

Developmental Disability Services of Jackson County - eitas
Board of Directors Meeting
 September 27, 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>John Humphrey, Tammy Kemp, Russ Jones, Anita Parran, Lisa Honn, Melesa Johnson, India Williams, and Paula Smith, Board Members. Absent: Betty Sharp. A quorum of board members was present. Jake Jacobs, Mark Riley, Amanda George, Nancy Nicolaus, Tracy Mauk, Earlene Clayton, Anne Whalen, Amanda Hirschmann, Erin Epperson and Kathleen Ganaden, Staff. Guests: Charlene Adams, Aaron Martin and Anne Hochstein.</p> <p>John Humphrey, Board Chair called the meeting to order at 6:00PM at the Administrative offices of Developmental Disability Services of Jackson County - eitas located at 8511 Hillcrest, Kansas City, Missouri.</p> <p>Paula Smith, Board Secretary inquired if there were any changes or questions to the August 23, 2016 Board meeting minutes. There were none.</p> <p>Motion: Tammy Kemp, Board Vice-Chair moved to approve the August 23, 2016 minutes as presented. Melesa Johnson, Member seconded the motion. The August 23, 2016 board meeting minutes were approved as presented. Motion Carried.</p> <p>Russ Jones, Finance Committee Chair shared that the Finance Committee met earlier in the evening and continued discussion of Developmental Disability Services of Jackson County - eitas financial reserves. Specific subjects covered by the Finance Committee in this second meeting on the subject of financial reserves were:</p> <p style="padding-left: 40px;"><u>One</u>, what amount would be available to eitas right now if it were to encounter large, unbudgeted and urgent financial needs?</p> <p style="padding-left: 40px;"><u>Two</u>, concepts for consideration if we do prepare a new reserves policy for consideration by the Board.</p> <p style="padding-left: 80px;">a. Concept (definition) of "reserves".</p>	<p style="text-align: center;">Information</p> <p style="text-align: center;">Motion:</p> <p>Tammy Kemp, Board Vice-Chair moved to approve the August 23, 2016 minutes as presented. Melesa Johnson, Member seconded the motion. The August 23, 2016 board meeting minutes approved as presented.</p> <p style="text-align: center;">Motion Carried</p>

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<p>Treasurer's Report Continued</p>	<p style="text-align: center;">b. Concept (definition) of "unrestricted fund balance"</p> <p><u>Three</u>, investment of assets; segregation of reserves.</p> <p><u>Four</u>, process for establishing reserve funds and targeting Minimum and maximum unrestricted fund balance amounts.</p> <p>At the October Finance meeting, Mr. Jones would like to continue the discussion on the organization's financial reserve policy, five-year plan and operational plan.</p> <p>As homework; committee members were asked to consider:</p> <ul style="list-style-type: none"> • What eitas' revenue-related risks are • What eitas' expenditure-related risks are <p>The Finance Committee then briefly went through Developmental Disability Services of Jackson County - eitas' most current monthly unaudited financial statements for July, 2016.</p> <p><u>Highlights of July 2016 Unaudited Financials:</u></p> <ul style="list-style-type: none"> • Operating Cash balance at the end of July was just under \$6.1M • Total Investments at the end of July were \$2.0M • Total liabilities at the end of July were \$3.4M • Operating revenues for July were just under \$1.2M • Operating expenses for July were \$1.2M • Net operating income for July was \$58,782 • After depreciation, net loss for July was <\$3,440> 	<p style="text-align: center;">Information</p>

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<p data-bbox="132 354 344 451">Treasurer's Report Continued</p> <p data-bbox="96 824 380 922">Provider Presentation - Job One-Careers</p>	<p data-bbox="411 354 1058 378">Ms. Clayton also noted in her report:</p> <ul data-bbox="459 391 1703 686" style="list-style-type: none"> <li data-bbox="459 391 1703 516">• 2016 Estimated Taxes Receivable balance at the end of July listed under current assets was about \$4.3M. This account reflects 7/12 of total estimated taxes for 2016 of just over \$7.3M. This estimate includes revised valuation data received from the County in July. <li data-bbox="459 561 1703 686">• 2015 Estimated Taxes Receivable at the end of July listed under current assets was \$25,911. This account reflects the total estimated taxes for 2015 of just under \$7.2M less collections received from the County at July 31, 2016. <p data-bbox="411 727 1556 784">Ms. Clayton answered all questions from the Finance Committee and concluded her report.</p> <p data-bbox="411 824 1709 1016">Anne Hochstein, Job One - Careers Director came before eitas Board members to share information about the Careers program at Job One. Ms. Hochstein shared the Mission and Vision of the program and that is to provide employment services to individuals with disabilities. All individuals with disabilities will find meaningful and sustainable employment that matches their skills, interests and aspirations.</p> <p data-bbox="411 1057 1675 1146">Job One - Careers can handle the up-front assessment and recruitment effort for any business to indentify qualified and interested applicants who happen to have disabilities.</p> <p data-bbox="411 1187 1625 1312">They also provide ongoing support after hiring to ensure that the new employee meets company performance standards and, if necessary, is reasonable accommodated to do the work. This includes one-on-one job coaching and consulting on possible work-environment modifications.</p> <p data-bbox="411 1352 1709 1409">Job One - Careers has been most successful in finding jobs for individuals with disabilities and is preparing to hire their fifth Customized</p>	<p data-bbox="1776 354 1976 378">Information</p>

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<p>Committee Reports</p> <p>Executive Director's Report</p> <p>New Business</p> <p>Old Business</p>	<p>Employment Specialist.</p> <p>No reports, as there was no Property and/or Planning & Services Committee meetings in September.</p> <p>Jake Jacobs, Executive Director opened his report by sharing the latest eitas video "Kevin's Song". Kevin is a young man who participates in the RHD <i>Imagine That</i> art studio. Kevin is a writer, artist, and musician who also happens to have autism. The video focuses on his struggles to overcome the limitations autism has tried to impose on his life.</p> <p>Following the video, Mr. Jacobs shared that another KCATA meeting is scheduled for the end of the month to see a demo of their route software and to look at ways we can supplement opportunities for eitas riders as well as assist KCATA.</p> <p>Mr. Jacobs shared that a meeting was held with the eitas insurance broker. The broker shared that eitas will be getting a 0% increase on its health insurance premiums next year. This is due to a younger staff and having over 100 people insured now.</p> <p>In closing, Mr. Jacobs shared that questions have been sent out to a number of our providers who submitted funding applications for 2017. Their answers and a draft budget will be shared at our October meeting.</p> <p>None.</p> <p>None.</p>	<p>Information</p>

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<p>Public Comment</p> <p>Adjournment</p>	<p>None.</p> <p>There being no further business the meeting was adjourned at 6:44PM.</p> <p>Respectfully submitted,</p> <p>Paula Smith Board Secretary</p>	<p>Information</p>