# Board of Directors Meeting

May 22, 2012			
Topic/Issue	Minutes	Summary of Action	
		Taken or Pending	
		Information	
Attendance	Betty Sharp, Melissa Robinson, Tammy Kemp, Barbara Winkler, Paula Smith, and Mark McCaskill, Board Members. Candace Cunningham, John Humphrey and Anita Parran, Absent. Kathy Marlatt, Nancy Nicolaus, Earlene Clayton, Jake Jacobs and Kathleen Ganaden, Staff. Guests: Mark Simcosky, Jennifer Owens, Anne Maloney, Sharon King, Bradley R. Burger and Cathy Tepper. A quorum of board members was present.		
Call to Order	Tammy Kemp, Board Vice-President called the meeting to order at 6:14PM at the Administrative Offices of Developmental Disability Services of Jackson County located at 8511 Hillcrest Road, Kansas City, Missouri.	Motion: Barbara Winkler, Member moved to accept the April	
Secretary's Report	Paula Smith, Board Secretary inquired if anyone had any changes, additions or corrections to the April Board meeting minutes. There were not any changes or additions and the following motion was made. Motion: Barbara Winkler, Member moved to accept the April 26, 2012 minutes as presented. Melissa Robinson seconded the motion. Motion Carried.	26 minutes as presented.  Melissa Robinson seconded the motion.  Motion Carried.	
Treasurer's Report Review of January, February & March 2012 Financials	Mark McCaskill, Treasurer shared that the Finance Committee met earlier in the evening and briefly reviewed financials for January and February 2012. All accounting entries for both months were routine and there were no unusual items.  Mr. McCaskill noted that beginning in January 2012 there were two new accounts on the Balance Sheet relating to the change on 12.31.2012 to record investments at fair value. Unrealized Gains/Losses under Current Assets and Under Long Term Investments adjust the investments to fair value.		
	On January 31, 2012 the market value was higher than unrealized gain of about \$9,800 on the Income Statement in accordance with GAAP. At the end of February 2012, the fair value of		

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Treasurer's Report Overview of 2012 Financial Statements Continued	Minutes  investments had decreased from their fair value at the end of January an unrealized loss of about <\$4,500> was recorded on the Income Statement in accordance with GAAP.  Highlights from the March unaudited financials are:  Operating cash balance at the end of March was \$8.7M (a year ago \$8.7M).  Total operating cash and investments at the end of March were about \$10.7M (a year ago \$11.2M).  Accounts Receivable at the end of March was \$1.4M (a year ago \$1.2M).  Total Assets at the end of March were about \$30.8M which is down \$818,000 from a year ago.  Accounts payable to vendors and agencies at the end of March were \$1.6M (a year ago \$1.1M).  YTD Net Loss including depreciation at the end of March was <\$559,221>.  Operating revenues for March were about \$1.1M  YTD expenses are under budget by \$195,694.  At the end of March the fair value of investments had increased \$950.00. YTD unrealized gains due to market fluctuations at the end of March was \$6,286.	
	Following a review of the financials for the first quarter of 2012 the Finance Committee had a presentation from JobOne. JobOne shared that Bank of America has pledged \$15,000 as a challenge match contribution toward JobOne's \$45,000 goal to fund the hiring of an account executive. To secure the challenge grant, JobOne must raise an additional \$30,000 by June 30. So far, JobOne has procured an additional \$15,000 toward this goal and has \$25,000 yet to raise.	
	JobOne requests \$15,000 from the eitas Special Contingency Fund	

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Treasurer's Report Overview of 2012 Financial Statements Continued	to complete the challenge match, help hire an account executive to increase business acquisition efforts, and create more jobs for adults with disabilities. Following the presentation members asked individual questions about the proposed new position and funding request.	Motion: Barbara Winkler, Member moved that members approve the JobOne request for \$15,000 to	
	One question members raised was what plan was in place to support the funding of the new position after the first year. Aaron Martin, President of JobOne, Inc. shared that they expected the new position to pay for itself by the increased business the account executive will bring to the business.	hire an account executive from the eitas Special Contingency Fund. Paul Smith, Secretary seconded the motion.  Motion Carried.	
	At the conclusion of all inquiries, Tammy Kemp, Vice-President asked if there was a motion to accept the unaudited financial statements for January, February and March of 2012 as presented. Motion: Barbara Winkler, Member moved and Paula Smith, Secretary seconded a motion to accept the unaudited financial statements for the first quarter, as presented. Motion Carried.	Motion:  Barbara Winkler, Member moved and Melissa Robinson, Member seconded a motion to approve taking \$15,000 from the Special Contingency Fund to support JobOne's	
	Next, Tammy Kemp, Vice-President inquired if there was a motion regarding the JobOne request. <b>Motion:</b> Barbara Winkler, Member moved and Melissa Robinson, Member seconded a motion to approve taking \$15,000 from the eitas Special Contingency Fund to support JobOne's efforts to raise funds so as to hire an account executive. <b>Motion Carried</b> .	request to hire an account executive.  Motion Carried.	
Agency Presentation Goodwill of Western Missouri & Eastern Kansas	Bradley Burger, CEO of Goodwill for Western Missouri and Eastern Kansas introduced himself and staff in attendance: Jennifer Owens, Anne Maloney and Sharon King. Mr. Burger shared that Goodwill has been around since 1894 and is a not-for-profit organization that helps persons with disabilities or disadvantaged help themselves. This is accomplished by assisting individuals in gaining employment and job-coaching		

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Agency Presentation Continued	them to enhance their successes in the working world.	Information	
Continued	Goodwill is more than a store or a place to donate unwanted items - they are a strong entrepreneurial enterprise that connects opportunity, people and work together. When one gives to Goodwill or buys an item from one of their stores people are helping Goodwill fulfill their mission of helping individuals with disabilities or disadvantages achieve their potential through work by providing vocational opportunities.  Goodwill is also a leader, environmental pioneer and social innovator of the practice of reducing, reusing and recycling people's unwanted materials.		
	Goodwill believes that every person deserves the opportunity to work. "Barriers to employment" is widely defined; it may be a disability or a criminal record. Individuals with barriers may be homeless, in a treatment program, or overcoming a health issue, etc. Goodwill breaks down these barriers and provides people the opportunity to become self-sufficient. Goodwill believes in the power of work.		
Committee Reports Property	Paula Smith, Board Secretary gave the Property Committee report as John Humphrey was absent. Mrs. Smith opened her report by sharing that the committee met earlier in the month and received a monthly report from Marvin Blake, Facility and Maintenance Coordinator on the various eitas properties. Mr. Blake shared a video of a few of the eitas properties that are in need of repair along with ballpark estimates as to the cost to make the repairs. The video gave members an up-front view of the properties and needed repairs.		
	At the conclusion of the video members inquired of Jake Jacobs, Executive Director if there were funds available to make the repairs. Mr. Jacobs replied that there might be one source and		

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Committee Reports Property	that would be to utilize the \$319,000 that eitas has been holding for over two years to renovate the former Foundation Warehouse (now JobOne) in Grandview.	Information
	Concluding her report, Mrs. Smith stated the Property Committee is recommending to the board the reallocation of \$319,000 for repairs to Southeast Enterprises, Developing Potential-Independence location, the Questover residence and other repairs needed to other eitas facilities.	Motion: "As many as are in favor of reallocating the
	Motion: Tammy Kemp, Vice-President said, "As many as are in favor of reallocating the \$319,000 for much needed repairs, say aye. As many as are opposed, say no". The ayes have it, and the motion is adopted.	\$319,000 for much needed repairs, say aye. As many as are opposed, say no". The ayes have it, and the motion is adopted.
Committee Reports Planning & Services	Barbara Winkler, Committee Chair shared that the Planning and Services committee received monthly reports from Support Services, Service Coordination and Training departments.	
	Support Services shared that Dr. John McGee was in-town for a three day session that addressed the mentoring process and organizational change process in developing gentle cultural and clinical aspects of disabilities.	
Committee Reports Service Coordination	Service Coordination shared that eitas currently has openings for Service Coordinators on each of the four teams. These openings will be filled before beginning the fifth team.	
	It was noted that the Kansas City Regional Office (KCRO) would like eitas to eventually take all cases of residential individuals with developmental disabilities in Jackson County.	

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Committee Reports Planning & Services Continued	Eitas estimates that the 8511 Hillcrest building can accommodate 9-10 Service Coordination teams so space for growth is available.	Information
Committee Reports Training	Concluding her report, Mrs. Winkler shared that the Training Department is in the process of developing new classes that will support newly hired Service Coordinators.	
Executive Director's Report	Jake Jacobs, Executive Director inquired if there were any questions to the report previously submitted. There were none.	
	Mr. Jacobs directed member's attention to the material in their packets relating to the Hope Waiver. The first was a bar graph titled "Number of New Individuals Served Each Year" that showed how many more people have been taken off the wait list with the support of the Hope Waiver than in the past. With the kick-in of the Hope Waiver: (1) In 2011 - 550 more people were supported; (2) In 2012 (to date) 871 more people supported; (3) and in 2013 it is anticipated another 1,395 individuals will be taken off the wait list and supported with much needed services. To qualify for Hope Waiver services an individual must be Medicaid approved. Eitas pays half the Medicaid match and DMH pays the other half.	
	The second paper titled "Partnership for Hope Waiver Summary List - As of May 17, 2012" shows a listing of all the regional offices and their respective counties throughout the state participating in the program. Eitas has more county participation than any other county in the state with 227 active slots or 17% of the overall county total.	
	Continuing, Mr. Jacobs shared that eitas has done considerable matches on the Comprehensive and Community Support Waivers.	

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Executive Director's	The Hope Waiver is the newest waiver eitas does match on and by	
Report Continued	serving 227 individuals with an average of \$8,000 a month in match. On the other two waivers eitas is serving 114 people for an average of \$222,000 a month in match. The latter two matches are for individuals eitas made a commitment to support in from 1995 to present and one can certainly see the big difference in how services are funded now as compared to then.	
	Unfortunately, until new funds are available on the state level by July 1 <sup>st</sup> , additions to the Hope Waiver will be slowing down, and only those people with high needs will be added until that time. The state is completely out of funds to add new services until July, so the various SB40's have agreed to help with other waiver match dollars for people in serious need until July when the state will again assume that responsibility.	
Executive Director's Report - Board In- Service Options	Jake Jacobs shared that Board President Anita Parran had sent out to members a paper titled "Board In-Service Options" that listed topics to be discussed by the board. Members were asked to prioritize the topics with 1 being the most important topic and then rank the remainder topics in descending order. Members could also add topics to the list.  Mr. Jacobs stated that he would like to add Board Policy manual to the Parise of President and the topics "Medicaid Wairer"	
	to the Review of By-Laws and the topic, "Medicaid Waiver Match".  Tammy Kemp shared that in some instances, like topics could certainly be paired to be discussed together at one meeting. i.e. (1) What is the Missouri Association of County Developmental Services (MACDDS)?  (2) Advocacy Efforts: Lobbyist Review (for MACDDS Members)	

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Executive Director's Report - Board In- Service Options  Old Business	and  (1) Data Management System Update (2) A Day in the Life of a Service Coordinator  Barbara Winkler, Member shared that she felt a committee ought to be formed to cover the topics: Review of Board By-Laws in relationship to the Board Policy. Members thought that was an excellent idea and the following motion was made. Motion:  Melissa Robinson moved and Candace Cunningham seconded the motion to form a committee to cover the review of the Board By-Laws and Policies. The committee will report to members at the September 2012 board meeting. Motion Carried. Committee members include Barbara Winkler, Mark McCaskill and Paula Smith.  Following discussion on the in-service topics the following calendar to discuss topics was made:  June: Medicaid Waiver: Who, What, Why and When July: Funding Eligibility: Understanding the Criteria for Providers August: Understanding the SB 40 Statute September: Committee report on Board By-Laws and Board Policy October: 2013 Budget November: No meeting. December: Provider Contract Review: The Process  None.	Motion: Melissa Robinson moved and Candace Cunningham seconded the motion to form a committee to cover the review of the Board By-Laws and Policy. The committee will report to members at the September 2012 board meeting. Motion Carried.	

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New Business	Tammy Kemp stated that members had been sent for review:		
	• Introduction to Robert's Rules of Order and		
	Summary of Missouri Sunshine Law		
	and stated to members the board could discuss these topics, if		
	needed, or Ms. Kemp would like, since we have the new by-laws		
	and policy committee, to see how these two topics are or are		
	not incorporated into the by-laws and/or policy and whether or		
	not eitas needs to incorporate them.		
	The last item of new business was a recent received letter from		
	a parent regarding down time at workshops.		
	Mr. Jacobs shared that this is a problem prevalent at all workshops - there is just not enough work to keep employees		
	busy.		
Public Comments	Comments were received from Mark Simcosky, Paula Smith, Cathy		
	Tepper and Tammy Kemp.		
Adjournment	There being no further business the meeting was adjourned at		
	7:14 PM.		
	Respectfully submitted,		
	Davida Guith		
	Paula Smith		
	Board Secretary		