

Developmental Disability Services of Jackson County - eitas  
**Board of Directors Meeting**  
 October 29, 2013

| Topic/Issue               | Minutes   | Summary of Action Taken or Pending  |
|---------------------------|---|---|
| <b>Attendance</b>         | <p>Tammy Kemp, Anita Parran, Paula Smith, Mark McCaskill, Melissa Robinson, Betty Sharp and Barbara Winkler, Board Members. Candace Cunningham and John Humphrey, Absent. Kathy Marlatt, Nancy Nicholas, Tracy Mauk, Earlene Clayton, Amanda Stasi, Shannon Maloney-Navarro, Amanda George, Jake Jacobs and Kathleen Ganaden, Staff. Charlene Adams, Dr. Sylvia Fernandez and Lalla Guevara, Guests. A quorum of board members was present.</p>   | <p style="text-align: center;">Information</p>  |
| <b>Call to Order</b>      | <p>Tammy Kemp, Board Chair called the meeting to order at 6:00PM at the Administrative offices of Developmental Disability Services of Jackson County located at 8511 Hillcrest, Kansas City, Missouri</p>  |   |
| <b>Secretary's Report</b> | <p>Paula Smith, Board Secretary inquired if there were any questions or changes to the September 24, 2013 Board meeting minutes. There were none. <b>Motion:</b> Melissa Robinson, Member moved to approve the September 24, 2013 board meeting minutes as presented. Anita Parran seconded the motion. <b>Motion Carried.</b></p>  | <p style="text-align: center;"><b>Motion:</b><br/>                     Melissa Robinson, Member moved to approve the September 24, 2013 board meeting minutes as presented. Anita Parran seconded the motion.<br/> <b>Motion Carried.</b></p> |
| <b>Treasurer's Report</b> | <p>Mark McCaskill, Board Treasurer shared that the Finance Committee met earlier in the evening to review the unaudited financials for September of 2013. Highlights of the month are listed below:</p> <p><u>September 2013</u></p> <ul style="list-style-type: none"> <li>• Operating Cash at the end of September was \$4.8M</li> <li>• Total Investments at the end of September were \$2.0M</li> <li>• Total Liabilities at the end of September were \$3.0M</li> <li>• Operating Revenues for September were \$1.2M</li> <li>• Operating Expenses for September were \$1.1M</li> <li>• Net Operating income for September was \$79,549 with YTD net operating income of \$359,921</li> <li>• After depreciation, net income for September was \$3,598 with YTD net loss of &lt;\$229,965&gt;</li> </ul> |   |

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| <p><b>Treasurer's Report Continued</b></p> <p><b>Committee Reports</b></p> <p><b>Executive Director's Report</b></p> | <p>Mr. McCaskill concluded his report and inquired if there were any questions. There were none.</p> <p>There were no Property and/or Planning &amp; Service Committee meetings in September.</p> <p>Jake Jacobs, Executive Director opened his monthly report by drawing member's attention to the 2013 MACDDS Annual Report in their board packets.</p> <p>Two special guests from Puerto Rico, Dr. Sylvia Fernandez and Lalla Guevara were introduced by Mr. Jacobs and acknowledged by board members. Both ladies are visiting to learn more about Gentle Teaching from Nancy Nicolaus and Tracy Mauk.</p> <p>Mr. Jacobs shared that much of his time this month has been spent on the FY2014 budget. Available funds remain a major issue. Trying to keep costs down and services in place will be a major focus in 2014 as it has been this year.</p> <p>An average of 33 persons are found eligible for services each month by KCRO in Jackson County alone. Approximately 200 young adults with developmental disabilities graduate from Jackson County schools each spring. Funding through the state DMH-DD Division has not kept pace with the needs.</p> <p>The demand for the Partnership for Hope waiver continues to grow, but available funds have not.</p> <p>As a member of the State System Restructuring Committee Mr. Jacobs reported that the committee met for the first time in October and reviewed proposals from MACDDS members and how restructuring might work in their areas. Mr. Jacobs will keep members informed of information from future meetings</p> | <p>Information</p>                 |

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| <p style="text-align: center;"><b>Executive Director's Report Continued</b></p> | <p>Mr. Jacobs attended the APSE 7<sup>th</sup> Annual Change Conference on Sheltered Workshop Conversion in Vermont. Presenters from various states reported the growing pressure from the Department of Justice (DOJ) to close segregated employment facilities. Oregon and Rhode Island are being sued by the DOJ using ADA and Olmstead rationale to promote integrated community employment and to close sheltered workshops.</p> <p>Although there is no indication that Missouri will be targeted by the DOJ, attendees were told that it is just a matter of time before all states promoting and funding sheltered employment will be scrutinized.</p> <p>While Mr. Jacobs was attending the APSE conference the Missouri Department of Mental Health (DMH) distributed a draft contract for Targeted Case Management (TCM) or Support Coordination to several of the larger SB40 Boards. This is an annual contract that was suppose to take effect on July 1, 2013, but SB 40's are just now receiving it.</p> <p>Continuing, Mr. Jacobs shared that there were several changes to the draft contract from last year. The most significant change involves the DMH capping the amount of match they will pay on TCM for the larger counties. Right now the DMH pays the entire Medicaid match on all Support Coordination services that we bill to Medicaid.</p> <p>Since the DMH did not budget enough funds to cover those costs this year, they are requesting that any match dollars required above \$40,000 per Support Coordinator caseload would be the responsibility of the SB 40 Board. The DMH cites that the average match paid for Jackson County caseloads is \$52,000 - so they want eitas to pay the \$12,000 that falls over the cap. That expense extrapolated over all eitas caseloads would amount to \$528,000 of</p> | <p style="text-align: center;">Information</p> |

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| <p style="text-align: center;"><b>Executive Director's Report Continued</b></p> <p style="text-align: center;"><b>New Business 2014 Draft Budget</b></p> | <p>unbudgeted and unwarranted expense. Mr. Jacobs explained his stance on this draft budget and will keep members apprised of future developments.</p> <p>Prior to tonight's meeting, copies of the eitas FY2014 Draft Budget with comments were given to members for review. Members were asked to review the proposed budget thoroughly.</p> <p>Jake Jacobs opened the draft budget review by referring to the Comments and Recommendations segment of the draft budget as it was noted that with the current success of the 2013 budget in getting costs and expenditures under control, the recommendation is to continue a conservative approach in 2014 as eitas' financial condition is not where it needs to be.</p> <p>The 2014 draft operational budget includes all departments and services. Tax levy dollars supply 50% of the revenue with the other major part of our revenues are connected to Medicaid billings for support coordination and transportation services, as well as some modest grants.</p> <p>Major new components of the draft budget relate to:</p> <ul style="list-style-type: none"> <li>• The need to add bus aides on some of our bus routes to assist with the safety of our riders, so costs will increase accordingly with no service billing available for those positions.</li> <li>• Time to add another Support Coordination team to meet the demand and to help the Kansas City Regional office cope with their volume of referrals.</li> <li>• Property costs and capital items that are needed to expand services and to maintain facilities.</li> </ul> | <p style="text-align: center;">Information</p> |

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| <p><b>New Business</b><br/> <b>2014 Draft Budget</b><br/> <b>Continued</b></p> <p><b>New Business</b><br/> <b>Raise for Drivers</b></p> <p><b>Old Business</b></p> | <p>The budget summary provided a one page synopsis of the projected revenues and expenses for 2014, a comparison with the 2013 budget, and the difference in both dollar amount and percentage change. Mr. Jacobs and members proceeded to review each page of the draft budget.</p> <p>In closing, Mr. Jacobs reminded members that this is the first draft of the budget and as new information on financials is gathered from September and October, Mr. Jacobs will be tweaking the budget should changes be needed. Members will be sent a revised budget with any changes noted.</p> <p>Completing the review of the 2014 draft budget, Mr. Jacobs shared that he had asked the HR department to run a survey on wages for bus drivers. The survey revealed that eitas was 3-4% below the salary average. Mr. Jacobs, would therefore like to give eitas drivers an across the board raise to bring them in alignment with the national average.</p> <p>Mr. Jacobs shared that he has met several times with Julie Grower, the new Executive Director for Community of the Good Shepherd (CGS). Recently, Mrs. Grower shared that CGS will soon merge with Alternative Opportunities.</p> <p>None.</p> <p>There being no further business the meeting was adjourned at 6:50PM.</p> <p>Respectfully submitted,</p> <p>Paula Smith, Board Secretary</p> | <p>Information</p>                 |