

Developmental Disability Services of Jackson County - eitas
Board of Directors Meeting
 February 28, 2017

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>Anita Parran, Tammy Kemp, Russell Jones, Lisa Honn, India Williams, Melesa Johnson and Paula Smith. Absent: Betty Sharp and John Humphrey. A quorum of board members was present. Jake Jacobs, Nancy Nicolaus, Earlene Clayton, Anne Whalen, Kristen Yates, Erin Epperson and Kathleen Ganaden, Staff. Guests: Cristy Carpenter, Terri McMillan and Tina Spallo.</p> <p>Tammy Kemp, Board Vice-Chair called the meeting to order at 6:06PM 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 January 24, 2017 Board meeting minutes. There were none. Motion: Anita Parran moved to approve the meeting minutes for January 24, 2017, as presented. Lisa Honn seconded the motion. Motion Carried.</p> <p>Russ Jones, Finance Committee Chair shared that the Finance Committee met earlier in the evening and discussed several subjects. The first subject for discussion was the November 2016 unaudited financial statements presented by Earlene Clayton, Fiscal Manager. <u>November 2016 Unaudited Financials:</u></p> <ul style="list-style-type: none"> • Operating cash balance at the end of November was \$4.8M • Total investments at the end of November were \$1.0M • Total liabilities at the end of November were \$3.1M • Operating revenues for November were \$1.2M • Operating expenses for November were \$1.1M • Net income from operations for November was \$80,549 • Net income (net loss) after depreciation was \$17,469 <p>Mr. Jones invited questions about the November unaudited financials and stated he would not report further on them; this being February of 2017. There were no questions.</p>	<p style="text-align: center;">Information</p> <p style="text-align: center;">Motion: Anita Parran moved to approve the meeting minutes for January 24, 2017, as presented. Lisa Honn seconded the motion. Motion Carried.</p>

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<p>Treasurer's Report Continued</p>	<p>Continuing Mr. Jones stated that with respect as to where the Finance Committee is with the year end financial statements. There are two things when talking about year end financial statements. One would be our normal year end financial statements prepared by staff and then there will be audited financial statements that the Finance Committee will review at some point.</p> <p>At this point in time, staff is able to proceed with preparation of the December financial statements as problems encountered with the payroll contractor have been resolved and allowed staff to proceed. Staff will proceed with the December financials and send copies to members in the next few weeks. The board is scheduled to see the audited 2016 financials at the March board meeting.</p> <p>Mr. Jones shared the three members of the Finance Committee met with the auditors; the manager of the audit and the partner in-charge of the audit.</p> <p>As a result of that meeting, several questions were addressed including are we satisfied that the auditors are independent. The answer is "yes" with the qualification that we are going to ask them to put into their conflicts of interest system our providers.</p> <p>Next question, are we satisfied that the auditors appear to be completely capable and competent. The answer is yes.</p> <p>Are we satisfied with the scope of the audit? We have asked them to describe how many confirmations they get with respect to the entries into our financial statements. For example, do they confirm all the bank balances? The answer the committee gives to that is "yes" we are satisfied with that.</p>	<p>Information</p>

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<p data-bbox="121 354 359 451">Provider Presentation Continued</p> <p data-bbox="155 786 323 883">Committee Reports - Property</p> <p data-bbox="149 1382 329 1438">Planning & Services</p>	<p data-bbox="411 350 1640 410">Therapeutic recreational programming is offered within two subdivision activity areas: Sports Programs and Outreach.</p> <p data-bbox="411 448 1692 574">The Sports Programs provide participants with opportunities to develop physical fitness skills, good sportsmanship and team camaraderie. They also encourage friendships with families. Outreach Program offers diverse therapeutic programming activity for individuals of Jackson County.</p> <p data-bbox="411 613 1692 740">The mission of Jackson County Parks & Rec Special Population Services has been to provide professional, multi-recreational services enabling the developmentally disabled of Jackson County to achieve independence, self-fulfillment and physical fitness through athletic and social events.</p> <p data-bbox="411 779 1692 971">As John Humphrey, Property Committee Chair was absent, Tammy Kemp, presented the Property Committee report. Ms. Kemp opened her report by sharing that earlier in the month the board received a report from Marvin Blake, Facilities Coordinator. Mr. Blake gave a report to members involving all eitas owned properties and highlights of work in progress and/or work completed on those properties.</p> <p data-bbox="411 1010 1675 1104">A few of those highlights included Mr. Blake sharing that wiring for the new security systems at 8511 and 8508 is in progress. The eitas Transportation Center has already been wired for security.</p> <p data-bbox="411 1143 1709 1203">The drain in the large holding tank at the transportation center is in the process of being repaired.</p> <p data-bbox="411 1242 1661 1336">Roof repair at Job One - Yuma is completed and bids are being collected for repair to the roof at Southeast Enterprises. New HVAC units were installed at Southeast and Blue Valley Industries.</p> <p data-bbox="411 1375 1604 1435">Paula Smith, Planning & Services Committee Chair and Board Secretary shared that this committee also met earlier in the month. Bob Rice,</p>	<p data-bbox="1772 350 1976 375">Information</p>

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<p>Planning & Services Committee Continued</p> <p>Support Coordination</p> <p>Organizational Development</p> <p>Agency Relations</p>	<p>eitas Transportation Manager shared that his team has been busy cleaning up the long term transportation wait list and evaluating new satellite vehicle tracking systems for the eitas fleet. The maintenance department has been cleaning out old obsolete parts which fit old vehicles no longer in inventory. Items which cannot be sold, exchanged or returned are being scrapped.</p> <p>Mark Riley, Deputy Director shared there are currently 50 eitas Support Coordinators spread amongst six teams. These 50 individuals are providing services for 1,929 individuals.</p> <p>Growth in 2016 included:</p> <ul style="list-style-type: none"> • 225 new cases were opened; • 112 cases were discharged; • 113 cases were netted or almost caseloads; • and eitas average 1 county to county transfer a week <p>Amanda George, Training and Organization Manager shared that they hope to hire a Community Health Care worker this year.</p> <p>Field Trainers have been preparing lessons for newly hired Support Coordinators. Quality Assurance completed their annual survey with positive results. The department is finalizing the Quality Assurance Plan for the Support Coordination Department TCM requirements.</p> <p>Due to illness the Agency Relations department was unable to submit a report for February.</p>	<p>Information</p>

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<p>Executive Director's Report</p>	<p>Jake Jacobs, Executive Director inquired if there were any questions to his report previously submitted. There were no questions.</p> <p>Mr. Jacobs continued by sharing with members that in reference to the Missouri Medicaid Audit & Compliance Unit (MMSC Audit) another \$400.00 was cutoff the initial amount owed of \$3800. This is due to the efforts of Kristen Yates, Quality Assurance person for eitas.</p> <p>At the recent bi-monthly eitas staff meeting Gabe Maloney and his Service Dog, Stanley came before staff to tell their story. Gabe Maloney, a young man in high school shared information about his disability which is that he can fall into REM sleep at any time. Stanley, his service dog has the responsibility of awakening Gabe from sleep and/or keeping him from falling into sleep at inappropriate times; i.e. school.</p> <p>"A service animal is any dog that is individually trained to do work or perform tasks that benefit an individual with a disability." Not to be confused with "therapy" animals.</p> <p>Gabe is also Boy Scout working on becoming an Eagle Scout. His Scout project is making local businesses and first responders aware that people with a disability and their service dog have legal authority to enter any business or public entity; including access to dining rooms and food service areas. People with disability accompanied by a service dog/animal have been covered by federal law since 1990. Gabe took this project because he and Stanley have been denied access to some local business.</p> <p>Gabe and Stanley will do their best to make business owners aware that they have legal access (ADA Titles II & III) to their place of business. Gabe will also disperse Service Dog information cards and decals that say "Service Dog Inside". Eitas is helping to support this very worthwhile project.</p>	<p>Information</p>

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<p>New Business Attestation & Resolution</p> <p>Old Business</p> <p>Public Comment</p> <p>Adjournment</p>	<p>Information was shared with members regarding a Resolution about ATTESTATION Re: Section 6032 of the Deficit Reduction Act and a Resolution that Jake Jacobs, Executive Director for Jackson County Board of Services has the authority to make this Attestation Re: Section 6032 of the Deficit Reduction Act on behalf of Jackson County Board of Services for Developmentally Disabled located at 8511 Hillcrest, Kansas City, MO 64138. Motion: Lisa Honn, Board Member moved to approve the above Resolution about Attestation and Anita Parran, Board Member seconded motion. Motion Carried.</p> <p>None.</p> <p>None.</p> <p>There being no further business the meeting was adjourned at 6:46PM.</p> <p>Respectfully submitted,</p> <p>Paula Smith</p>	<p>Information</p> <p>Motion: Lisa Honn, Board Member moved to approve the above Resolution about Attestation and Anita Parran, Board Member seconded motion. Motion Carried.</p>