



# Board Meeting Minutes

## March 27th, 2018

### Call to order

Anita 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 March 27, 2018 at 6:06 pm.

### Attendance

Attendees included Anita Parran, Lisa Honn, George Mitchell, Denise Talbert, Tammy Kemp, Elizabeth Moran, Tedi Rowland, India Williams, Board members. A quorum of board members was present. Jake Jacobs, Sylvia Greene, Tom Holcomb, Kristen Yates, Staff. Brent Wilson and Holly Perez, Auditors. Kelly Logan JobOne, Charlene Adams, Parent.

### 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 February 27, 2018 Board Meeting Minutes. Ms. Parran moved to approve, Mr. Mitchell seconded the motion. Motion to approve, motion carried.

### Treasurer's Report

Brent Wilson and Holly presented a draft of the Financial Statement. They indicated that this was the same presentation given at the Finance Committee meeting.

Mr. Wilson will cover the statements. Mr. Wilson will issue from a report perspective a qualified and modified opinion, which is the highest level of assurance they can provide.

Ms. Perez presented the draft of balance sheet. Ms. Perez pointed out that total assets being just over \$27M for both 2016 and 2017. She then pointed out the total current assets is just over \$15M at the end of 2017 and just under \$15M in 2016. Most of this comprised of cash and cash equivalents, CD's and receivables for tax revenue. Ms. Perez moved on to total liabilities of \$2.7M, this is down from \$3.1M from last year. We have about \$1M in current liabilities and \$1.7M in long term liabilities.

The total fund balance of just under \$24.4M. This is made up of unrestricted net assets and temporarily restricted net assets. Ms. Perez pointed out the change to the operating reserve, it was \$3.8M and it was decreased to \$1.8M. Ms. Perez explained that a temporarily restricted fund is pertaining to grant money that has not been spent.

Ms. Perez moved on to the statement of revenues, expenses and changes to the fund balance. This year there is an increase of just shy of \$50K to the balance, compared to \$328K last year. That is comprised of the decrease in the temporarily restricted net assets of \$57K and the change to the unrestricted assets of \$105K. Revenues in support of just over \$16M and total expenses of \$15.9M.

Ms. Perez moved to statement of cash flows. We had an net increase to cash and cash equivalents of \$291K, from day to day there was an increase of cash flow of \$1.3M, part of that,

\$933K was invested back into the organization. There was a decrease due to payments on financing of \$117K. Net change in cash of almost \$300K. Largest part of the change of operating cash flow has to do with the timing of receivables. Ms. Perez noted that the property and equipment notes are very consistent year after year, no major changes. Ms. Perez reported that no adjustments were made.

The audit package reveals that standard communications are good, no disagreements with management, no deficiencies regarding internal controls. Security risks is an area to keep a higher awareness including personal training, evaluate policies, email related.

Mr. Holcomb presented on January finances. Operating revenues of \$1.4M and operating expenses of \$1.3M. The net income for January is \$82K. We continue to be stable.

Motion to approve the 2017 audit. Ms. Kemp made motion, Mr. Mitchell seconded the motion. The Board unanimously approved.

Ms. Parran moved on to address the new by-laws. She stated that she has received some comments back and is asking for more feedback. Ms. Rowland, Ms. Beatty and Mr. Humphrey are working with Ms. Parran on the revisions.

Ms. Parran spoke about the AAIDD conference that she and Ms. Moran attended. The presentation was very informative. Ms. Parran met and has been invited to Jackson County Systems of Care to speak about eitas and perhaps get them to apply for funding.

## Staff Presentation

Ms. Parran invited Mr. Jacobs to present on behalf of Amanda George who was not able to attend. Ms. George has been pursuing grants from Health Matters. Ms. George has been very successful partnering with some of our supported agencies. She was able to get policies and practices changed to promote healthy living and active eating. We were able to provide grant funded dietitian services and consulting training. The grant did run out in 2017. We are continuing to support the dietitian services. Community Health Workers is a national organization we worked with to develop a curriculum specifically for community health organizations that work with people with developmental disabilities. 25 direct support professionals, managers, families and self-advocates who received the course through Metropolitan Community College, we arranged for that to be free. We offered several learning opportunities regarding healthy eating. Over all we have impacted more than 200 people in Jackson County. We have expanded this to 6 other SB40's across the state.

## Committee Reports

Ms. Parran asked for an update from Ms. Honn and Mr. Jacobs regarding the Needs Assessment RFP. Ms. Hon indicated that we were not successful with the public forum piece of the last assessment. There will be a different approach this time. Mr. Jacobs and Ms. Honn will update the board as they have new information about the assessment. Ms. Hon did ask for input regarding our survey. She asked for ideas on what types of things we would like to address.

Ms. Parran asked Ms. Moran to speak about Disability Rights Day at the Capital. Ms. Moran spoke on Guardianship Reform. The current statute is over 30 years old. Ms. Moran has been working on the reform. Ms. Moran felt that day was great. It was well attended.

## Executive Director's Report

Jake Jacobs, Executive Director gave report. He shared a mock-up of art work for signage in the lobby of 8511. We have received a number of reasonable quotes. Mr. Jacobs shared we are working on a memorial service to honor people we support who have passes away. He will update on that as soon as he has more information. Mr. Jacobs shared that he and Mr. Humphrey went to the awards ceremony and were presented with an award from the Missouri Parks and Recreation Association for our donation to the Lee's Summit Parks and Recreation.

Mr. Jacobs addressed the pursuit of the KCATA partnership. This has been a partnership that has been pursued in January of 2017. We looked at sharing software for route systems. It was not workable for us because our service is door to door, not stop to stop. We also looked at their need for assistance when they do not have enough drivers and busses. Due to our tax supported status and restrictions it is not feasible to assist them. Although, we have these obstacles, we are still looking into ways to partner with them. They are working with us to offer services for our people who receive transport for Share Fare.

## New Business

Ms. Parran presented the tax levy resolution. On this 27<sup>th</sup> day of March 2018, be hereby resolved that the nonbinding projected tax levy for tax year 2018 for Developmental Disability Services of Jackson County - eitas be set at the rate of \$0.0713. Ms. Rowland moved to accept the resolution and Ms. Kemp seconded. Board unanimously approved.

## Old Business

Ms. Parran gave an update on KCATA. The scheduled meeting had to be rescheduled. Ms. Kemp asked about the crossover of the services we are pursuing. Refer to Mr. Jacobs Executive Report.

Ms. Parran asked for assessment performance tools for Mr. Jacobs Annual Evaluation. She has received a few but asked if anyone else had anything to submit. Mr. Jacobs asked that if a new evaluation process was being put into place, he felt it was only fair that he should have an entire year to work within that new evaluation format - not rate his 2017 performance based upon new and unfamiliar standards.

## Public Comment

None

## Announcements

None

## Adjournment

There being no further business, Ms. Parran adjourned meeting at 7:09 pm.