

Developmental Disability Services of Jackson County - eitas
Board of Directors Meeting
 June 26, 2012

Topic/Issue	Minutes	Summary of Action Taken or Pending
<p>Attendance</p> <p>Call to Order</p> <p>Secretary's Report</p> <p>Treasurer's Report Review of April 2012 Financials</p>	<p>Melissa Robinson, Candace Cunningham, Tammy Kemp, Barbara Winkler, John Humphrey, Anita Parran and Mark McCaskill, Board Members. Paula Smith and Betty Sharp, Absent. Kathy Marlatt, Nancy Nicolaus, Earlene Clayton, Jake Jacobs and Kathleen Ganaden, Staff. Guests: Willa Robins, Marcia Gneig, Cathy Tepper, Rebecca Case, Lori Oxborough and Steve Linsay. A quorum of board members was present.</p> <p>Anita Parran, Board President called the meeting to order at 6:03PM at the Administrative Offices of Developmental Disability Services of Jackson County located at 8511 Hillcrest Road, Kansas City, Missouri.</p> <p>As Paula Smith, Board Secretary was absent, Tammy Kemp, Board Vice-President inquired if anyone had any changes, additions or corrections to the May 22, 2012 Board meeting minutes. As there were not any changes or additions to be made the following motion was made. Motion: Barbara Winkler, Member moved to accept the May 22, 2012 minutes as presented. Candace Cunningham, Member seconded the motion. Motion Carried.</p> <p>Mark McCaskill, Treasurer shared that the Finance Committee met earlier in the evening and reviewed financials for April 2012. Mr. McCaskill then presented his monthly report by sharing highlights from that meeting.</p> <p>Balance Sheet:</p> <ul style="list-style-type: none"> • Operating Cash Balance at the end of April was about \$7.3M • Total Investments at the end of April were \$2.0M. • At the end of April the fair value of investments had increased \$3,019. • Accounts Receivable at the end of April was \$1.4M. • Total Assets at the end of April were about \$29.8M. 	<p style="text-align: center;">Information</p> <p>Motion: Barbara Winkler, Member moved to accept the May 22, 2012 minutes as presented. Candace Cunningham, Member seconded the motion. Motion Carried.</p>

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<p data-bbox="100 321 424 444">Treasurer's Report Review of April 2012 Financials Continued</p> <p data-bbox="92 948 432 1039">Agency Presentation Jewish Vocational Services</p>	<ul data-bbox="506 326 1640 570" style="list-style-type: none"> • Accrued expenses at the end of April were \$363,000 of which most of the expenses is for MW Match for services, target case management and Hope Waiver. • Total Liabilities at the end of April were \$4.1M. • The YTD Net Loss including depreciation at the end of April was <\$821,855> which is about \$315K over YTD budget. • YTD capital expenditures were \$449,615 at the end of April. <p data-bbox="457 607 1619 737">Jake Jacobs, Executive Director acknowledged that the YTD Net Loss was large and explained this was a result of having to pay all Medicaid Match funds before June 30th. Mr. Jacobs does expect at fiscal year end to break even.</p> <p data-bbox="457 774 1633 904">Mr. McCaskill concluded his report by stating this represented the highlights of the meeting and inquired if there were any questions. There were none. Ms. Parran then noted that because the financials were unaudited there was no need for a vote.</p> <p data-bbox="457 941 1602 1169">Steve Lindsay, Dime Store Manager for Jewish Vocational Service (JVS) opened his report by sharing that individuals with disabilities from all over the Kansas City metro area receive assistance in seeking and keeping employment from the JVS Rehabilitation Department. Funds received from eitas are used to provide payment for the staff in the sheltered workshop and to support the workshop staff.</p> <p data-bbox="457 1206 1633 1336">Today, JVS employs 25 individuals in the workshop. All workshop employees are given the opportunity to work in the JVS Dime Store which has been successful since opening three years ago. Duties at the Dime Store are varied and offer the employee an opportunity</p>	<p data-bbox="1738 287 1938 315" style="text-align: center;">Information</p>

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<p>Committee Reports Property Continued</p>	<p>Mr. Blake shared that he could do some or all of the labor and/or hire the work out at a lower rate so the Property Committee made a motion to recommend going with the bandage fix at \$22,000.</p> <p>Ms. Kemp closed her report by sharing that at the end of the committee meeting Jake Jacobs shared with the committee that our broker has received some interest on two of the properties for sale; the former Sunshine Center property and the Blue Springs property on 5th Street.</p> <p>Anita Parran, Board President stated that because there was a recommendation from the Property Committee regarding the roof at Southeast could she please have a motion regarding said recommendation. Motion: Those in favor of the recommendation from the Property Committee on the bandage fix of the roof at Southeast at a cost of \$22,000 for supplies say aye. Those who oppose the recommendation say no. The ayes have it and the motion is adopted. Motion Carried.</p>	<p style="text-align: center;">Information</p> <p style="text-align: center;">Motion: Those in favor of the recommendation from the Property Committee on the bandage fix of the roof at Southeast at a cost of \$22,000 for supplies say aye. Those who oppose the recommendation say no. The ayes have it and the motion is adopted. Motion Carried.</p>
<p>Committee Reports Planning & Services</p>	<p>Barbara Winkler, Planning and Services Committee Chair opened her report by sharing that the committee met last week and heard three monthly reports.</p> <p>The first report was from Nancy Nicolaus, Support Services Supervisor who shared that Support Services has been working with a couple of agencies on clarification of eligibility requirements for funding. Often agencies meet the qualifications for the Kansas City Regional Office (KCRO) funding, but not County funding, and there needs to be some clarification.</p>	

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<p>Committee Reports Planning & Services Continued</p>	<p>Kathy Marlatt, Deputy Director presented the Support Coordination (SC) report by sharing that the six openings for Support Coordinators should be posted within the next month. All nine SC applicants that applied for the Senior Support Coordinator position were accepted and promoted.</p> <p>It was also shared with the committee that in some instances, eitas is having to "back bill" on services because unknown to the Support Coordinator is the fact an individual's Medicaid service has expired. Medicaid has to be renewed annually and it is the provider's responsibility, but often this responsibility slips through the cracks. Eitas is working with KCRO to find a solution.</p> <p>The final report heard by the committee was from Amanda George, Training Supervisor. Mrs. George announced to the committee that eitas was awarded the grant for \$96,000 and other in-kind donations. Eitas will be partnering with the Institute for Human Development (IHD) at UMKC and other local healthcare providers. The overreaching goal of the initiative is "to change policies and practices that improve nutrition and increase physical activity participation among people with developmental disabilities in Jackson County.</p> <p>The committee heard from Jake Jacobs, Executive Director and how eitas is in the process of getting grant proposals ready for FY2013. Eitas is not looking at doing Concept Proposals for 2013 because there was little in proposals submitted last year and eitas does not have extra funds to spend on new services. FY2013 grant applications will be due September 7th, 2012.</p> <p>Tammy Kemp, Board Vice-President shared with the committee that recently she, Candace Cunningham and Jake Jacobs attended Midwest Non-Profit Leadership training. Ms. Kemp and the others felt that</p>	<p style="text-align: center;">Information</p>

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<p>Committee Reports Planning & Services Continued</p> <p>Executive Director's Report</p>	<p>Board Member, Melissa Robinson voiced a concern about providers getting "dinged" by eitas if they didn't participate in the Midwest Non-Profit Council board training. Dinged meaning like a mark against that provider when they applied for funding.</p> <p>Anita Parran, Board President permitted Rebecca Case, DPI Executive Director to share comments from the floor. Mrs. Case shared that many providers are CARF accredited and as a CARF accredited member one is required to have board development training and to utilize best practices for new board members.</p> <p>Eitas board members should understand that many eitas providers have already had board training, not necessarily from Midwest Non-Profit Council, but from other accredited sources.</p> <p>Anita Parran, Board President asked for a motion regarding the recommendation from the Planning and Services Committee with an addendum, but John Humphrey noted that the motion was made specifically naming the Midwest Non-Profit Council as the source to seek training from. Melissa Robinson noted that she did not need an addendum; she only wanted to be sure providers were not penalized for not attending board training at Midwest Non-Profit Council.</p> <p>Motion: John Humphrey moved and Melissa Robinson, Member seconded a motion to pursue talks with the Midwest Non-Profit Council to establish training in 2013 for the eitas board and respective provider boards. Motion Carried.</p> <p>Jake Jacobs, Executive Director inquired if there were any questions to the report previously submitted. There were none.</p> <p>Mr. Jacobs then directed member's attention to the letter from Rainbow Center in their board packets. The letter is in response to a request from Mr. Jacobs for an event report and</p>	<p style="text-align: center;">Information</p> <p>Motion: John Humphrey moved and Melissa Robinson, Member seconded a motion to pursue talks with the Midwest Non-Profit Council to establish training in 2013 for the eitas board and respective provider boards. Motion Carried.</p>

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<p>Executive Director's Report Continued</p>	<p>letter explaining a story reported on the local news in May of 2012 involving Rainbow Center and how they had contracted with a company for physical therapy and whose owner had been accused of child molestation. Marilu Herrick, Executive Director for Rainbow Center responded with a letter that explained during the time this person worked in their school program, there was never any concern that he was being inappropriate with any of the students. Also, the physical environment at Rainbow Center does not provide any opportunity of privacy as they have cameras for monitoring classrooms, therapy rooms and hallways. In addition, physical therapy services were completed in either the hallway or in a classroom with a teacher or other staff available to observe.</p> <p>Mr. Jacobs noted that many other local school districts used this company, not just Rainbow Center, and Rainbow had not used this company since August of 2011 and that there was no evidence that any abuse had taken place.</p> <p>Mr. Jacobs then called members attention to a paper titled "Resources". The paper is updated quarterly from the DMH Developmental Disability Division and shows facts over the last ten years</p> <table border="1" style="width: 100%; margin-top: 20px;"> <thead> <tr> <th style="text-align: left;">Number of Persons Served:</th> <th style="text-align: center;"><u>2005</u></th> <th style="text-align: center;"><u>June 2012</u></th> </tr> </thead> <tbody> <tr> <td>• Habilitation Centers – (On Campus)</td> <td style="text-align: center;">1,106</td> <td style="text-align: center;">521</td> </tr> <tr> <td>• Habilitation Centers – (Off Campus)</td> <td style="text-align: center;">156</td> <td style="text-align: center;">206</td> </tr> <tr> <td>• Residential Services</td> <td style="text-align: center;">5,277</td> <td style="text-align: center;">6,719</td> </tr> <tr> <td>• In-home Services</td> <td style="text-align: center;">7,398</td> <td style="text-align: center;">10,199</td> </tr> <tr> <td>• Case Management Only</td> <td style="text-align: center;">14,698</td> <td style="text-align: center;">14,044</td> </tr> </tbody> </table>	Number of Persons Served:	<u>2005</u>	<u>June 2012</u>	• Habilitation Centers – (On Campus)	1,106	521	• Habilitation Centers – (Off Campus)	156	206	• Residential Services	5,277	6,719	• In-home Services	7,398	10,199	• Case Management Only	14,698	14,044	<p>Information</p>
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<p style="text-align: center;">Executive Director's Report Continued</p> <p style="text-align: center;">Old Business</p>	<p>In closing, Mr. Jacobs shared that it has been directed by the state to refer to Service Coordinators as Support Coordinators.</p> <p>Tammy Kemp, Board Vice-President shared that it had been brought to the board's attention that some erroneous information had been reported at a provider's public meeting. The erroneous information implied that eitas had approved Developing Potential's (DPI) request for guarantee of mortgage payments or the equivalent of about \$975,000.</p> <p>Ms. Kemp would like it noted that in the February 28, 2012 board meeting minutes it is noted: <i>that eitas has learned from its legal team that DPI's request to have eitas assist them with the purchase of the property in Lee's Summit is not feasible because it is believed that legally eitas cannot do what DPI asks because as a political subdivision the state constitution prohibits eitas in two ways: (1) eitas cannot guarantee the debts of another entity; (2) eitas cannot incur debt on behalf of another entity.</i></p> <p>In addition, at the March 21, 2012 Property Committee meeting, Mr. Jacobs updated members on the Developing Potential, Inc. (DPI) request to eitas about guarantee payment on the mortgage of a building they wanted to acquire in Lee's Summit. Since the last Property Committee meeting DPI is looking at alternatives to buy the building since eitas told them they could not do as they requested. Since then DPI has contacted IFF out of St. Louis as former board member, Matt Levi suggested they do. IFF offers low cost loans to not-for-profit organizations with a low 5% down and long term mortgages. DPI has also agreed to tour the eitas for sale property at 405 NW 5th Street in Blue Springs.</p>	<p style="text-align: center;">Information</p>

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<p data-bbox="155 321 369 380">Old Business Continued</p> <p data-bbox="138 883 386 906">Public Comment</p> <p data-bbox="163 1114 361 1136">Adjournment</p>	<p data-bbox="457 321 1600 412">Ms. Kemp acknowledged Rebecca Case, Executive Director for DPI in the audience as Ms. Kemp wanted to know the status of DPI in the Lee's Summit area now.</p> <p data-bbox="457 454 1633 740">Mrs. Case wanted it noted, for the record, that DPI has not commented to anyone that eitas approved \$975,000 for DPI to acquire a building in the Lee's Summit area or for any other reason. Currently DPI is very active in Lee's Summit with 46 active referrals. DPI is doing the best they can do to meet the needs of individuals in Lee's Summit with the space and funding available to them. DPI is being proactive in conducting a capital funds campaign and advising state representatives and the DMH about their needs.</p> <p data-bbox="457 782 1600 841">Ms. Kemp thanked Mrs. Case and is hopeful that by addressing this rumor it will end future erroneous reports on this subject.</p> <p data-bbox="457 883 1474 909">Comments were received from Cathy Tepper and Rebecca Case.</p> <p data-bbox="457 951 1600 1075">Prior to adjournment, Anita Parran noted that guests were welcome to stay, but following adjournment of the public meeting, Jake Jacobs will be talking about Medicaid waivers for the edification of the board members.</p> <p data-bbox="457 1117 1600 1175">As there was not further public business the meeting adjourned at 6:12PM.</p> <p data-bbox="457 1218 856 1243">Respectfully submitted,</p> <p data-bbox="457 1351 1444 1377">Kathleen Ganaden, Staff for Paula Smith, Board Secretary</p>	<p data-bbox="1738 289 1936 315">Information</p>