

Developmental Disability Services of Jackson County ~ eitas  
**Finance Committee Meeting**  
 January 24, 2011

<b>Topic/Issue</b>	<b>Minutes</b>	<b>Summary of Action Taken or Pending</b>
<p><b>Attendance</b></p> <p><b>Call to Order</b></p> <p><b>Review of Unaudited Financial Statements for November 2011</b></p>	<p>Anita Parran, Mark McCaskill, and Tammy Kemp, Board Members. Earlene Clayton, Jake Jacobs and Kathleen Ganaden Staff. No guests present.</p> <p>Anita Parran, Board Treasurer called the meeting to order at 5:30PM at the Administrative offices of Developmental Disability Services of Jackson County located at 8511 Hillcrest, Kansas City, Missouri.</p> <p>Earlene Clayton, eitas Fiscal Manager opened her report on the November 2011 unaudited financial statements by sharing the following:</p> <p><u>Balance Sheet</u></p> <ul style="list-style-type: none"> <li>• The Operating Cash Balance at the end of November was \$4.8M</li> <li>• The Sweep Rate at the end of November was .0368% for \$118 in interest. A year ago the rate was .092% and \$382 interest</li> <li>• Total Investments at the end of November were \$2M</li> <li>• 2011 estimated tax revenue booked at the end of November is \$6.2M. We estimate our 2011 total tax revenue to be \$6.8M. We have collected \$293,967 more in 2010 taxes than was estimated.</li> <li>• Accounts Receivable at the end of November was \$1.3M</li> <li>• Total Assets at the end of November were about \$31.2M</li> <li>• Accounts Payable to vendors and agencies at the end of November were \$389,178</li> <li>• Accrued expenses at the end of November were \$1,115,284. Most accrued expenses is for MW Match for services, TCM and the Hope Waiver</li> </ul>	<p><b>Information</b></p>



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<p><b>New Business - Process for Accessing the Special Contingency Fund Continued</b></p>	<ul style="list-style-type: none"> <li>• providers for special circumstances. These special circumstances are restricted to:                             <ol style="list-style-type: none"> <li>1. funds needed to match grants;</li> <li>2. funds to take advantage of a unique opportunity to expand services that cannot wait until the next budget cycle;</li> <li>3. or funds for emergency situations beyond the control of the provider</li> </ol> </li> </ul> <p>Special funds may not be used:</p> <ol style="list-style-type: none"> <li>1. to purchase property for a provider;</li> <li>2. to make up for budget shortfalls;</li> <li>3. or supplant provider funding from other sources</li> </ol> <p>The amount of special funds available will be determined each year during the Board's regular budget process and may change from year to year based upon the available resources of eitas.</p> <p>The procedure to access these funds is as follows:</p> <ul style="list-style-type: none"> <li>• The provider requesting special funds must be a provider in good standing with eitas and the provider's licensing and/or regulatory agency</li> <li>• The provider must make a written request for special funding to the eitas Executive Director. The Executive Director will distribute the request to eitas Board members for review and place the request on the agenda at the next Board meeting</li> <li>• The provider must attend the Board meeting and formally present the request and answer any questions Board members and/or the Executive Director may have.</li> </ul>	<p style="text-align: center;">Information</p>

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<p><b>New Business -                      Process for                      Accessing the                      Special Contingency                      Fund Continued</b></p> <p><b>Old Business</b></p> <p><b>Adjournment</b></p>	<ul style="list-style-type: none"> <li>• Requests for grant matches must be accompanied by a copy of the grant application and a thorough explanation of the need for the grant. All grants matched must meet the statutory criteria for the use of SB40 funds. <i>Match funds will only be distributed if provider's grant application is approved.</i></li> <li>• Requests for funding for new programs or services must be accompanied by a complete business plan detailing how the funds will be utilized, how many new people will be served, types of services, and how the program will sustain itself ongoing. All special funds requested must meet the statutory criteria for the use of SB40 funds.</li> <li>• In all cases, the Board members, during a regular session of the Board, will review each request, determine if it meets all criteria for the use of special funds, and approve or deny the request by a majority vote.</li> <li>• Upon approval, a contract will be developed between eitas and the provider to ensure accountability of the special funds.</li> <li>• A provider may only request and receive special funds once during a budget year.</li> </ul> <p>Finance Committee members approved of the above stated process and asked Mr. Jacobs to present the paper before the entire board for a final decision.</p> <p>None.</p> <p>There being no further business the meeting was adjourned at 6:49PM.                      Respectfully submitted, Staff</p>	<p style="text-align: center;">Information</p>

