

Developmental Disability Services of Jackson County - eitas
Board of Directors Meeting
 January 24, 2017

Topic/Issue	Minutes	Summary of Action Taken or Pending Information
<p>Attendance</p> <p>Call to Order</p> <p>Secretary's Report</p> <p>Treasurer's Report</p>	<p>Anita Parran, Tammy Kemp, Russell Jones, Lisa Honn, India Williams, Paula Smith, and John Humphrey Board Members. Absent: Betty Sharp and Melesa Johnson. A quorum of board members was present. Jake Jacobs, Nancy Nicolaus, Earlene Clayton, Anne Whalen and Kathleen Ganaden, Staff. Guests: Charlene Adams, Pat Jones and Berda Waver.</p> <p>John Humphrey, Board Chair called the meeting to order at 6:02PM 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 December 6, 2016 Board meeting minutes.</p> <p>Motion: Tammy Kemp, Vice-Chair moved to approve the December 6, 2016 minutes with the addition of Anita Parran added to the board attendance. John Humphrey, Chair seconded the motion. The December 6, 2016 board meeting minutes were approved as corrected. Motion Carried.</p> <p>Russ Jones, Finance Committee Chair shared that the finance committee met earlier in the evening and had four topics they wanted to cover in the meeting.</p> <p>The committee first discussed their decision to reinvest or not a CD that matured in late 2016 or just keep it as cash. The resolution to this discussion was that staff is going to get some information from our investment advisor about CD and/or T-bill rates and provide that information to the committee with a recommendation about how to proceed so this money can be reinvested again at hopefully higher rates of return.</p> <p>Also, discussed at the finance meeting was the audit of the financial statements. The audit process has started and we expect the auditors to send a team to do field work the last week in February. At that time it</p>	<p style="text-align: center;">Motion: Tammy Kemp, Vice-Chair moved to approve the December 6, 2016 minutes with the addition of Anita Parran added to the board attendance list. John Humphrey, Chair seconded the motion. The December 6, 2016 board meeting minutes were approved as corrected. Motion Carried.</p>

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<p>Treasurer's Report Continued</p>	<p>is the plan of the Finance Committee to meet with the auditors at the end of that week; without staff present. This is part of the process of the Finance Committee; making sure the auditors feel independent, etc. The committee is also working on some other things within the audit process.</p> <p>Other items discussed by the Finance Committee included their on-going work on the reserves policy. The committee is at a point in the review process as to where they are looking at uncertainties that face the organization; uncertainties about revenue, uncertainties about expenses; and trying to quantify those is a difficult process, but the committee is making progress.</p> <p>The Finance Committee also reviewed the 2016 Unaudited Financial Statements. Earlene Clayton, Fiscal Manager presented the financials to the committee.</p> <p><u>October 2016 Unaudited Financials:</u></p> <ul style="list-style-type: none"> • Operating Cash balance at the end of October was \$5.7M • Total Investments at the end of October were \$1.0M • Total Liabilities at the end of October were \$3.1M • Operating revenues for October were \$1.2M • Operating expenses for October were just under \$1.2M • Net Operating Income for October was \$43,729 • After depreciation, net loss for October was <\$8,703> <p>On future unaudited financial reports, Mr. Jones would like to see year-end figures on balance sheet items: operating cash, total investments and total liabilities. From the income statement Mr. Jones would like to see year-to-date figures for operating revenues, operating expenses, net operating income and net income after depreciation.</p>	<p>Information</p>

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<p>Presentation</p> <p>Committee Reports</p> <p>Executive Director's Report</p>	<p>No provider presentation was scheduled.</p> <p>No reports, as there were no Property and/or Planning & Services Committee meetings in January.</p> <p>Jake Jacobs, Executive Director inquired if there were any questions to his report previously submitted.</p> <p>In this report, Mr. Jacobs shared that he had attended a joint meeting between representatives of MACDDS and the Missouri sheltered workshop state association (MASWM) in Columbia to discuss ongoing national and state issues that could impact workshops. Russ Jones, Member inquired if anything had transpired since submitting that report.</p> <p>Mr. Jacobs shared that the committee is developing a white paper to share with Governor Greitens and state legislators to suggest workable changes to the current system. Mr. Jacobs continued by sharing that somehow everyone (DESE, Sheltered Workshops, DMH-DD Division and SB40's) will have to coordinate services and work together. This will be hard as there are different types of funding, but everyone will have to make it easier for people to go out; try a job and if it doesn't work out have the opportunity to come back to the workshop and learn additional skills and go out and try again. Always, always, it has to be a choice.</p> <p>In closing, Mr. Jacobs shared that with the uncertainty surrounding the Targeted Case Management rates and our revenue he is holding off any expansion or new remodeling on any eitas facilities until there is a clearer picture of the road ahead. This would also include filling new positions budgeted for 2017.</p>	

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<p>New Business</p> <p>Old Business</p> <p>Public Comment</p> <p>Public Adjournment</p>	<p>Members were asked to complete and return by the next board meeting the 2017 Conflict of Interest forms found in their packets.</p> <p>None.</p> <p>Comments were received from family of an autistic child needing services.</p> <p>There being no further public business, John Humphrey, Board Chair moved at 6:30PM that the Developmental Disability Services of Jackson County Board of Directors go into Closed Session pursuant to the Missouri Revised Statutes 610, Subsection 610.021 to discuss a personnel issue. The Closed Session is expected to last 10-15 minutes.</p> <p>Respectfully submitted,</p> <p>Paula Smith Board Secretary</p>	<p>Information</p>