

Developmental Disability Services of Jackson County - eitas

Planning & Services Committee Meeting

August 19, 2009

Topic/Issue	Minutes	Summary of Action Taken or Pending
<p>Attendance</p> <p>Call to Order</p> <p>Program Update – Support Services Nancy Nicolaus</p>	<p>Rosetta Robins, Robbie Makinen, Betty Sharp and Barbara Winkler, Board Members. Jake Jacobs, Nancy Nicolaus, Catherine Sterrett, Lindsey Hankins, Michael Haseltine and Kathleen Ganaden, Staff. No guests.</p> <p>Barbara Winkler, Planning and Services Committee Chair called the meeting to order at 5:13 PM at the Administrative offices of Developmental Disability Services of Jackson County, 8508 Hillcrest Road, Kansas City, Missouri.</p> <p>Nancy Nicolaus, Support Services Supervisor opened her report by explaining to new committee members that the primary purpose of Support Services is to work with providers funded by eitas. The Support Services team does not act as a regulator, but more of a monitor.</p> <p>Ms. Nicolaus and Tracy Mauk have been working on finishing up the quarterly reports on twenty-three agencies and preparing for the Gentle Teaching training with Dr. John McGee the week of August 31.</p> <p>Barbara Winkler asked Ms. Nicolaus to give a brief description of Gentle Teaching and Ms. Nicolaus responded that Gentle Teaching is a process developed by Dr. John McGee and is basically a simple process of teaching staff how to create a culture of gentleness with the people we support and the circle of people in their lives. From this training, a group of Gentle Teaching mentors has developed. The group meets monthly to discuss and share Gentle Teaching issues and stories. The Gentle Teaching program has made significant difference in several agencies throughout the County. Ms. Nicolaus extended an invitation to Committee members to attend a Gentle Teaching session.</p> <p>In closing, Ms. Nicolaus shared that an Intake/Information person has been hired that will allow the Support Services team to concentrate solely on working with providers.</p>	<p>Information</p>

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<p>Program Update - Support Services Michael Haseltine</p>	<p>Michael Haseltine, Deputy Director reported for Ms. Patti Phillips, Service Coordinator Supervisor. For new members, Mr. Haseltine explained that Service Coordination, for our purposes, is coordinating services. Eitas Service Coordinators do not go out and take people to doctor's appointments, etc. as that is left up to staff and family. Eitas Service Coordinators do work with the individual, the family, and the support team to help that person identify what they want to do in life - what is a meaningful life for that individual. Identification of services and wrapping around the services that will help that person achieve those outcomes for him or herself. There are some legal requirements with Service Coordination and those requirements are adhered to. A Service Coordinator will go out and monitor people who are in residential or day habilitation programs. A Service Coordinator will look at medication administration, log notes, and see if there is proper support for the individual to produce the desired outcomes.</p> <p>For June, \$94,963 was billed and 1150 workable hours were logged by Service Coordinators. Not all the hours were billable as they included training for several new Service Coordinators.</p> <p>Mr. Haseltine shared a story of a person who has a long history of some unsuccessful residential placements due mostly to some behavioral challenges. At the last agency this person was given a 30-day notice as her behaviors were very problematic and staff refused to work with her. The eitas Service Coordinator assigned to work with this person and the family identified an agency that has really embraced the Gentle Teaching philosophy and was able to setup a lunch for this person and two possible new roommates. The lunch meeting was successful and eitas hopes to start looking for a small house or two-bedroom apartment for these people to move into together.</p> <p>Eitas Service Coordinators work a flexible schedule, and except for a couple, each has 36 people assigned. Each team consists of a supervisor and ten service coordinators. Eita started doing Service Coordination in January of 2008.</p>	<p>Information</p>

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<p>Program Update - Support Services Kathy Sterrett</p>	<p>Kathy Sterrett, Service Coordination for Team II open her report to the Committee by sharing information about the four new Service Coordinators on her team, namely, Lindsey Hankins, Janette Roseberry, Micaela Hill and Patti Lemen.</p>	<p>Information</p>
	<p>The wait list is currently at 252 people, but when Team II has completed orientation and training the list will reduce drastically as each coordinator is assigned clients.</p>	
<p>New Business</p>	<p>Jake Jacobs, Executive Director shared that the Administration Team had completed reviewing all mission and vision/value statements submitted. Copies of these statements were put in committee member's packets and members were asked to review and advise Mr. Jacobs those statements that they prefer.</p>	
	<p>Committee members who had attended the Board Retreat in June were asked to complete a Board Retreat Evaluation. All committee members were asked to complete a Board Member Profile Matrix.</p>	
<p>Old Business</p>	<p>None.</p>	
<p>Public Comment</p>	<p>None.</p>	
<p>Adjournment</p>	<p>There being no further business the meeting was adjourned at 5:57 PM.</p> <p>Respectfully submitted,</p> <p>Staff</p>	