

Developmental Disability Services of Jackson County - eitas  
**Board of Directors Meeting**  
 April 28, 2015

Topic/Issue	Minutes	Summary of Action Taken or Pending
<p><b>Attendance</b></p> <p><b>Call to Order</b></p> <p><b>Secretary's Report</b></p> <p><b>Treasurer's Report</b></p> <p><b>Renewal of Commercial Mortgage</b></p>	<p>Anita Parran, Betty Sharp, Barbara Winkler, Paula Smith, John Humphrey, Mark McCaskill and Tammy Kemp Board Members. A quorum of board members was present.</p> <p>Kathy Marlatt, Nancy Nicolaus, Amanda George, Jake Jacobs and Kathleen Ganaden, Staff. Guests: Dee Ann Stock, Don Harkins, Etta Mitchell, Willa Robinson, Kelly Logan, Connie Fahey, Dick Jarman, Iris Abramof and Marla Nelson.</p> <p>Tammy Kemp, Board Chair called the meeting to order at 6:00PM at the eitas Administration offices located at 8511 Hillcrest Road, Kansas City, Missouri.</p> <p>Mark McCaskill, Board Secretary inquired if there were any questions to the March 24<sup>th</sup>, 2015 board meeting minutes that had been previously sent to members for review. There were no questions or changes suggested. <b>Motion:</b> Mark McCaskill, Board Member moved to accept the March 24, 2015 board meeting minutes as presented. Paula Smith seconded the motion. <b>Motion Carried.</b></p> <p>Mark McCaskill, Board Treasurer shared that the Finance Committee had met earlier in the evening and received a presentation from Jess Adams, UMB representative regarding the renewal of the existing commercial mortgage. It was noted that as the date of this meeting the bank is in the process of evaluating the renewal, and as such, the terms presented do not constitute a promise to lend money. Mr. Adams then presented to members the best estimate of what the renewal terms are likely to be.</p> <p>Members asked questions and shared that they were acceptable of the proposed renewal terms.</p>	<p style="text-align: center;">Information</p> <p style="text-align: center;"><b>Motion:</b>                      Mark McCaskill, Board Member moved to accept the March 24, 2015 board meeting minutes as presented. Paula Smith seconded the motion.  <b>Motion Carried.</b></p>



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<b>Presentation          KC Rehabilitation          Institute</b>	<p>In closing, Ms. Stock shared that Southeast took third place in a Source America design challenge. The award consisted of \$1,000 and a trip to Washington, D.C.</p> <p>Don Harkins, President/CEO of the Rehabilitation Institute of KC (RIKC) came before members to further discuss the proposed consolidation of the workshop operations at Rehabilitation Institute and request permission to proceed.</p> <p>In a summary it was noted that right now RIKC allocates 19,775 sq. ft. of space to workshop operations across two facilities. That is inclusive of all actual "operations" (sorting, bagging, cleaning, inspecting, fulfillment, etc.,) all warehousing and the RIKC book recycling/reselling program.</p> <p>RIKC proposes to take most of the warehousing operations and the book recycling/reselling operations offsite.</p> <p>A total of 7,791 sq. ft. of space would be needed to accommodate all client-worker operations from facilities, as well as needed equipment, supplies and materials. Total square footage available at 1020 East 12<sup>th</sup> will be 11,429 sq. ft. So only 70% of the space as currently configured would be used.</p> <p>Additionally, instead of having staff spread across two facilities, the staff would be concentrated in one facility.</p> <p>Some of the perceived benefits from this transition would be:</p> <ul style="list-style-type: none"> <li>• Improved space with new lighting, fresh paint and additional restrooms</li> </ul>	

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<p><b>Presentation KC Rehabilitation Institute</b></p>	<ul style="list-style-type: none"> <li>• Security will be improved with additional exterior lighting, intercoms and door chimes</li> <li>• Support of client-workers will improve with supervisors in one facility versus being split across two facilities</li> <li>• Using offsite warehousing will allow Rehabilitation Institute to grow the BooksKC operation as well as explore taking jobs that are now not feasible because of the lack of adequate dock space</li> </ul> <p>Following the presentation, members were pleased with RIKC's efforts and proposals regarding the transition of employees and the renovation plans for the 1020 East 12<sup>th</sup> Street location.</p> <p>Members decided to rescind the motion made on December 2<sup>nd</sup>, 2014 stating that they would not allow the consolidation of workshop employees at RIKC and made a new motion. <b>Motion:</b> John Humphrey, Member moved to approve the proposed renovations for the 1020 East 12<sup>th</sup> Street for the consolidation of RIKC workshop employees. Barbara Winkler, Member seconded the motion. <b>Motion Carried.</b></p>	<p style="text-align: center;"><b>Motion:</b></p> <p>John Humphrey, Member moved to approve the proposed renovations for the 1020 East 12<sup>th</sup> Street for the consolidation of RIKC workshop employees. Barbara Winkler, Member seconded the motion.  <b>Motion Carried.</b></p>
<p><b>Committee Reports Property</b></p>	<p>Tammy Kemp, Board Chair shared that Marvin Blake, Facilities Coordinator had come before the committee with an overview of eitas facilities.</p> <p>Other than a main roof drain line leak at Blue Valley Industries and roof leaks at Southeast Industries most eitas facilities had no major issues to report.</p>	
<p><b>Planning &amp; Services</b></p>	<p>Barbara Winkler, Planning &amp; Service Committee Chair opened her report by sharing that eitas Transportation Manager, Bob Rice is happy</p>	

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<b>Planning &amp; Services Continued</b>	<p>with the approval of grant money that will allow the purchase of some new buses.</p> <p>Mr. Rice and staff are preparing for an audit from MoDot the middle of May and adapting new ways to be in-line with CARF requirements.</p> <p>Agency Relations Supervisor, Nancy Nicolaus shared that they have been working on planning for the upcoming GT1 Conference to be held in Kansas City on September 9-11 at the Westin Crown Center. A website has been setup for all information and registrations at <a href="http://www.GT12015.com">www.GT12015.com</a>.</p> <p>Kathy Marlatt, Deputy Director shared that eitas is currently supporting 1,813 individuals with 97 on the wait list and 191 on the no Medicaid list. In March the SC department attained 95.3% of billable services.</p> <p>Mrs. Marlatt closed her report by sharing with board members news about her upcoming retirement effective June 30<sup>th</sup>.</p> <p>Amanda George, Training and Development Supervisor opened her report to the committee by sharing that notice was received that our grant submission was approved for one year at \$90,000. None.</p>	<p><b>Motion:</b> Mark McCaskill moved to accept the Strategic Plan as presented. Paula Smith seconded the motion. <b>Motion Passed.</b></p>
<b>Executive Directors Report</b>	<p>Jake Jacobs, Executive Director opened his report by inquiring if there were any questions to the report previously submitted. There were none.</p> <p>Mr. Jacobs shared that he was pleased that the Missouri Senate and House agreed the previous evening that there would be no lump sum</p>	

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<p><b>New Business</b></p> <p><b>Old Business</b></p> <p><b>Election of Board Officers</b></p>	<p>line items or 4% Medicaid cut in the 2016 state budget.</p> <p>Mr. Jacobs shared that he is pleased with the partnership the new DMH Director, Valerie Huhn is creating with eitas. This is something not experienced before and it is appreciated. Contract changes are being explained as to why they are being made.</p> <p>The Partnership for Hope Committee met in Jefferson City to review the latest data and trends in services. UMKC-IHD is in the process of videotaping a number of individuals and family members across the state to record what affect the Hope Waiver services have had on their lives.</p> <p>In closing, Mr. Jacobs shared that he agreed to serve on MACDDS' new strategic plan, Best Practices Committee that has been started with 8 other SB40 directors to review what is happening locally and across the nation in cutting edge services that could be brought into Missouri and Kansas City to improve services and supports.</p> <p>None.</p> <p>Members were in agreement on the proposed slate of Board officers.</p> <ul style="list-style-type: none"> <li>• John Humphrey for Board Chair</li> <li>• Mark McCaskill for Board Vice-Chair</li> <li>• Anita Parran for Board Treasurer</li> <li>• Tammy Kemp for Board Secretary</li> </ul> <p><b>Motion:</b> Betty Sharp, Member moved to accept the slate of officers as presented above. Paula Smith, Member seconded the motion. <b>Motion Carried.</b></p>	<p><b>Motion:</b> Betty Sharp, Member moved to accept the slate of officers as presented above. Paula Smith, Member seconded the motion. <b>Motion Carried.</b></p>

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<p><b>Public Comment</b></p> <p><b>Adjournment</b></p>	<p>Comments were received from Etta Mitchell, Kelly Logan and Tim Wholf.</p> <p>There being no further public business the meeting was adjourned at 7:09PM and the board went into Closed Session.</p> <p>Tammy Kemp, Board Chair moved that Developmental Disability Services of Jackson County Board of Directors go into closed session pursuant to the Missouri Revised Statutes 640, Subsection 610.021 to discuss a personnel matter. The Closed Session is expected to last approximately 20-30 minutes.</p> <p>Respectfully submitted,</p> <p>Tammy Kemp Board Secretary</p>	