

Developmental Disability Services of Jackson County - eitas
Board of Directors Meeting
 August 23, 2016

Topic/Issue	Minutes	Summary of Action Taken or Pending
<p>Attendance</p> <p>Call to Order</p> <p>Secretary's Report</p>	<p>John Humphrey, Tammy Kemp, Russ Jones, Lisa Honn and Melesa Johnson, Board Members. Absent: India Williams, Betty Sharp, Paula Smith, and Anita Parran. A quorum of board members was present. Jake Jacobs, Mark Riley, Amanda George, Nancy Nicolaus, Earlene Clayton, Anne Whalen and Kathleen Ganaden, Staff. Guests: Vincent Bustamante, Willa Robinson, Charlene Adams and Jennifer Jenkins.</p> <p>Tammy Kemp, Board Vice-Chair called the meeting to order at 6:03PM at the Administrative offices of Developmental Disability Services of Jackson County - eitas located at 8511 Hillcrest, Kansas City, Missouri.</p> <p>As Paula Smith, Board Secretary was absent; John Humphrey inquired if there were any questions to the June 28, 2016 Board meeting minutes. There were no questions or changes.</p> <p>Motion: Tammy Kemp, Board Vice-Chair moved to approve the June, 2016 minutes as presented. Lisa Honn, Member seconded the motion. June, 2016 board meeting minutes approved as presented. Motion Carried.</p> <p>Mr. Humphrey inquired if there were any questions or changes pertaining to the July 26, 2016 Board meeting minutes. Russ Jones, Board Treasurer shared that just prior to the meeting he had submitted suggested changes to the July minutes to make sure they reflected Finance Committee's consideration of the tax receivable issue. Mr. Jones feels that if the board minutes don't cover this subject in more detail than might normally make sense, then the deliberations of the committee do not get recorded anywhere.</p> <p>The paragraphs below would replace the first two paragraphs in the text regarding the Treasurer's report for July.</p> <p><i>Russ Jones, Board Treasurer, shared that the Finance Committee met earlier</i></p>	<p>Information</p> <p>Motion: Tammy Kemp, Board Vice-Chair moved to approve the June, 2016 minutes as presented. Lisa Honn, Member seconded the motion. June, 2016 board meeting minutes approved as presented. Motion Carried.</p>

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<p>Secretary's Report Continued</p>	<p><i>evening and discussed the subject of when the taxes that eitas receives each year should be recorded on its books as revenue and as a receivable. Brent Wilson of Mayer, Hoffman, McCann P.C. was also present to answer questions.</i></p> <p><i>Mr. Jones reported that the Committee discussed the subject at great length. Mr. Jones said that the discussion covered, among other things, the staff's rationale for its current practice of recording 1/12 of the tax receivable each month, the normal rules of accrual accounting that require that some event or events occur that justify recording revenue or expense, the various statutory provisions that govern the payment of real estate taxes in Missouri, including the dates on which tax liabilities come into existence and therefore might potentially be the dates on which tax revenue should be recorded, the consistency between the Board's tax receivable accounting policy and the way that the tax receivable is treated in practice, and the Board's need from a management perspective for information about the actual amount expected to be collected for the year. Mr. Jones said that the Finance Committee concluded that for (and only for) internal monthly financial statement purposes the current practice of recording 1/12 of the tax receivable each month should continue, that the internal monthly financial statements should include a note showing the full 12-month tax levy figure, and that the tax receivable accounting policy should be re-examined to determine if it is accurate and comprehensive.</i></p> <p>Motion: Tammy Kemp, Board Vice-Chair moved to approve the July 26, 2016 board meeting minutes with the above changes replacing the first two paragraphs in the text regarding the Treasurer's report. Lisa Honn, Member seconded the motion. Motion Carried.</p>	<p>Information</p> <p>Motion: Tammy Kemp, Board Vice-Chair moved to approve the July 26, 2016 board meeting minutes with the above changes replacing the first two paragraphs in the text regarding the Treasurer's report. Lisa Honn, Member seconded the motion. Motion Carried.</p>

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<p>Treasurer's Report</p>	<p>Russ Jones, Board Treasurer delivered the Treasurer's Report by sharing the Finance Committee had met earlier in the evening and began what likely will be an extended discussion of Developmental Disability Services of Jackson County - eitas' financial reserves. Specific subjects covered by the Finance Committee in this first meeting on the subject of financial reserves were:</p> <p><u>One</u>, the organization's policy statement regarding reserves (what the policy statement covers and what it does not cover, and the policy statement's aspirational nature); and</p> <p><u>Two</u>, what amount, if any, is now actually held by the organization in reserve, taking into account amounts reported on our year-end audited financial statements and other factors.</p> <p>The Finance Committee in covering these two subjects went through a discussion outline and that this outline would be provided to any Board member who might want to peruse it.</p> <p>The Finance Committee then briefly went through the organizations most current monthly unaudited financial statements for June, 2016.</p> <p><u>Highlights of June 2016 Unaudited Financials:</u></p> <ul style="list-style-type: none"> • Operating Cash balance at the end of June was just under \$6.5M • Total Investments at the end of June were \$2.0M • Total liabilities at the end of June were \$3.4M • Operating revenues for June were just under \$1.4M • Operating expenses for June were \$1.3M • Net operating income for June was \$54,559 • After depreciation, net income for June was <\$7,679> 	<p>Information</p>

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<p>Treasurer's Report Continued</p> <p>Provider Presentation Open Options</p>	<p>Mr. Jones concluded his report by sharing he would like to continue the discussion on the organization's financial reserve policy, a five-year plan and operation plan at future Finance Committee meetings.</p> <p>Vincent Bustamante, Executive Director/CEO and Andrea Adams, Director of Development for Open Options, Inc. came before members and shared information about their organization.</p> <p>Open Options was incorporated in 1977 with a focus of providing residential services to adults with developmental disabilities. The organization began its operation with a seven-bed group home in Kansas City, Missouri in the fall of 1979. By 1992 the mission of Open Options expanded to include services to people whose capacity for independent living is challenged by illness or age, as well as disability. This brought the addition of the SeniorLink program that provides assessment, referral, coordination and follow-up of a cadre of senior services to help people remain independent in their homes.</p> <p>In January of 1998, Open Options, Inc. and United Cerebral Palsy of Greater Kansas City merged. In December, 2015 the organization discontinued affiliation with the UCP organization, believing the Open Options name best reflected the diversity of the people they serve.</p> <p>Open Options seeks to become the premier provider of supports and services for people with disabilities, signifying quality, innovation, and person-centered principles.</p> <p>Mission Statement: At Open Options, we are guided by our mission to support people to realize their full potential.</p> <p>Recent accomplishments include:</p> <ul style="list-style-type: none"> • Sixty-one people with intellectual and developmental disabilities received services from their Community Living program. Forty-eight 	<p>Information</p>

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<p>Executive Director's Report Continued</p>	<p>sheltered employment. The Department of Justice attorney who shut down sheltered employment in Rhode Island met with the Executive Team of MACDDS privately. Mr. Jacobs believes there is a strong possibility that the Department of Justice will be in Missouri in 2017 to see how well we in Missouri are responding to community employment. In Jackson County we have made some positive steps, but still have much to improve upon.</p> <p>Also, doing away with the minimum wage exemption. There are approximately 65 sheltered workshops in Missouri and it is estimated about 40 would go under without the minimum wage exemption. SB40's do not have the resources to make up the difference unless it is taken away from others we support.</p> <p>There are a lot of initiatives and changes that could be impacting eitas in the next year or so and we will have to take it one step at a time.</p> <p>Continuing, Mr. Jacobs shared information on building security. Installation planning and work has begun at the eitas Transportation Center, and then will move to 8511 and 8508 Hillcrest. Focus is on the Transportation Center first as there was another attempted break-in when someone cut the fence, but nothing was taken or damaged other than a hole in the chain link.</p> <p>Mr. Jacobs closed his report by sharing the 2017 Funding Application Review meeting was held on Friday, August 19 for anyone considering submitting a 2017 Funding Application. Attendance was good and information was shared about any changes made in the application since last year. Members were reminded about the upcoming 2017 Funding Review meeting on Friday, September 16.</p>	<p>Information</p>

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New Business Set Tax Levy	<p>A non-binding tax levy was set in March of this year, but now members need to set a binding tax levy. Motion: Tammy Kemp, Board Vice-Chair moved to set the tax levy at \$0.738 and Lisa Honn, Member seconded the motion. Motion Carried.</p> <p><u>Tax Levy Resolution</u> On this 23rd day of August, 2016, be it hereby resolved that the binding tax levy for tax year 2016 for Developmental Disability Services of Jackson County - eitas be set at the rate of \$0.0738.</p>	<p style="text-align: center;">Information</p> <p>Motion: Tammy Kemp, Board Vice-Chair moved to set the tax levy at \$0.738 and Lisa Honn, Member seconded the motion. Motion Carried.</p>
Health Grant	<p>Members were also asked to review and approve another resolution pertaining to the Healthcare Grant. Motion: John Humphrey, Board Chair moved to have Jake Jacobs, Executive Director for Developmental Disability Services of Jackson County -eitas be the designated signing authority for the Health Care Foundation of KC grant, 912-FY16-4482. Lisa Honn, Member seconded the motion. Motion Carried.</p> <p><u>Authorizing Resolution</u> That Jake Jacobs, Executive Director for Developmental Disability Services of Jackson County - eitas, be designated the signing authority for the Health Care Foundation of Greater Kansas City grant, 912-F16-4482. Above resolution approved at the Developmental Disability Services of Jackson County - eitas Board of Directors meeting on August 23, 2016.</p>	<p>Motion: John Humphrey, Board Chair moved to have Jake Jacobs, Executive Director for Developmental Disability Services of Jackson County - eitas the designated signing authority for the Health Care Foundation of KC grant, 912-FY16-4482. Lisa Honn, Member seconded the motion. Motion Carried.</p>
Old Business	None.	
Public Comment	Comment received from Willa Robinson at Job One.	
Adjournment	<p>There being no further business the meeting was adjourned at 6:55PM</p> <p>Respectfully submitted,</p> <p>Paula Smith, Board Secretary</p>	