

Developmental Disability Services of Jackson County ~ EITAS

**Board of Director's Meeting**

March 24, 2009

Topic/Issue	Minutes	Summary of Action Taken or Pending
<b>Attendance</b>	Don Saxton, Matthew Levi, Anita Parran and Barbara Winkler, Board Members. Tom Davis, Bill Anderson, Becky Sandring and Rosetta Robins, Absent. Jake Jacobs, Michael Haseltine, Earlene Clayton and Kathleen Ganaden, Staff. Guests: Stan Shurmantine, C. Adams, Mark Simcosky, Greg Lallky, and Chuck and Paula Smith.	
<b>Call to Order</b>	Don Saxton, Board President called the meeting to order at 6:10 PM at the Administrative offices of Developmental Disability Services of Jackson County - EITAS located at 8508 Hillcrest, Kansas City, Missouri.	
<b>Meeting Minutes</b>	<b>Motion:</b> Barbara Winkler, Member moved and Anita Parran, Member seconded a motion to approve the February 24, 2009 Board of Director's meeting minutes. <b>Motion Carried.</b>	<b>Motion:</b> Approval of February 24, 2009 Board Meeting Minutes. <b>Motion Carried.</b>
<b>Treasurer's Report</b>	<p>Brent Wilson and Cory Kaiser of Mayer, Hoffman, McCann P.C. presented a PowerPoint presentation of a draft of the FY2008 Financial Statements and distributed to members draft numbered copies of said Financial Statements and Management Letter.</p> <p>Mr. Wilson explained that what they did was to perform an audit, but did not look at every single transaction. The Financial Statements were found to be materially correct and except for investments being recorded at cost instead of fair market value an opinion on the financial statements were found to be of the highest quality.</p> <p>The first slide represented the Balance Sheet as of December 31, 2008 and a 2007 comparison. Highlighted were the four most significant assets of the organization; Cash and Cash Equivalents of about \$7.5 M, Investments (Short and Long Term) of about \$5 M, Tax Receivable at about \$3.8 M and Property and Equipment at about \$14.3 M. Total Liabilities were at about \$1.6 M. The Fund Balance was shown at about \$30.7 M. Mr. Wilson indicated this represented a very strong Balance Sheet.</p>	

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<p><b>Treasurer's Report Continued</b></p>	<p>The next slide represented support and revenue that came in during the year at about \$10.742 M. Expenses were shown at about \$11,383 M. A Net Loss was shown at about \$640,814 and noted that this loss was by design, by the organization, in their continued effort to reduce reserves.</p> <p>The next slide showed a pie chart format representing the significant revenues of the organization indicating County taxes making up the majority of the pie chart. The next slide showed Management in general expenses from programmatic expenses and it showed a very good ratio between program and management expenses spending about \$10 M in program and about \$1.2M in general management expenses.</p> <p>The next slide broke down the Cash Flow highlights for the year. It showed about \$417,000 was generated from day to day operations. The organization also purchased or invested in property and equipment about \$1 M. Over the year Cash, Cash Equivalents and Investments decreased by about \$156,000.</p> <p>In closing, Mr. Wilson commented on the Management Letter by stating they did not identify anything that rose to the level of a material weakness in the organization's internal control system. As required by auditing standards some of the deficiencies noted by comments were documented review of financials by the Executive Director, some old outstanding checks, a check signing error and investment diversification. No uncorrected statements were found and there were no disagreements with management.</p> <p>Mr. Wilson asked Board Members if there were any questions. Don Saxton asked about the organization's check signing policy and if it was appropriate for an organization of this size. Mr. Wilson replied that it will vary from place to place, but probably anything from \$5,000 to \$10,000 would be an acceptable range. The organization has to decide how cumbersome their current policy is or isn't for the check signers.</p>	<p><b>Information</b></p>

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<p><b>Agency Report</b></p>	<p>Stan Shurmantine, Executive Director presented a video of IBS in honor of their 40<sup>th</sup> Anniversary. The video presented a look at the organization's past and future. In 1969, IBS or Jackson County Sheltered Workshop as it was known then opened its doors for operation in Independence. Today IBS operates two sheltered workshop facilities in Independence and Blue Springs, Missouri. IBS offers accredited services in job development, job support, job-site training and other employment services. Currently planned are a recycling processing center and franchise opportunities. The board and staff of IBS Industries remain committed to their mission of providing diverse employment opportunities for adults with disabilities in eastern Jackson County.</p>	<p><b>Information</b></p>
<p><b>Committee Reports - Property Committee</b></p>	<p>With the absence of Property Committee Chair, Bill Anderson, Matthew Levi presented the Committee report. Mr. Levi opened his report by sharing that Stan Shurmantine came before the Committee to share that IBS wanted to mirror what Aaron Martin of Foundation Workshop, Inc. has accomplished with their recycling center in Grandview. The only difference being that IBS would like to include the recycling of electronic objects.</p> <p>Also that the Committee had no objections to IBS combining and utilizing monies previously approved, but left over from other IBS projects for this recycling venture. As to the proposed location for this new recycling center, Mr. Shurmantine was asked not to make any final decisions on a location and to work with Marvin Blake, EITAS Facilities and Maintenance Coordinator and apprise the Committee of any findings.</p> <p>Marvin Blake also presented his monthly facility report. No major problems were reported other than with the Rehabilitation Institute which has since been corrected. The Committee then went into Closed Session and adjourned.</p>	
<p><b>Agency Report - Planning &amp; Services</b></p>	<p>Barbara Winkler, Planning and Services Committee Chair opened her report by sharing Nancy Nicolaus, Support Services Supervisor indicated that things were busy, but</p>	

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<p><b>Agency Report - Planning &amp; Services Continued</b></p>	<p>everything was going smoothly. Patti Phillips. Support Coordination Supervisor also came before the Committee and reported her staff was busy, there is a waiting list of which the Board is addressing the problem.</p> <p>In closing, Mrs. Winkler shared that EITAS partnered with Habitat for Humanity and make a "castle" playhouse in time for it to serve as a float in the St. Patrick's Day parade. Several staff volunteers participated in the making and decorating of the float while others participated in the parade.</p>	<p><b>Information</b></p>
<p><b>Executive Director's Report</b></p>	<p>Jake Jacobs, Executive Director asked if there were any questions to the report already submitted to Members. There were none.</p> <p>Mr. Jacobs stated that he would know more about the State budget negotiations after his meetings in Jefferson City later in the week.</p> <p>In honor of Developmental Disability Awareness month, EITAS was honored to receive Resolutions from Jackson County and the City of Kansas City.</p>	
<p><b>New Business</b></p>	<p>Don Saxton shared that the Board needed to appoint a Nominating Committee for selection of new Board officers. Matthew Levi, Barbara Winkler and Don Saxton volunteered to participate on the committee.</p>	
<p><b>Old Business</b></p>	<p>None.</p>	
<p><b>Public Comment</b></p>	<p>None.</p>	

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<b>Closed Session</b>	<p><b>Motion:</b> Don Saxton, Board President moved that the Developmental Disability Services of Jackson County Board of Director's go into closed session pursuant to the Missouri Revised Statutes 610, subsection 610.021 to discuss real estate issues at 6:47 PM. Matthew Levi seconded. <b>Motion Carried.</b></p>	<p><b>Motion:</b> For Board t move into Closed Session <b>Motion Carried</b></p>
<b>Open Session</b>	<p><b>Motion:</b> Anita Parran, Member moved to reopen the meeting at 7:09 PM. Barbara Winkler seconded. <b>Motion Carried.</b></p> <p>There were no decisions or comments to report from the Closed Session.</p>	<p><b>Motion:</b> For Board to Reopen the Meeting. <b>Motion Carried.</b></p>
<b>Adjournment</b>	<p>There being no further business the meeting was adjourned at 7:10 PM.</p> <p>Respectfully Submitted, Rosetta Robins, Board Secretary</p>	