



## Board Meeting Minutes January 23rd, 2018

### Call to order

Anita Parran, Board Chair, called the meeting to order at the administrative offices of Developmental Disability Services of Jackson County -eitas, 8511 Hillcrest Rd, Suite 300, Kansas City, Missouri on October 24th, 2017 at 6:03 pm.

### Attendance

Attendees included Anita Parran, Tedi Rowland, Lisa Honn, George Mitchell, Tammy Kemp, Lisa Honn, Denise Talbert, Elizabeth Moran, Board members. A quorum of board members was present. Jake Jacobs, Kristen Yates, Earlene Clayton, Tom Holcomb, Mark Riley, Erin Epperson, Sylvia Greene, Nancy Nicolaus.

### Introduction of Board

New Board members, Denise Talbert, Elizabeth Moran, and George Mitchell were introduced and gave a brief statement about themselves.

### Secretary's Report

Ms. Parran reviewed minutes for December 5, 2017 Board meeting. Ms. Rowland moved for approval, Ms. Honn seconded the motion. All approved.

### Treasurer's Report

Tom Holcomb, Fiscal Manager gave the unaudited November Financials report. Mr. Holcomb reported that at the end of November our operating cash was \$5.8M that is up from the prior year. Our total investments are \$2M, all in CD's compared to \$1M the year before. Total liabilities are \$3.1M and that is a very stable number. Operating revenues during November were \$1.2M and for the first 11 months of 2017 are \$14.7M. Operating expenses were \$1.2M for the month and \$13.5M for the 11 months. The Operating Income was \$41,000.00 for November and \$1.2M for the 11 months. That is net income, after depreciation, which is a loss for the month of November by \$22,600.00 and for the 11 months was a positive net income of \$528,000.00. Ms. Rowland asked about the Treasury Bond. Mr. Jacobs will address in his Executive Directors report. She also addressed the reserves policy. Mr. Holcomb pointed out the Segregated Reserves, one in the current assets of \$1.5M and the other in long term investments of \$500,000.00.

### Committee Reports

#### Properties Committee

Ms. Kemp reported that Brian Hogan from Blue Valley Industries presented at the Properties committee meeting. Mr. Hogan would like permission to have a modular office system installed in the Blue Valley building. Ms. Kemp reported that Mr. Hogan will present to the Board at the February meeting.

## Planning and Services

Ms. Kemp reported that Gentle Teaching training will be held on Feb 6 & 7. We have several SC positions open. Ms. Epperson mentioned that there are 10 positions open. Ms. Kemp reported that we current support 1772 persons, this is down due to conflict of interest Medicaid rule. Ms. Kemp informed the Board that we are still on track to pursue CARF accreditation.

## Executive Director's Report

Jake Jacobs, Executive Director gave an update on the Treasurers bond. Our auditor's recommendation is that the \$50,000.00 bond amount is sufficient, and no change is needed. Ms. Rowland asked about progress with Blue Springs. Mr. Jacobs was able to obtain Business license and water service turned on.

Mr. Jacobs reports that we have received YTD \$4,036,643.00 in tax levy dollars and on the 19<sup>th</sup> of January we received \$987,000.00.

## Deputy Director's Report

Mr. Riley gave a report on the annual survey. Everyone in target case management are asked to reply to the survey. There were 1771 surveys sent out. We received 23% of the surveys back. We received feedback that about 50% of the respondents have been with us for more than 5 years. There was a bit over 25% of the respondents have been with the same SC for 2-5 years. Mr. Riley reported the survey shows the majority of our respondents are very satisfied with the support they are receiving. We will use the survey for a number of things, including recruiting and training SC's.

DMH has previously announced that effective July 1, they will not provide TCM services to persons who do not have Medicaid. Eitas has committed to providing support to these individuals. This program will be called "Community Resource Coordination". We have a meeting scheduled with KCRO to review our process and seek feedback on our plan.

Mr. Riley also addressed the Personnel Plan, we have many new and existing positions to fill. We have goals for each month to achieve recruiting and filling the new positions. Mr. Riley reported that December goals are met and January is on track.

Mr. Riley informed the board that we are writing a Facility Emergency Response plan. This is in the case we lose power to one of our properties and water needs to be turned off. The goal is to have more staff trained to handle these emergent situations.

Mr. Riley addressed CARF and our preparation to be accredited. He will continue to keep the Board updated on this process.

## New Business

Ms. Parran asked that the Board address the Treasurer vacancy. Ms. Kemp nominated Ms. Rowland as the Treasurer and Ms. Honn seconded. Ms. Rowland has accepted the appointment as the new Treasurer. Ms. Parran asked for approval. All approved.

Ms. Parran shared that eitas was noted in the Missouri Dept of Mental Health Newsletter for training Dental Professionals at Truman Lakewood facility. Eitas also received an award from

Jackson County Parks and Rec. On March 1<sup>st</sup> there will be a formal presentation of the reward at Tan Tar A Resort.

Ms. Parran addressed committees structure. Ms. Parran feels it is vital to keep the finance committee. Ms. Kemp addressed the need for Properties Committee. She shared that there is a need when requests for repairs are needed and/or when a property is for sale. Ms. Kemp asked about retaining ownership of property or is there a plan to sell. Mr. Jacobs explained that in the past eitas owned several more properties which required more funds be spent on upkeep and repairs. In the past, the plan has been to sell eitas owned properties when practical, so more funds can go for services. Mr. Jacobs supports continuing this practice. There was a suggestion that Property Committee be a special committee to address issues as needed. Ms. Kemp suggested that the Properties Committee stay in place until these issues are resolved. The Board agreed. The purpose of the Planning and Services meeting was explained by Ms. Kemp. The need for this committee was discussed. There may be a need for several smaller committees in place of the Planning and Services committee. This issue will be revisited after new Board Member orientation.

Mr. Jacobs and Ms. Parran asked the Board about dates and times for Board Orientation training sessions. The Board agreed on Saturday February 3th and February 10th from 9am-12pm.

Ms. Parran asked about redesigning the annual review policy for the Executive Director. The Board agreed that this process needs updating. Ms. Parran asked that we start with inviting the eitas HR director to present at the next meeting.

## Old Business

Ms. Honn addressed the RFP for needs assessment. She suggested that the RFP for needs assessment would require separate agencies for benchmarking data and community forums. Ms. Honn was given information that there may not be an agency that could do both. Mr. Jacobs is welcome to looking into separating the RFP's.

## Public Comment

None

## Announcements

None

## Adjournment

There being no further business, the meeting was adjourned at 7:32 pm.