

**Developmental Disability Services of Jackson County ~ eitas  
 Planning & Services Committee Meeting  
 January 25, 2011**

Topic/Issue	Minutes	Summary of Action Taken or Pending
<p><b>Attendance</b></p> <p><b>Call to Order</b></p> <p><b>Program Update Support Specialists</b></p> <p><b>Service Coordination</b></p>	<p>Betty Sharp, Anita Parran and Barbara Winkler, Board Members. Absent: Robbie Makinen, Janet Ridder and Don Saxton. Earlene Clayton, Nancy Nicolaus, Kathy Marlatt, Jake Jacobs and Kathleen Ganaden, Staff. Guests: Charlene Adams.</p> <p>Barbara Winkler, Planning and Services Committee Chair called the meeting to order at 5:18 PM at the Administrative offices of Developmental Disability Services of Jackson County, 8511 Hillcrest, Kansas City, Missouri.</p> <p>Nancy Nicolaus, Support Specialist Supervisor made her monthly report before the committee by sharing that she and her team have been wrapping up 2010 reports and discussing with agencies their 2011 funding contract and obligations.</p> <p>Ms. Nicolaus shared that Kansas City Parks and Recreation has no residency requirements and has invited other counties to participate in some of their various programs.</p> <p>Dr. John McGee is in-town this week working with all eitas drivers and others with our on-going efforts in the development of a gentle culture.</p> <p>Kathy Marlatt, Deputy Director presented the Service Coordination report by sharing that the glitches are being worked out on the new JARVIS software program. The new program is proving to be an invaluable tool for Service</p>	<p style="text-align: center;">Information</p>

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<p data-bbox="121 407 432 524"><b>Program Update Service Coordination Continued</b></p> <p data-bbox="212 792 344 829"><b>Training</b></p>	<p data-bbox="489 412 1629 492">Coordination as it is a tracking system that keeps track of all logging, plans, and work output of all Service Coordinators.</p> <p data-bbox="489 542 1629 621">Eitas has also installed a new encryption system for all emails going out thus providing added protection on information related to the people we support.</p> <p data-bbox="489 672 1629 751">The wait list is currently at 248. Surveys relating to our services will soon be going out to the people we support.</p> <p data-bbox="489 802 1629 1003">Amanda George, Training Supervisor presented a report to members by sharing that basic training classes like medication, CPR and first aid are going strong and are being attended by people from various counties. Rita Trotter, Training Coordinator is doing a superb job in coordination and scheduling of these classes.</p> <p data-bbox="489 1057 1629 1222">Mrs. George shared that she has been working primarily with the Service Coordination department by helping to establish an infra structure of training classes for Service Coordinators that go beyond the training required by the State. She also serves as a mentor for supervisors and service coordinators.</p> <p data-bbox="489 1273 1629 1393">Mrs. George is working with Administration in the development of a new eitas position to be titled Field Trainer. The Field Trainer will provide training for Service Coordinators in the field and in-house.</p>	<p data-bbox="1755 402 1911 435">Information</p>

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<b>New Business</b>	None.	Information
<b>Old Business</b>	None.	
<b>Public Comment</b>	None.	
<b>Adjournment</b>	<p>There being no further business the committee adjourned at 5:46 PM.</p> <p>Respectfully submitted,</p> <p>Staff</p>	

