



# Board Meeting Minutes December 5<sup>th</sup>, 2017

## Call to order

Anita K. Parran, Board Chair, called the meeting to order at the administrative offices of Developmental Disability Services of Jackson County -eitas, 8511 Hillcrest Rd, Suite 300, Kansas City, Missouri on December 5<sup>th</sup>, 2017 at 6:02 pm.

## Attendance

Attendees included Tedi Rowland, Russ Jones, Lisa Honn, India Williams, John Humphrey, Tammy Kemp, Board members. A quorum of board members was present. Jake Jacobs, Earlene Clayton, Mark Riley, Amanda George, Earlene Clayton, Sylvia Greene, Melody Scott - JobOne, Charlene Adams - Parent, guests.

## Introduction of Board and Guests

Ms. Parran asked the attendees to introduce themselves.

## Secretary's Report

Ms. Williams inquired if there were any changes or questions to the October 2017 Board Meeting Minutes. Ms. Parran moved to approve as, Ms. Rowland seconded the motion. Motion to approve, motion carried.

## Treasurer's Report

Russ Jones presented the unaudited October financials. The organization continues to have very strong financials. Total assets at the end of October were \$27.9 million.

Mr. Jones addressed the Board Treasurer's bond. Mr. Jones stated that there is a Missouri law that provides for SB40 entities has a provision that says that before taking office the treasurer will furnish a surety bond in an amount to be determined and approved by the board, for the faithful performance of his duties and faithful accounting of all monies that will come into his hands. Mr. Jones was not aware of this statute. Eitas has obtained a surety bond through our insurance provider for coverage of \$50,000.00 to cover theft by the treasurer.

Mr. Jones asked for the opinion of the board regarding the amount of coverage of the bond. After discussion, Mr. Jacobs volunteered to contact our auditor to get recommendations as to an appropriate amount of coverage. Mr. Jacobs will present the information he receives from the auditor at a future meeting. Ms. Honn addressed the concerns of the amount of coverage. Mr. Jacobs will discuss the amount with the auditor also.

Mr. Jones presented the reserves policy that was approved by the finance committee. Mr. Jones asked if anyone had questions about the policy. Ms. Honn addressed the auditor's recommendations and those changes were made. Ms. Honn also brought to the group the decision to name the funds "Segregated Reserves". The board is comfortable with the policy and is ready to take action.

Ms. Parran asked all those in favor of adopting the three items listed

- Maintenance of Financial Reserves to Cover Risk Contingencies
- Cash That Should Be Kept on Hand to Fund Future Operations
- Cash Available for Mission-Related Expenditures

Ms. Honn made a motion to accept the policy as recommended by the finance committee, Mr. Jones seconds the motion. All in favor, motion carried and approved.

## Staff Presentation

No staff presentation

Ms. Parran took this time to give information about what the board has been doing since the Board Retreat. Ibosswell facilitator assisted with preliminary meetings with staff and staff survey. The board decided to focus on the following:

- Operate for maximum results
- Stay strategically focused
- Take accountability for the performance of the board
- Recruit, retain and repair the right people for their tasks at eitas

One immediate task was to form a committee to review the strategic plan. The committee met and was informed by Mr. Jacobs that there is has been no needs assessment done since 2007. The committee agreed that the needs assessment is a priority, before the strategic plan can be addressed. Mr. Jacobs agreed to send out an RFP for needs assessment.

The committee also decided that there are things that need to be done simultaneously.

1. Board Member recruitment

It was decided that Mr. Humphrey, Ms. Honn and Ms. Kemp will interview the top candidates and make recommendations to the remainder of the board via email.

2. Grant provider applications and best practices

Mr. Jacobs will spearhead this assignment, with board member assistance.

Ms. Honn explained the issue with the applications. The board would like more innovation from our providers, new ideas for things that the providers are doing for the people they serve.

The board would like more outreach to the community outreach to get applications from different agencies.

Ms. Parran recommended that we could fund pilot programs and other programs that we have not funded in the past.

3. Needs Assessment -addressed

4. Reserves Policy - addressed

Bylaws - need for review and changed as appropriate.

Ms. Parran and Mr. Humphrey will work on Bylaws.

## Committee Reports

No Property Committee or Planning and Services Committee meetings in October and December. Written reports are in Board packets.

Ms. Parran discussed that Committees should be examined. Ms. Parran suggested possibly inviting candidates for the board who were not selected and staff members to join committees.

## Executive Director's Report

Jake Jacobs, Executive Director reported the approved additional holidays for eitas, it is suggested that eitas would have the same holidays as the county. Ms. Kemp asked about our transportation being available on the holidays. DOT is open on holidays and the DOT employees would get Holiday pay. It was decided the new holidays would be announced at the eitas Holiday party.

Mr. Jacobs confirmed that the board would be giving gift cards to employees for Holiday gifts.

Mr. Jacobs confirmed that we would discuss a capital reserves fund for improvement and emergent needs.

Ms. Honn asked about 360 evaluations for the staff. Mr. Jacobs and Ms. George will meet to discuss the plan for these evaluations. They will report back to the Board.

Mr. Jacobs gave an update on Blue Springs property. He informed the Board that it will be a complete gut remodel.

## New Business

Ms. Parran announced that Paula Smith, Board Chair, has resigned her position effective immediately. Ms. Parran asked if the Board accepted Ms. Smith's resignation. The board regretfully accepts Ms. Smith's resignation. Ms. Parran will be the new Board Chair, as the bylaws indicate. The Board will elect a new vice chair. Ms. Parran asked for nomination for vice chair. Ms. Rowland nominated Ms. Honn for Vice Chair. Mr. Humphrey seconds the nomination. The Board approved the nomination.

## Old Business

Rainbow Options funding was deferred. The Board had questions about the funding conflicting with Medicaid rules. Mr. Jones discussed the decision to approve by the Board. Mr. Jones moved that the funding be approved. There was a roll call vote.

Anita Parran	YES	
Lisa Honn	YES	
Russ Jones	YES	
John Humphrey	YES	
Tammy Kemp	YES	
Tedi Rowland	YES	
India Williams	YES	

Rainbow Options was approved.

Mr. Jacobs made some changes to the budget that was presented at the Special Finance Committee Meeting held in November. The changes are as follows:

- Mr. Jacobs increased the overall projected revenues by \$271,000.00 based on a new grant eitas received, and projections for support coordination revenues increased by approximately \$200,000.00.
- Overall projected expenses decreased by \$63,000.00, this was due to the Field Trainer position out of the budget.
- Some of property expenses were reprioritized due to the projects being completed in 2017.
- Capital expenses were reduced \$386,000.00. We decided to spend funds on the Blue Springs property instead of 8511.
- The DOT grant match is off because there will be no 5310 match until 2018.
- Administrative staff salaries were reallocated, this did not negatively affect the budget.
- Funding was not approved for Preferred Family Healthcare due to their legal issues. At this time, the funding retraction has not impacted their ability to continue with services.
- Non-Medicaid support coordination will be funding with tax levy dollars.

Ms. Honn moved to approve the budget, Ms. Kemp seconded. The board unanimously approved the 2018 budget.

## Announcements

Reminder - The eitas Holiday Luncheon will be held on Friday December 15<sup>th</sup> beginning at 1130a

## Adjournment

There being no further business, the meeting was adjourned at 7:10pm.