

Developmental Disability Services of Jackson County - eitas
Board of Directors Meeting
 December 1, 2015

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</p>	<p>Tammy Kemp, Betty Sharp, Barbara Winkler, John Humphrey, Russell Jones, Anita Parran and Paula Smith, Board Members. Absent: Mark McCaskill. A quorum of board members was present. Amanda George, Mark Riley, Nancy Nicolaus, Earlene Clayton, Jake Jacobs and Kathleen Ganaden, Staff. Guests: Willa Robinson, Sarah Mudd, Christy Miller, Etta Mitchell and Becky Barbieri.</p> <p>John Humphrey, Board Chair called the meeting to order at 6:00PM at the Administration Building of Developmental Disability Services of Jackson County - eitas located at 8511 Hillcrest, Kansas City, Missouri.</p> <p>Tammy Kemp, Board Secretary inquired if there were any questions to the October 27, 2015 board meeting minutes. There were no questions or changes raised. Motion: Paula Smith, Member moved to approve the minutes as presented. Anita Parran, Board Treasurer seconded the motion. Motion Passed.</p> <p>Following the approval of the October minutes; a member made a suggestion to have the meeting minutes expanded to reflect the board's careful consideration of matters coming before board members at the meetings. Following the suggestion, members took the suggestion under consideration and concluded that the minutes should:</p> <ul style="list-style-type: none"> • Be expanded a bit with highlights noted to show that there was a discussion relating to said subject. <p>Anita Parran, Board Treasurer presented the unaudited financial highlights for September 2015 to the Finance Committee: <u>September 2015:</u></p> <ul style="list-style-type: none"> • Operating Cash balance at the end of September was just under \$5.5M. • Total Investments at the end of September were \$2.0M. • Total liabilities at the end of September were \$3.4M. 	<p>Information</p> <p>Motion: Paula Smith, Member moved to approve the minutes as presented. Anita Parran, Board Treasurer seconded the motion. Motion Passed.</p>

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<p>Treasurer's Report Continued</p>	<ul style="list-style-type: none"> • Operating revenues for September were \$1.5M • Operating expenses for September were \$1.2M • Net operating income for September was \$344,517. • After depreciation, net income for September was \$277,086. <p>Following the September highlights report a committee member asked for an explanation relating to Accounts Receivable and the explanation of the term <i>Allowance for Doubtful Accounts</i>. The report shows that Accounts Receivable at the end of September was \$1.2M (a year ago \$1.5M) followed by "the balance at the end of September includes a reduction of \$107,000 for an <i>Allowance for Doubtful Accounts</i> that was set up in December of 2014 as advised by our auditors.</p> <p>Ms. Clayton explained that the <i>Allowance for Doubtful Accounts</i> is a balance sheet account that reduces the reported amount of Accounts Receivable. (A change to the balance in the allowance for doubtful accounts also affects bad debt expense on the income statement). Providing an allowance for doubtful accounts presents a more realistic picture of how much of the accounts receivable will be turning to cash.</p> <p><u>October 2015:</u></p> <ul style="list-style-type: none"> • Operating Cash balance at the end of October was just under \$4.9. • Total Investments at the end of October were \$2.0M. • Total Liabilities at the end of October were \$3.5M. • Operating revenues for October were \$1.3M. • Operating expenses for October were just under \$1.3M. • Net operating loss for October was (\$37,453). • After depreciation, Net Loss for October was just under (\$105,000). 	<p style="text-align: center;">Information</p>

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<p style="text-align: center;">Provider Presentation Committee Reports</p> <p style="text-align: center;">Executive Director's Report</p>	<p>No provider presentation was scheduled for this meeting.</p> <p>No Committee reports were presented as the Property and Planning & Services committees were not scheduled to meet in November.</p> <p>Jake Jacobs, Executive Director presented his December 2015 Executive Report to members. Highlights of that report are as follows:</p> <ul style="list-style-type: none"> • <u>2016 Budget</u>: Mr. Jacobs explained that the budget for 2016 is going to have to be an evolving process as we need to be responsive to the changes that are going on around us with the new Medicaid rules, sheltered employment and possible TIF statute changes. As we go forward and look at what is best for those we support and for eitas as an entity we may be making some recommendations to change budget priorities and needs. • <u>Legislative Activity</u>: The draft legislative priorities for MACDDS (Missouri Association of County Developmental Disability Services) have been developed and will be voted on by the MACDDS membership on December 2nd. Copies of those priorities were place in board packets. • <u>2016 5K</u>: Preliminary decisions about the 2016 eitas 5K were shared and are as follows: The date of the 5K will be Saturday, April 2nd at Longview Lake. Start time will be 10:00am with a possible barbeque lunch to follow the race. The Jackson County Sheriff's department has graciously offered to assist. • <u>Transportation</u>: All previous riders of Elite Transportation have been moved to eitas and the few remaining riders on Checkers and OATS will be moved to eitas routes as well as soon as possible. • <u>Missouri DD Council Meeting</u>: On Friday, November 20 a local public meeting and forum was held by the Missouri Developmental Disabilities Council. Mr. Jacobs attended and was pleased with the efforts and initiatives being taken by the council to improve developmental disability services throughout Missouri. Mr. Jacobs was also pleased with their 5-year plan. 	<p style="text-align: center;">Information</p>

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<p>Old Business 2016 Budget</p>	<p>The budget process for 2016 began in October and members have received copies of all drafts of the budget to study. Members had opportunities to ask questions by contacting Mr. Jacobs or by meeting with him in person. The final draft within member's board packets raised some questions.</p> <p>Board member, Russell Jones inquired; since we have a budget surplus if there was room to make any supplemental request that Special Neighbors might want to make in consideration of their present financial situation. Mr. Jones did not know what other members thought of this, but he has been troubled by the situation.</p> <p>Mr. Jacobs shared that it would not be unusual to change the budget or change funding within the year. The request would just have to come back to the board so that is a possibility.</p> <p>As Etta Mitchell, Executive Director was in attendance, Mr. Jacobs inquired if she would like to comment. Mrs. Mitchell replied that Special Neighbors (SNI) is still having conversations with Center for the Developmentally Disabled (CDD) about some level of partnership which is estimated to take months in negotiations; SNI would continue to serve individuals as is during this time. However, there are many people, including parents who have dedicated their lives to SNI and if there is any way to remain as SNI we are committed to doing so. Mrs. Mitchell closed by sharing that she really appreciated Mr. Jones attention to the possibility of increased funding for SNI. We also think provider choice is important. Either way is a win-win and either by CDD or SNI; people will be served well.</p>	<p style="text-align: center;">Information</p>

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<p>Old Business 2016 Budget continued</p>	<p>Mr. Jacobs responded by sharing that the door is always open as negotiations proceed and/or if some financial issues come up that she would like to discuss.</p> <p>Mr. Jones responded that his question was answered.</p> <p>Another member, Paula Smith inquired when security issues with the first floor lobby area were going to be taken care of. Mr. Jacobs replied that preliminary plans were made and that plans would have to be bid out because of the cost. Mr. Jacobs hopes to start working on the lobby area by the end of January.</p> <p>Continuing, Mr. Jacobs shared that he and Mark Riley, Deputy Director have discussed moving up the start of the sixth Support Coordinators team which will be located on the second floor. The suite for this team will require little renovation; just primary costs in furniture and equipment.</p> <p>Mr. Jacobs also noted that in 2016 planning renovation of the first floor will have to begin to accommodate growth. As the space was a former medical facility the area will have to be gutted, and an architect consulted about design.</p> <p>Referring back to the budget, Mr. Jacobs brought attention to Maintenance and Repairs where an increase of \$40,000 is noted to reflect needed heating and cooling upgrades to the administrative offices. The HVAC system has had greater demands placed on an aging system that has experienced numerous breakdowns over the past year.</p> <p>Also noted was the Grant Match on New Vehicles which will carry over \$100,000 allocated to match for six new buses in the 2015 budget to 2016, as purchases have not been finalized because KCATA is still finalizing the process.</p>	<p style="text-align: center;">Information</p>

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<p>Old Business 2016 Budget continued</p>	<p>Tammy Kemp, Board Secretary wanted to discuss the proposed new budget item involving the invitation to Jake Jacobs to join the Missouri Association of Rehabilitation Facilities (MARF). MARF is made up of a significant group of developmental disability providers across Missouri. While honored to have received the invitation; it comes with a dues price tag of \$6,800 annually.</p> <p>Mr. Jacobs shared that one thing we could do is to pay monthly and if he decides it is not a viable or worthwhile expense he could certainly drop out.</p> <p>Paula Smith, Member inquired how frequent the meetings were and Mr. Jacobs replied that they were bi-monthly for two days.</p> <p>Another member inquired of guest Etta Mitchell, a MARF board member, what the rationale was for the organization and she shared that they (MARF) build platforms. Also a lot of time is spent lobbying; looking for resources; providing feedback about policy changes, etc. MARF is a collaboration of developmental disability providers that all come together.</p> <p>Mr. Jacobs interjected that MARF has a good relationship with the legislature.</p> <p>Anita Parran, Board Treasurer was interested in the structure of MARF. Other points were raised by members with no clear conclusion as to join the organization or not.</p> <p>John Humphrey, Board Chair inquired if there were any further questions or discussion pertaining to the 2016 Budget. There were none. As there was no further discussion relating to the 2016 budget Mr. Humphrey asked for a roll call vote of all members present:</p>	<p style="text-align: center;">Information</p>

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<p>Old Business 2016 Budget continued</p> <p>Public Comment</p> <p>Public Adjournment</p>	<ul style="list-style-type: none"> • Barbara Winkler, Aye • Russ Jones, Aye • Anita Parran, Aye • John Humphrey, Aye <ul style="list-style-type: none"> • Betty Sharp, Aye • Paula Smith, Aye • Tammy Kemp, Aye <p>Following the voice vote, Mr. Humphrey stated that all votes were in favor of accepting the 2016 Budget as presented. There were no nay votes.</p> <p>None.</p> <p>As there was no further business the public portion of the meeting was adjourned at 6:30PM and John Humphrey moved that the Developmental Disability Services of Jackson County Board of Directors go into Closed Session pursuant to the Missouri Revised Statutes 610, Subsection 610.021 to discuss a personnel issue. The Closed Session is expected to last approximately 30 minutes.</p> <p>Respectfully submitted,</p> <p>Tammy Kemp Board Secretary</p>	<p style="text-align: center;">Information</p>