



# Finance Committee Meeting Minutes

## December 5<sup>th</sup>, 2017

### Call to order

Russ Jones, Treasurer, 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, 2017 at 5:10 pm.

### Attendance

Attendees included: Lisa Honn, Russ Jones, Tedi Rowland, Finance Committee members. Anita Parran, John Humphrey, Board Members. Jake Jacobs, Earlene Clayton, Mark Riley, Nancy Nicolaus, Erin Epperson, Sylvia Greene, Amanda George, Staff.

### Financial Report

Ms. Clayton, Fiscal Manager presented highlights of October 2017 Financial Statements

Treasurers Report to Board	Month End	YTD	YTE
Operating Cash	\$6.9M	N/A	~\$8.1M
Total Investments	\$1.5M	N/A	\$1.0M
Total Liabilities	~\$3.1M	N/A	\$3.1M
Operating revenues	\$1.3M	\$13.4M	N/A
Operating expenses	\$1.2M	\$12.2M	N/A
Net operating income <loss>	\$118,991	\$1,068,909	N/A
Net income <net loss> after depreciation	\$54,834	\$550,684	N/A

*“~”indicates actual amount is just under amount noted*

Net account receivables were \$1.4m compared to \$1.8m at the same time last year. Decrease is due to timing of payments received. Since October, we have received \$559,000.00 and expect to receive additional payments. Outstanding amounts will be reviewed and either re-billed or written off at year end as needed. That balance includes a reduction for an allowance of accounts of just over \$173,000.00. This will be reviewed at year end. The total assets at the end of October \$27.9M.

Accounts payable to agencies at the end of the month was just under \$462,000.00, paid in September check cycle. A year ago, accounts payable was \$490,000.00.

YTD capital expenditures budget remaining \$319,000.00. Mr. Jones asked if we will be spending this before the end of the year. Mr. Jacobs explained that we will spend about \$100,000.000 for heating units that need to be replaced.

### New Business

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 had a surety bond through our insurance provider for coverage of \$50,000.00 to cover theft by the treasurer since 2006.

Mr. Jones asked for the opinion of the board regarding the amount of coverage of the bond, etc. 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.

## Old Business

Mr. Jones was concerned about the special finance meeting in mid- November. Representatives from Rainbow Options attended and were somewhat panicked that they were not getting funding. We deferred their funding but never notified them that they were finally approved. Mr. Jones recommends that the motion to approve Rainbow Options be approved for the record.

Mr. Jones deferred discussion/questions for Mr. Jacobs regarding budget, to be discussed at the board meeting later this evening.

Mr. Jones addressed the Board Reserve Policy. What we would like to do with our time regarding the policy, or should we just address with the Board for approval. Ms. Parran said it will be addressed during board meeting. Mr. Jacobs stated that the policy indicates we do designate the \$1.85 million in investments as the reserve. At this time, we have \$2 million in investment and designate that our reserves. Ms. Clayton asked if the committee would like to label the reserves differently on the financial reports. It was decided that the investments/reserves will be labeled as “segregated reserves” on financial reports.

Mr. Jones asked if there was any other business to come before the Finance committee, there was none. Meeting adjourned at 5:51pm.