



Board Meeting Minutes February 27th, 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 February 27, 2018 at 6:01 pm.

Attendance

Attendees included Anita Parran Board Chair, Lisa Honn, George Mitchell, Denise Talbert, India Williams, John Humphrey, Elizabeth Moran, Board members. A quorum of board members was present. Jake Jacobs, Sylvia Greene, Mark Riley, Tom Holcomb, Amanda George, Pam Washington, Erin Epperson Kristen Yates, Nancy Nicolaus, Staff. Aaron Martin, Amy Schmidt, Mark Simcosky, Randy Huber JobOne, Brian Hogan Blue Valley Industries, Charlene Adams Parent, guests.

Introduction of Board and Guests

Ms. Parran asked the attendees to introduce themselves.

Secretary's Report

Ms. Williams inquired if there were any changes or questions to the January 23rd, 2018 Board Meeting Minutes. Ms. Parran moved to approve, Mr. Mitchell seconded the motion. Motion to approve, motion carried.

Treasurer's Report

Mr. Jacobs presented the unaudited December 2017 Financials as follows.

Treasurers Report to Board	Month End	YTD	YTE
Operating Cash	~\$8.4M	N/A	~\$8.1M
Total Investments	\$2.0M	N/A	\$1.0M
Total Liabilities	~\$2.8M	N/A	\$3.1M
Operating revenues	~\$1.3M	~\$16.0M	N/A
Operating expenses	\$1.7M	~\$15.2M	N/A
Net operating income <loss>	(\$419,056)	\$810,208	N/A
Net income <net loss> after depreciation	(\$479,611)	\$48,441	N/A

"~" indicates actual amount is just under amount noted

Ms. Parran asked for an update from Ms. Honn and Mr. Jacobs meeting regarding the RFP request for needs assessment. They met with Olivia Chapman and Ray Dlugolecki from Jackson County Health Dept. Mr. Dlugolecki and Ms. Chapman think they can handle the demographics research for us. The RFP will need to be re-written to specifically include the research they will do for us. They will also give feedback for the needs assessment. Ms. Parran asked about a cost of this service, the health dept did not indicate a specific cost. Mr. Jacobs shared that this process should move much faster with the Jackson County Health Dept on board. Ms. Moran asked about the original RFP and if it included people who are not being served in the county. Mr. Jacobs shared that this will be an important part of the process and that population will be included.

Ms. Parran confirmed that Mr. Humphrey, Ms. Rowland, and Ms. Beatty are currently working on updating the Board by-laws. They will give an update as soon they can.

Ms. Parran asked for feedback on the Board Training sessions. The Board said the training was very good. Ms. Moran asked about touring our supported agencies. Mr. Jacobs said he would send out email to get tours scheduled.

Ms. Parran shared that there is a meeting with KCATA and eitas. They are looking forward to discussing a collaboration between KCATA and eitas. Mr. Riley, Mr. Jacobs, Ms. Honn, Ms. Parran, and Ms. Moran will be attending. They will report back at the next meeting.

Staff Presentation

Pam Washington, Human Resources Manager, eitas. Ms. Washington shared her job duties and explained how much her responsibilities have changed over her 16 years with eitas. She considers herself an HR Generalist. Ms. Washington has an HR assistant who has worked with her since 2012. Her assistant, Audrey Releford, duties cover clerical assistance as well as support specifically to an HR department. Ms. Washington is looking forward to adding to the department with another HR Generalist. Mr. Washington shared there is not a “typical” day in the HR department. She is responsible for many things including, benefits, policies, and employee relations. She considers HR as customer service for the employees. Ms. Parran asked about employee survey, Ms. Washington indicated that responsibility falls under the QA department. Ms. Parran asked about new employee onboarding. Ms. Washington explained that HR does do the new employee orientation which includes all new hire paperwork, personnel policy, health benefits, and introduction to eitas and our history.

Committee Reports

We will continue with the current committees. Ms. Parran asked for new board members to volunteer for a committee. Ms. Talbert volunteered for Planning and Services as well as Ms. Moran. Mr. Mitchell has volunteered to be on the Finance Committee and Property Committee.

Executive Director’s Report

Jake Jacobs, Executive Director gave report on the evaluation process for programming. Ms. George is attending a workshop specifically on how to evaluate programming. The instructor has agreed to come meet with the board and to discuss him consulting for us. Mr. Jacobs shared that Representative Rowland introduced a bill 2541 on sheltered workshops. This bill will adjust monthly payments to \$105.00 for each work week and \$29 per day. Mr. Hogan from Blue Valley Industries asked to further explain what this means from a provider standpoint. He explained that basically it means changing the billing mechanism to allow the state to be billed the full amount of funds workshops are allocated.

New Business

Aaron Martin from JobOne presented on eitas owned facilities that they occupy. Discussing improvements/upgrading facilities and taking ownership of buildings that are owned by eitas. Their plan is to consolidate their services to two facilities. They are looking to improve the facilities to help with the employee experience, including common areas, kitchen or food service setting, and restrooms. Safety and security is also an area they would like to improve. They would also like to “look” better to families, visitors, funding sources etc. They have a 10-year plan set to complete the improvements. Mr. Martin discussed the two market leases on non-eitas-owned facilities that they would like to eliminate and move those services to one campus. Essentially what JobOne are asking of eitas is more control over their properties and eventually take ownership. They feel there are big repair issues needed before that happens. They would need financial support to accomplish this plan. They also feel that they would save eitas money in the long term. Mr. Martin shared they are doing a capital fundraising campaign to assist in the financial burden of this long-term plan. Ms. Honn did ask about a ballpark figure that eitas would need to spend to assist with their plan. Mr. Martin shared that it would be several hundred thousand dollars. Mr. Jacobs shared that Marvin Blake would be going over the list of improvements and those expenses. The Board will consider this proposal, explore what is best for the taxpayers and get back with Mr. Martin.

Old Business

Brian Hogan, Blue Valley Industries presented his request to place a modular office space in the current Blue Valley facility. The Properties and Finance committee have approved this request. The cost of this would be about \$18,000.00. Ms. Parran made a motion to approve, Ms. Honn seconded. The Board unanimously has agreed to pay for this improvement.

Public Comment

JobOne Board Member made public comment regarding the request for assistance with the JobOne 2020 plan. His opinion is the condition of the facilities are hampering with their ability to market and attract more customers.

Announcements

None

Adjournment

There being no further business, the meeting was adjourned at 7:09 pm.