

Developmental Disability Services of Jackson County - eitas
Board of Directors Meeting
 July 25, 2017

Topic/Issue	Minutes	Summary of Action Taken or Pending
Attendance	<p>Paula Smith, Tammy Kemp, Russ Jones, Betty Sharp, Tedi Rowland and India Williams, Board Members. Absent: Lisa Honn, Anita Parran and John Humphrey. A quorum of board members was present. Anne Whalen, Mark Riley, Earlene Clayton, Nancy Nicolaus, Erin Epperson, Monet Brown, Martin Bryant, Bob Rice, Jake Jacobs and Kathleen Ganaden, Staff. Guests: Ebony Bryant, Aaron Martin, Karen Flattery, Mark Simcosky, Tina Jackson, Tionna Jackson, Leon Jackson, TaMara Jackson, and Mike and Laura Kelly.</p>	
Call to Order	<p>Paula Smith, Board Chair called the meeting to order at 6:04PM at the Administrative offices of Developmental Disability Services of Jackson County - eitas located at 8511 Hillcrest, Kansas City, Missouri.</p>	
Secretary's Report	<p>India Williams, Board Secretary inquired if there were any changes or questions to the May 2017 Board Meeting minutes. There were none. Motion: Tammy Kemp, Board Member moved to approve the meeting minutes for May 23, 2017, as presented. Tedi Rowland, Board Member seconded the motion. Motion Carried.</p>	<p>Motion: Tammy Kemp, Board Member moved to approve the meeting minutes for May 23, 2017, as presented. Tedi Rowland, Board Member seconded the motion. Motion Carried.</p>
Special Guests	<p>Before the meeting continued Jake Jacobs, Executive Director interjected a surprise for all in attendance. The surprise was a preview of the latest eitas video: <i>Embracing Life "The Story of Miss T"</i> produced and directed by Mike and Laura Kelly of Films for Humanity. The star of the film was Miss T (Tionna Jackson) who was in attendance with her family and other members of the cast (Martin Bryant & Tina Jackson). Positive comments were received following the preview showing of the video indicating it is a great success.</p>	
Treasurer's Report	<p>Russ Jones, Board Treasurer opened his report by sharing appreciation to Earlene Clayton, eitas Fiscal Manager and her staff for bringing the unaudited financials up-to-date and to Jake Jacobs, Executive Director for his oversight of the organization.</p>	

Developmental Disability Services of Jackson County - eitas
Board of Directors Meeting
 July 25, 2017

Topic/Issue	Minutes	Summary of Action Taken or Pending
<p>Treasurer's Report Continued</p>	<p>In terms of our financial situation the Finance Committee went through the June unaudited financials in some detail and the financials showed the organization to be in a strong financial position. In terms of our balance sheet, our assets as a whole are very substantial relative to our liabilities. Our operating results; so far in the year are ahead of target. Our net operating income for the year to date (6 months) of almost \$1M. So at this point in the year our financial statements are very strong. If there were one concern that it would be that we had budgeted for two Support Coordination teams that we do not have in place and since we make up for lack of another term, a profit on Support Coordination that we use to support other things that the organization does.</p> <p>The budget, as a whole, was a break-even budget so to the extent that those two Support Coordination teams are not there; we don't have the revenue they would have generated or the expense we would have paid and the net through six months is a shortfall of roughly \$450K of which I have asked if we should have any special thoughts about that. This concluded Mr. Jones Finance Committee report.</p>	
<p>Property Committee Report</p>	<p>John Humphrey, Property Committee Chair was absent so Jake Jacobs presented the Property Committee report by sharing that in addition to the report members already had in their packets there was concern about the storm over the weekend. Marvin Blake, Facilities Coordinator found no major problems with eitas properties except at Southeast Enterprises where there was a major leak.</p> <p>Tammy Kemp, Board Member inquired what was being done with past roof repairs at Southeast and Mr. Jacobs replied that he would be talking to the Board about that next month as Mr. Jacobs has asked Mr. Blake to get three bids to replace the entire roof which is estimated to cost \$250,000. The roof has been patched and patched and it is time to replace it.</p>	

Developmental Disability Services of Jackson County - eitas
Board of Directors Meeting
 July 25, 2017

Topic/Issue	Minutes	Summary of Action Taken or Pending
<p>Property Committee Report Continued</p> <p>Planning & Service Committee Reports</p>	<p>This concluded the Property Committee report as there were no further questions and/or material to share.</p> <p>Paula Smith, Board Chair and Planning & Services Committee Chair opened her committee report by sharing that Bob Rice, Transportation Manager for eitas shared that eitas management is in the final stages of hiring for the new position of Driver Supervisor and replacing the vacant Assistant Dispatcher position. The Driver Supervisor position will be a large step forward in efforts to fully utilize the technology now available in the area of driver monitoring.</p> <p>Additional bids are being sought for the employee parking lot expansion which will add 8-9 parking spots.</p> <p>Drivers are utilizing two new computers installed in the training room at the Transportation Center to complete on-line mandatory courses.</p> <p>Nancy Nicolaus, Agency Relations Supervisor shared in her report that she and Tracy Mauk continue visiting all eitas funded agencies with a focus on seeing direct service sites.</p> <p>Ms. Nicolaus also shared information about the new CDD building acquisition (ITT) and that Terri McMillan, Jackson County Parks and Rec Administrator was selected Employee of the month for all Jackson County services.</p> <p>Ms. Nicolaus closed her committee report to the board by sharing that Resources for Human Development (RHD) has not yet been able to fill the KC Director position.</p> <p>Continuing Mrs. Smith shared that Mark Riley, eitas Deputy Director shared at the committee meeting information that the No. 1 current priority is new Person Centered Support Plan rollout, training and implementation.</p>	

Developmental Disability Services of Jackson County - eitas
Board of Directors Meeting
 July 25, 2017

Topic/Issue	Minutes	Summary of Action Taken or Pending
<p>Planning & Service Committee Reports Continued</p>	<p>Mr. Riley also shared that the Utilization Review (UR) pilot program is underway where UR Coordinators are doing more completion of actual packet request set-up to begin final evaluation. The goal is to save the SC time.</p> <p>Three new Support Coordinators are scheduled to begin in August.</p> <p>Erin Epperson, SC Manager shared that current SC priorities included managing high caseloads while staying on top of requirements; filling open positions; and a significant amount of training on new person centered planning guidelines and significant amount of training.</p> <p>Jake Jacobs interjected that one of the issues members will come across in their review of the Employee Survey in their packets is the extra workload. In an effort to address and reward people for doing it; starting this month for every extra caseload over 40 a Support Coordinator carries they get \$25.00 a month. It is not that much, but lets the SC know that management is aware of the extra workload they carry and it is appreciated.</p> <p>In closing the Planning and Services report, Mrs. Smith shared information from Amanda George, Organizational Development Manager. Mrs. George shared class attendance number on training classes offered January through July.</p> <p>Information was shared relating to the five grants eitas has been awarded. The goal of the Oral Health Grant for people with Developmental Disabilities is to "ensure an oral health care system for individuals with intellectual and developmental disabilities that provide easy access to quality dental care, and lower costs.</p> <p>The fifth grant (Collaborative to Enhance Access to Behavior and Physical Activity Supports for Individuals with Alzheimer's Disease and Related</p>	

Developmental Disability Services of Jackson County - eitas
Board of Directors Meeting
 July 25, 2017

Topic/Issue	Minutes	Summary of Action Taken or Pending
<p style="text-align: center;">Executive Director's Report</p>	<p>Dementias has two referrals to start the Related Dementia Alzheimer's Disease (RDAD) process and Cheryl Carlin will be implementing RDAD for eitas.</p> <p>This concluded highlights of the Planning & Services committee reports submitted for July.</p> <p>Jake Jacobs, Executive Director inquired if there were any questions to the report previously submitted. There were none.</p> <p>Mr. Jacobs opened his report by stating he had a couple of updates. The first related to the eitas Transportation Center's new tracking system. The initial cost will be \$70K plus \$14K a year continuing cost. Should we have decided to stay with the current system the initial cost would be \$120K plus \$20K annually. So, with this new system we are cutting cost plus getting a system twice as good as the current one. This new system has a monitoring system with video in real time; a GPS locating system that will tell us where every bus at any time. Plus a camera monitoring system that can be saved to our computer system.</p> <p>Paula Smith interjected a concern about security at the Training Center at 8508 Hillcrest. The concern was about letting non-eitas employees into the building when the security system is on. Mr. Jacobs replied that he knew about the concern she was referring to and that he was working on a solution. Mr. Jacobs shared that he had to remove someone from the 8511 parking lot the other day. Someone in the parking lot who had no business being there. We can't isolate ourselves in a glass bubble so there will always be concerns that we will address as each one comes about.</p> <p>Continuing Mr. Jacobs shared that his newest crusade was service/support monitoring. The Missouri Department of Mental Health (DMH) expects Support Coordinators to monitor providers. Mr. Jacobs believes that</p>	

Developmental Disability Services of Jackson County - eitas
Board of Directors Meeting
 July 25, 2017

Topic/Issue	Minutes	Summary of Action Taken or Pending
Executive Director's Report Continued	<p>should not be the responsibility of the SC, but of the State. A Support Coordinator is there to support their client; not police the provider. SC's are supposed to work as partners with the providers not report them for insufficiencies concerning their contract with DMH.</p> <p>In closing, Mr. Jacobs shared that eitas has been trying to redo the employee evaluation process, but just haven't had the time so the company that handles our health insurance and investments also has an HR consulting department and Mr. Jacobs has discussed with them about using them as a consultant. So, we are awaiting their bid and if all works out we would hire them as a consultant and have them redo the evaluation process for us. We want evaluations targeted at the job duties. Right now, it is generic for everybody.</p> <p>Paula Smith asked if Mr. Jacobs could enlighten the Board about the APSE Conference he recently attended in Portland at the next meeting.</p> <p>Tammy Kemp, Board Member inquired about any follow-up pertaining to the public meeting held on July 12th regarding the new Home and Community Based Services Rules. Mr. Jacobs shared that he thought there had been a great turnout of clients, parents and/or guardians at the meeting as well as great dialogue on both sides. Offering those affected a venue to discuss their concerns and vent their frustrations worked well. Thank you again to all board members and staff that attended.</p> <p>This concluded Mr. Jacobs report.</p>	
New Business	<p>Mr. Jacobs asked members to review, by the next Board meeting, the Staff Survey that can be found in their board packets. Your input is invaluable. On August 11th the results will be shared with staff and</p>	

