### Developmental Disability Services of Jackson County - eitas

#### Board of Directors Meeting

July 26, 2016  (Revised)

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<th>Topic/Issue</th>
<th>Minutes</th>
<th>Summary of Action Taken or Pending</th>
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<td><strong>Attendance</strong></td>
<td>Lisa Honn, Tammy Kemp, Russ Jones, and Anita Parran, Board Members. Absent: India Williams, Betty Sharp, Paula Smith, Melesa Johnson, and John Humphrey. A quorum of board members was not present. Jake Jacobs, Mark Riley, Amanda George, Nancy Nicolaus and Kathleen Ganaden, Staff. Guests: Bob Adams, Eric and Gail Schmitt, K. Freed, Kay Hoaglin, Nancy Carter, Bharath Puvvada and Wendy Seelbinder.</td>
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<td><strong>Call to Order</strong></td>
<td>Tammy Kemp, Board Vice-Chair called the meeting to order at 6:03PM at the Administrative offices of Developmental Disability Services of Jackson County - eitas located at 8511 Hillcrest, Kansas City, Missouri.</td>
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<td><strong>Secretary’s Report</strong></td>
<td>As there was not a quorum of board members present, Tammy Kemp, Board Vice-Chair stated the June 2016 board meeting minutes would not be presented and/or voted upon until the August board meeting.</td>
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<td><strong>Treasurer’s Report</strong></td>
<td>Russ Jones, Board Treasurer shared that the Finance Committee met earlier in the evening and discussed the subject of when the taxes that eitas receives each year should be recorded on its books as revenue and as a receivable. Brent Wilson of Mayer, Hoffman, McCann P.C. was also present to answer questions. Mr. Jones reported that the Finance Committee discussed the subject at great length. Mr. Jones said that the discussion covered, among other things, the staff’s rationale for its current practice of recording 1/12 of the tax receivable each month, the normal rules of accrual that require that some event or events occur that justify recording revenue or expenses, the various statutory provisions that govern the payment of real estate taxes in Missouri, including the dates on which tax liabilities come into existence and therefore might potentially be the dates on which tax liabilities come into existence and therefore might potentially be the dates on which tax revenue should be recorded, the consistency between the Board’s tax receivable accounting policy and the way that the tax</td>
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**Motion:**
Tammy Kemp, Vice Chair moved to approve the May 24, 2016 minutes as presented. Russ Jones, Board Treasurer seconded the motion.

**Motion Carried**
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| Treasurer’s Report Continued    | receivable is treated in practice, and the Board’s need from a management perspective for information about the actual amount expected to be collected for the year. Mr. Jones shared that the Finance Committee concluded that for (and only for) internal monthly financial statement purposes the current practice of recording 1/12 of the tax receivable each month should continue, that the internal monthly financial statements should include a note showing the full 12-month tax levy figure, and that the tax receivable accounting policy should be re-examined to determine if it is accurate and comprehensive. Due to time constraints the Finance Committee did not have an opportunity to review the May 2016 Unaudited Financials. Mr. Jones asked that committee members to review the May financials and let him know if there were questions. Financial highlights for May are as follows: Unaudited Financial Highlights for May 2016  
  - Operating Cash balance at the end of May was just under $6.7M  
  - Total Investments at the end of May were $2.0M  
  - Total Liabilities at the end of May were 3.4M  
  - Operating revenues for May were just under $1.3M  
  - Operating expenses for May were just under $1.2M  
  - Net operating income for May was $73,873  
  - After depreciation, net income for May was $14,213  
  At a future Finance Committee meeting, Mr. Jones would like to discuss the “reserve policy” for the organization and asked members to review material in their board packets pertaining to such.  
  Wendy Seelbinder, UMKC-ACED Program Director, staff, students and parents connected with the Heifer International Challenge Experience were in attendance to share information about Heifer Ranch in Perryville, Arkansas and the unique experiences and challenges they experienced at the ranch. | Information                                                                                                                                  |
### UMKC- ACED Program Continued
The 1,200 acre ranch features a learning center and demonstration farm featuring a Global Village – a collection of international homes modeling many of the countries in which Heifer International works. Tours and multi-night programs provide participants a first-hand look at the challenges surrounding hunger and poverty people in different countries face each day.

ACED students assisted in all aspects of the trip from planning, packing, saving money, scheduling, to practicing a scarcity meal in class. At the ranch they engaged in physically challenging and thought provoking team building activities with a focus on global food shortages. They spent a night in the Global Village, cared for animals on the ranch, cooked meals with barely enough to feed everyone and evaluated their experiences to give feedback to the staff at the ranch. ACED staff and participating students agreed this was a great learning experience.

No reports as the property and planning and services committees did not meet in July.

### Executive Director Report
Jake Jacobs, Executive Director inquired if there were any questions to his report previously submitted. There were none.

Mr. Jacobs shared that two eitas properties are currently up for sale; the former Job One, Blue Springs workshop is listed at $599,000 and the former Rainbow Center-Option 1 property in Blue Springs is listed at $275,000.

Mr. Jacobs also shared that he learned today that as of July 15th the sale contract for the former Sunshine Center property has been signed and is with the title company. The buyers have 30 days from July 15 to inspect the property; and then closing would be 5-6 days from that.

Information was sharing regarding the two recent abuse/neglect investigations; one investigation was found to be unfounded and the other...
## Executive Director Report

### Continued

Kansas University (KU) through the Institution for Human Development (UMKC) has approached eitas about participating in a grant for an Alzheimer’s study for people with developmental disabilities. Eitas agreed to participate but will not know until September if accepted. The grant is for $140,000 covering a three year period. If accepted, this grant matches well with our Community Health worker that we wanted to bring on staff anyway and this is to pay for the staff salary for three years. The expectation is that they will be trained in protocols that KU Med Center is developing in working with individuals with Alzheimer’s and dementia.

Continuing Mr. Jacobs shared that there is a Heartland Disability Rights work group that he participated in a while back and now after about 18 months ago a meeting is scheduled this month. The group is sponsored by the Department of Justice and covers a four state area: Iowa, Nebraska, Kansas and Missouri. Eitas is the only SB40 participating for the state of Missouri. The special guest speaker is an attorney from the Department of Justice that sued the state of Rhode Island to close their sheltered Workshops.

Members agreed that a wage increase for drivers at the eitas Transportation Center was needed in an attempt not only to retain the best experienced drivers, but also to be competitive in recruiting new drivers.
### Resolution

As there was not a quorum of board members present; Motion: Tammy Kemp, Board Vice Chair moved to approve the following resolution with Jake Jacobs as representative; and members will be polled electronically for a second to the motion.

**Resolution**

**Kansas City TIF Commission and Tax Abatement Representative**

**Whereas:**
- The Kansas City TIF Commission is requesting that each bloc of Taxing Districts appoint one representative to serve on the KC TIF Commission, and
- One person will represent: Mid-Continent Public Library, KC Public Library, Developmental Disability Services of Jackson County – eitas, and the Mental Health Levy, and
- Representatives are to be chosen using a selection process that is “mutually acceptable to the Taxing Districts, transparent, and fair”.

**Be It Resolved:**

The Board of Directors name Jake Jacobs, Executive Director, as the Board’s representative of Developmental Disability Services of Jackson County – eitas in matters of Tax Increment Financing, including election of a representative to the Kansas City TIF Commission.

### New Business - DMH Letter

- Mr. Jacobs called members attention to the two letters in their board packets regarding Targeted Case Management plans for Jackson County. The first from Lisa Williamson of DMH/Western Region following up on eitas’ goal to accept new referrals for TCM from KCRO; and the second letter eitas’ response to the Ms. Williamson’s inquiries.

- Mr. Jacobs shared in the second letter that eitas has plans for setting up a sixth team of Support Coordinators this year and then have two additional teams (7 & 8) next year. This should take the entire caseload of current TCM individuals (1100) off the Kansas City Regional Office.
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| **New Business – DMH Letter**  | Eitas has space and monies set aside for SC Team 6, but will have to hire an architect to redo the first floor of the 8511 building and develop new parking spaces on the adjacent grounds to accommodate the new teams and necessary support staff.  

When all facts are available, Mr. Jacobs will work up a time table and send it out to members.                                                                                                           | Information                       |
| **Old Business**            | None.                                                                                                                                                                                                                                                                                                                                  |                                   |
| **Public Comment**          | A parent shared comments involving services for his daughter.                                                                                                                                                                                                               |                                   |
| **Public Adjournment**      | There being no further business the meeting was adjourned at 7:17 PM.                                                                                                                                                                                                     |                                   |
|                             | Respectfully submitted,                                                                                                                                                                                                                                                   |                                   |
|                             | Paula Smith  
Board Secretary                             |                                   |