule shall be amended to reflect the approved increases.

Hourly Employee Current Wages and Comparable Regional Wage Data
Chariton Valley Association, Inc.

Position	Entry	Actual			Source	FTE	Annual Cost To Get to Average
		Average	Experienced	July 2017			
Accounting Assistant	\$12.00	\$13.80	\$13.80	CVA	1.04	\$3,683	
	\$10.88	\$15.32	\$17.54	*Regional Data			
	\$12.50	\$14.30	\$14.30	Proposed Accounting Assistant		\$1,211	
Secretary & Admin. Assist. To CEO	\$10.35	\$10.41	\$10.90	CVA	3.00	\$19,569	
	\$9.33	\$13.21	\$15.15	*Regional Data			
	\$10.85	\$10.91	\$11.40	Proposed Secretary		\$3,494	
HR Assistant	\$14.50	\$15.50	\$15.50		1.02	\$8,245	
	\$14.49	\$18.97	\$20.68	*Regional Data			
	\$15.00	\$16.00	\$16.00	Proposed HR Assistant		\$1,188	
Community RN	\$20.50	\$21.50	\$22.50	CVA	1.15	\$8,787	
	\$18.81	\$24.78	\$27.76	*Regional Data			
	\$21.00	\$22.00	\$23.00	Proposed Community RN		\$1,340	
Licensed Practical Nurse Supervisor	\$16.45	\$19.00	\$19.00	CVA	1.32	-----	
	\$13.23	\$16.68	\$18.41	*Regional Data(LPN)			
	\$16.95	\$19.50	\$19.50	Proposed LPN Supervisor		\$1,538	
Licensed Practical Nurse	\$14.50	\$16.65	\$16.95	CVA	6.70	\$468	
	\$13.23	\$16.68	\$18.41	*Regional Data			
	\$15.00	\$17.15	\$17.45	Proposed LPN		\$7,804	
Community Specialist	\$14.10	\$14.35	\$14.80	CVA	1.05	\$1,541	
	\$12.68	\$14.98	\$16.14	*Regional Data			
	\$14.60	\$14.85	\$15.30	Proposed Community Specialist		\$1,223	
Lead Support Professionals	\$11.65	\$12.22	\$13.24	CVA	14.66	\$51,228	
	\$8.49	\$13.72	\$16.34	*Regional Data			
	\$12.15	\$12.72	\$13.74	Proposed LSP		\$17,076	
Assistant Lead Support Prof.	\$10.50	\$11.72	\$12.24	CVA	2.86	-----	
	\$8.29	\$10.84	\$12.12	*Regional Data			
	\$11.00	\$12.22	\$12.74	Proposed ALSP		\$3,331	
Facilities & Equipment Manager	\$14.00	\$14.65	\$14.65	CVA	1.04	\$3,028	
	\$10.34	\$15.90	\$18.68	*Regional Data			
	\$14.50	\$15.15	\$15.15	Proposed F&E Manager		\$1,211	
Employment Support Specialist	\$10.00	\$11.15	\$11.15	CVA	0.33	\$5,174	
	\$10.86	\$17.88	\$21.40	*Regional Data(broad category)			
	\$10.50	\$11.65	\$11.65	Proposed ESS		\$384	
Direct Support Professionals	\$9.50	\$10.30	\$11.75	CVA	78.99	\$69,926	
	\$8.46	\$10.68	\$11.79	*Regional Data			
	\$10.00	\$10.80	\$12.25	Proposed DSP		\$92,008	
Cook	\$9.50	\$11.00	\$11.20	CVA	1.00	-----	
	\$8.42	\$10.24	\$11.16	*Regional Data			
	\$10.00	\$11.50	\$11.70	Proposed Cook		\$1,165	
Custodian	\$8.65	\$8.86	\$9.20	CVA	0.25	\$402	
	\$8.42	\$9.55	\$10.11	*Regional Data			
	\$9.15	\$9.36	\$9.70	Proposed Custodian		\$291	
Cost to Meet Regional Data Average					114.41	\$171,649	
Cost of Proposed Hourly Wage Increases					114.41	\$133,265	

\$0.50/hour Increase For all Hrly

Note: Regional Data Collected and Compiled by the Missouri Economic Research and Information Center for the Northeast Region of Missouri in 2015. Data for Each Position is Across all Industries.

Executive Session

Hourly Employee Wage Increase-IT

The following resolution was moved by _____, seconded by _____, and approved by a unanimous vote of _____.

BE IT RESOLVED that the Chief Executive Officer, Terry Combs is hereby authorized to increase the hourly wage for Curtis Mason, HR Assistant by \$3.00 per hour in recognition of his current and on-going support of the Chariton Valley Association website, social media and other IT support functions.

Executive Session

Exempt Employee Salary Ranges

The following resolution was moved by _____, seconded by _____, and approved by a unanimous vote of _____.

BE IT RESOLVED that the salary ranges for the Accounting Manager, HR Manager, Program Director, RN, Director of Nursing, Program Manager, and Professional Manager positions, as presented on the Proposed Salary Ranges By Position document, are hereby approved for Fiscal Year 2017-2018; and

BE IT FURTHER RESOLVED that a copy of the Proposed Salary Ranges By Position document be attached to the minutes for this meeting as an exhibit.

Proposed Salary Ranges By Position
Fiscal Year 2017-2018
Chariton Valley Association, Inc.

Accounting Manager

Proposed Salary Range=\$45,000 to \$55,000
Current Average=\$49,000

***Regional Data Salary Range**

Entry	Average	Experienced
\$30,421	\$54,591	\$66,677

HR Manager

Proposed Salary Range=\$48,000 to \$56,000
Current Average=\$51,500

***Regional Data Salary Range**

Entry	Average	Experienced
\$30,141	\$47,907	\$56,790

Program Director

Proposed Salary Range=\$55,000 to \$65,000
Current Average=\$61,000

***Regional Data Salary Range**

Entry	Average	Experienced
No Comparable Data Available		

RN, Director of Nursing

Proposed Salary Range=\$50,000 to \$60,000
Current Average=\$57,200

***Regional Data Salary Range**

Entry	Average	Experienced
\$39,125	\$51,535	\$57,739

Program Manager

Proposed Salary Range= \$38,000 to 43,000
Current Average=\$41,000

***Regional Data Salary Range**

Entry	Average	Experienced
\$38,639	\$49,072	\$54,289

Professional Manager

Proposed Salary Range=\$32,000 to \$40,000
Current Average=\$35,167

***Regional Data Salary Range**

Entry	Average	Experienced
\$26,381	\$31,169	\$33,562

* Regional Data Collected and Compiled by the Missouri Economic Research and Information Center for the Northeast Region of Missouri in 2015. Data for Each Position is Across all Industries.