

Developmental Disability Services of Jackson County - eitas
Board of Directors Meeting
 April 26, 2016

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>Provider Presentation - Preferred Family Healthcare</p>	<p>John Humphrey, Tammy Kemp, Anita Parran, Russell Jones, Lisa Honn, Paula Smith and India Williams, Board Members. Absent: Melesa Johnson and Betty Sharp. A quorum of board members was present. Mark Riley, Andre Gillette, Erin Organowski, Nancy Nicolaus, Anne Whalen, Jake Jacobs and Kathleen Ganaden, Staff. Guests: Mandilu Tramonte, Cristni Thornton, Willa Robinson, Bob Adams and Tim Wholf.</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>Mr. Humphrey welcomed new board member, India Williams.</p> <p>Tammy Kemp, Board Secretary inquired if there were any questions about the March 22, 2016 Board meeting minutes. There were no questions or changes. Motion: Anita Parran, Treasurer moved to approve the March 22, 2016 minutes as presented. Paula Smith, Secretary seconded the motion. Motion Carried.</p> <p>No report as the Finance Committee did not meet prior to the board meeting as the January financials were not ready for review.</p> <p>Members did receive in their packets copies of the 2015 Audit Reporting Package and Financial Statements for Years Ended December 31, 2015 and 2014.</p> <p>Mandilu Tramonte and Cristni Thornton from Preferred Family Healthcare came before members to share information about their organization.</p> <p>Ms. Thornton shared that Community of the Good Shepherd (CGS) was established in 1967 and was CARF accredited. For many years, the agency only supported adult men in group home settings. The agency did not begin</p>	<p>Information</p> <p>Motion Anita Parran, Treasurer moved to approve the March 22, 2016 minutes as presented. Paula Smith, Secretary seconded the motion. Motion Carried.</p>

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<p style="text-align: center;">Provider Presentation - Preferred Family Healthcare</p>	<p>supporting females until 2005. It was around this time that CGS began developing and supporting individuals in ISLs. In 2009, the Village was built. This program provided individuals the opportunity to still be supported with daily living skills, but they were able to live in their own personal space in one bedroom apartments. It was contracted as a group home by the DMH, but run like a supported individual living arrangement.</p> <p>In October 2013, Alternative Opportunities, Inc. (AO) acquired CGS. Once AO was involved, expectations of staff were established, documentation was revamped and the manner of conducting business was done more professionally. Relationships with individuals, the families of those individuals and outside entities were rebuilt and maintained.</p> <p>In May 2015, Alternative Opportunities, Inc. merged with Preferred Family Healthcare, thus combining two non-profit organizations, serving multiple needs of people in five states. Preferred Family Healthcare provides community services, day services, substance abuse treatment from adolescence to adults, behavioral health, medical and dental services, employment services, youth and family services, along with a myriad of other services.</p> <p>Eitas funding enables the agency to:</p> <ul style="list-style-type: none"> • Provide training to staff on nutrition, specialized diets, healthy menus and choking risks. • Afford them the opportunity to continue to grow and find their own path to gentleness by enabling them to pay for staff time to collaborate with other providers who have already developed a gentle culture; enabling them to pay for their own staff trainer and admin staff to collaborate with eitas personnel, while developing their 	<p style="text-align: center;">Information</p>

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<p style="text-align: center;">Provider Presentation - Preferred Family Healthcare</p> <p>Committee Reports - Property</p> <p>Planning & Services</p>	<p>own orientation curriculum. Cover the staff's time spent in GT classes.</p> <ul style="list-style-type: none"> • Enables them to provide transportation for the individuals they support who reside in group homes and rely on agency owned vehicles to get out in the community. <p>The presenters closed by thanking eitas for all they do to support them and the individuals they serve.</p> <p>John Humphrey, Property Committee Chair gave the Property Committee report by sharing that Marvin Blake, Facilities Manager came before the committee and shared information about eitas facilities.</p> <p>The Southwood property had a sink drain line that had to be dug up and repaired some 30 feet across to the basement floor.</p> <p>Roofs were repaired at the Rehabilitation Institute on 12th Street and Southeast Enterprises.</p> <p>Mr. Blake closed his report by sharing that bids for new security systems at all three eitas locations are in and will be reviewed and discussed with appropriate parties before a decision is made.</p> <p>Tammy Kemp, Member wanted it noted that John Humphrey presented the April 20, 2016 Property Committee minutes; not her.</p> <p>Paula Smith, Planning & Services Committee Chair opened her report by sharing the committee had met earlier in the month and received reports from several department heads.</p> <p>The first report was received from the eitas Transportation Center. Manager, Bob Rice was unable to be present, but instead sent a</p>	<p style="text-align: center;">Information</p>

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<p>Committee Reports Planning & Services Continued</p> <p>Agency Relations</p> <p>Support Coordination</p> <p>Training</p>	<p>written report that stated eitas personnel met with representatives of the Kansas City Area Transportation Authority (KCATA) to explore areas where eitas may be able to partner with KCATA in the future.</p> <p>The report concluded with information about preparation for the annual Safety Week scheduled for the week of July 11th with training focused on distracted driving and fire safety.</p> <p>Nancy Nicolaus, Agency Relations Supervisor shared information about having the opportunity to interact with employees at a couple of eitas funded agencies and closed her report by reporting that Job One received the <i>Non-Profit Agency of the Year</i> award from the Independence Economic Development Council</p> <p>Mark Riley, Deputy Director reported for Support Coordination by sharing eitas Support Coordinators are currently providing services to 1,897 individuals, an increase from 1,819 in March. Only 30 more persons to complete all caseloads except for three SC's who have not been employed for six months.</p> <p>Only 6 individuals currently on the Wait List with Medicaid (a decrease of 142 since March) and 130 on the Wait List with no Medicaid (a decrease from 189 since March).</p> <p>Mr. Riley closed his report with a success story and by sharing eitas continues to work with KCRO on barriers to the referral/transfer process.</p> <p>Amanda George, Training and Development Supervisor was unable to present her report in person, but did submit a brief written report</p>	<p style="text-align: center;">Information</p>

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Executive Report	<p>and had Field Trainers: Andre Gillette and Erin Organowski share information about the "Achievement Tool" used at the six month interval of a Support Coordinator's training.</p> <p>Information was also shared about a regional event eitas is hosting on May 18th at the Kauffman Conference Center with Sheli Reynolds titled <i>LifeCourse Framework</i>. DMH has funded five of these events across the state and eitas is coordinating the Kansas City event. Jake Jacobs, Executive Director inquired if there were any questions to his previously submitted report. There were none.</p> <p>Mr. Jacobs drew member's attention to a sheet in their board packets titled "House Local Government Committee". Mr. Jacobs shared that he had been asked to testify before the committee on Thursday, April 28 in Jefferson City. The paper is the testimony he plans on giving to the committee.</p> <p>Members were then asked to look at a letter in their packets from Wendy Seelbinder, Director and Nancy Carter, Program Coordinator for Adult Continuing Education for Persons with Developmental Disabilities (ACED) UMKC. The letter shares information about how for the first time a small group of students are planning to participate in an out-of-town project called the Global Challenge. This project is offered through the International Heifer Foundation at the Heifer Ranch in Perryville, Arkansas. This non-profit organization works towards ending hunger and poverty around the world by providing livestock and training to struggling communities.</p> <p>Students will meet the animals, and take part in hands-on, interactive lessons and activities to experience the reality of poverty and work to promote solutions. Students preparing meals</p>	Information

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<p>Executive Report Continued</p>	<p>with limited resources and spending the night in a barn and then a village will develop communication and team-building skills.</p> <p>Mr. Jacobs shared that students are saving money and working hard to raise money, but any donation large or small would be appreciated and so he would like to recommend to the board to donate \$1,000 for transportation costs. Members wholeheartedly agreed to make a donation. Motion: Paula Smith moved to donate \$1,000 for transportation costs to ACED for the Global Challenge project. Tammy Kemp seconded the motion. Motion Carried. Mr. Jacobs thanked members and said he would ask the participants to make a presentation to the board sometime after their trip.</p> <p>Information about an updated security system was then shared by Mr. Jacobs. Bids were accepted from three security firms after each firm surveyed the three eitas locations and discussed in-depth with Mr. Jacobs what type of security was required.</p> <p>The bid from Jade Alarm Company will be accepted for \$58,000. The bid includes security at all three eitas locations; all integrated and;</p> <ul style="list-style-type: none"> • state of the art camera equipment that gives us the ability to see any of the locations remotely; • internal and external cameras and • a keycard access program <p>Eitas has used Jade Alarm for a number of years and has found them to be accessible and dependable.</p>	<p style="text-align: center;">Information</p> <p style="text-align: center;">Motion: Paula Smith moved to donate \$1,000 for transportation costs to ACED for the Global Challenge project. Tammy Kemp seconded the motion. Motion Carried.</p>

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<p>New Business</p> <p>Old Business Election of Board Officers</p> <p>Old Business Staff Survey</p>	<p>None.</p> <p>Betty Sharp, Nominating Committee Chair was not in attendance so Tammy Kemp read the slate of names proposed for officers of the board:</p> <ul style="list-style-type: none"> • John Humphrey, for Chair • Tammy Kemp, for Vice Chair • Russell Jones, for Treasurer • Paula Smith, for Secretary <p>Ms. Kemp asked if there was a motion to approve the slate of officers. Motion: Anita Parran moved to approve the slate of officers as presented. Lisa Honn seconded the motion. Motion Carried.</p> <p>Jake Jacobs asked members to look at the Employee Survey Report in their packets. Mr. Jacobs noted that 93 of 124 staff responded to the survey. With 6 being the highest score almost all of the responses were at 4 or above.</p> <p>Mr. Jacobs reviewed with members the high and low scores of the survey. Paula Smith, Secretary would like to see the breakdown of where the responses to survey questions originated from so problems could be addressed more effectively.</p> <p>Members also suggested a mid-year review in addition to the annual review so employees have the opportunity to improve/correct any issues. Also, utilizing a 360-degree assessment.</p> <p>Paula Smith, Secretary would like each employee to know they are appreciated and valued. Everyone should get some type of award throughout the year; even if it is just a positive note.</p>	<p style="text-align: center;">Information</p> <p style="text-align: center;">Motion: Anita Parran moved to approve the slate of officers as presented. Lisa Honn seconded the motion. Motion Carried.</p>

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<p>Public Comment</p> <p>Public Adjournment</p> <p>Closed Session</p> <p>Open Session</p>	<p>Mr. Jacobs believes that some of the negative comments received were by newer staff that doesn't have a thorough understanding of all issues. Then on the other hand the comments on the building/environment/temperature we are already working on. We will be getting bids on elevator repair and building climate this year.</p> <p>Mr. Jacobs shared that our growth has been the reason for some of the negative comments on the survey. He acknowledges that there are support positions that have yet to be filled. To assist us in resolving some of these issues Mr. Jacobs has asked a consultant specializing in organization cultural and dynamics to work with us.</p> <p>Tim Wholf, Executive Director from the Kansas City Regional office shared that opening June 1st KCRO will have a psychiatric clinic for severe behavior clients requiring 1-1 or 2-1 staffing. Clinic will be for children and adults.</p> <p>There being no further public business the public meeting adjourned at 7:03PM.</p> <p>John Humphrey, Board Chair moved that the Developmental Disability Services of Jackson County Board of Directors go into closed session pursuant to the Missouri Revised Statutes 610.021 to discuss a real estate issue. The Closed Session is expected to last approximately 20-30 minutes.</p> <p>Members came out of Closed Session. Russ Jones shared that perhaps they could use the draft resolution he had brought to the meeting; substituting the word committee for Jake Jacobs.</p>	<p style="text-align: center;">Information</p>

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<p style="text-align: center;">Adjournment</p>	<p>Jake Jacobs then brought members into a discussion about details relating to the current offer and what members were or were not willing to accept.</p> <p>Motion: Lisa Honn, Member moved to adopt the Resolution; as modified; giving Jake Jacobs the authority to negotiate a deal with all parties interested in purchasing the Sunshine Building property. Tammy Kemp seconded the motion. Motion Carried.</p> <p>Russ Jones, Treasurer will scribe the draft Resolution and forward to Kathleen to finalize.</p> <p>There being no further business the meeting ended at 7:26PM.</p> <p>Respectfully submitted, Paula Smith, Secretary</p>	<p style="text-align: center;">Information</p> <p style="text-align: center;">Motion: Lisa Honn, Member moved to adopt the Resolution; as modified; giving Jake Jacobs the authority to negotiate a deal with all parties interested in purchasing the Sunshine Building property. Tammy Kemp seconded the motion. Motion Carried.</p>