

**Developmental Disability Services of Jackson County ~ eitas**  
**Property Committee Meeting**  
**June 15, 2011**

Topic/Issue	Minutes	Summary of Action Taken or Pending
<b>Attendance</b>	Don Saxton, John Humphrey and Tammy Flores, Board Members. Robbie Makinen, Absent. Earlene Clayton, Amanda George, Nancy Nicolaus, Marvin Blake, Jake Jacobs and Kathleen Ganaden, Staff. Guest: Bob Adams.	
<b>Call to Order</b>	Don Saxton, Property Committee Chair called the meeting to order at 5:06 PM at the Administrative offices of Developmental Disability Services of Jackson County located at 8511 Hillcrest, Kansas City, Missouri.	
<b>Update on Properties –</b>	<p>Marvin Blake, Facilities and Maintenance Coordinator came before the committee to present an in-depth report on eitas facilities. Mr. Blake opened his report by sharing that preventative maintenance has been completed on all facilities for the summer start-up and critical inspections have been completed.</p> <p>Mr. Blake explained that some facilities have been cut back to two inspection start-ups per year because their HVAC system is in good condition and they have a minimum of dirty air around them. Cutting back to two HVAC inspections per year at these facilities will save 30% of the total cost of HVAC's preventive maintenance for these facilities next year.</p> <p>Residential Facilities:</p> <ul style="list-style-type: none"> <li>• Southwood: Things are working well and everyone likes the updates and improvements made to the house;</li> </ul>	Information

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<p><b>Update on Properties – Continued</b></p>	<ul style="list-style-type: none"> <li>• White Oaks: Removal of six dead pines is needed;</li> <li>• Marlow House: Preparations are underway for exterior painting. An accessibility ramp and shower in the downstairs have been repaired.</li> <li>• Manor House: Staff at the residence are looking for someone to remove the Mop &amp; Glow that was incorrectly applied to the vinyl floor. Once the Mop &amp; Glow is removed hopefully the correct finish can be restored.</li> <li>• Nolen Manor: Bathroom work has been put on hold as resident is recovering from respiratory problems and no dust can be in the house.</li> </ul> <p>Day Programs:</p> <ul style="list-style-type: none"> <li>• Developing Potential/Downtown: All leaks around windows and roof have been completed. A door on lower level was also repaired.</li> <li>• Developing Potential/Independence: Hot water circulation system has been upgraded and a new circulation pump installed. Bids are in for parking lot repair.</li> <li>• Rainbow Center II: A new front entry security system should be installed within the next week. A hole in parking lot is also scheduled for repair.</li> </ul> <p>Workshops:</p> <p>All workshops have been in need of repair and/or replacement of overhead light fixtures. Some bulbs and/or parts needed for current fixtures are being phased out of production making it difficult to repair and/or replace the bulb for the fixture.</p>	<p style="text-align: center;">Information</p>

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<p><b>Update on Properties – Continued</b></p>	<p>Mr. Blake has been looking into more LED lighting products and is in receipt of lighting surveys to show the cost to upgrade fixtures in various buildings and should plan on the need to retrofit the fixture in the future. He is also looking at areas where he could install skylights and solar tubes.</p> <ul style="list-style-type: none"> <li>• Blue Valley Industries: A Sentricom system to eliminate the termite problems has been installed. All plans for the new storage addition have been approved by the City of Kansas City and the architect is ready to move forward with the RFP process.</li> </ul> <p>Mr. Jacobs interjected that because of our quasi-governmental status eitas is not required to submit plans to the City, but with this project we did submit plans and plan to do so for future projects.</p> <ul style="list-style-type: none"> <li>• Southeast Enterprises: The report from the roof core samples show that the roof membrane is failing in a number of places and the roof will need to be replaced. One roof replacement estimate is \$200,000. Bids are being collected for exterior paint. Inside lighting has been repaired. The overall cleanliness of the facility is also improved.</li> <li>• IBS-Blue Springs: A 12-foot section of cast drain pipe was replaced under the break room floor. Lighting on the work floor and dock have been re-lamped or repaired. Some of the bathroom ceiling was replaced and bulbs above the stools were replaced.</li> <li>• IBS-Yuma: Some parking lot repair is needed.</li> </ul>	<p>Information</p>

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<p><b>Update on Properties – Continued</b></p>	<ul style="list-style-type: none"> <li>• Rehabilitation Institute – 12<sup>th</sup> Street: Lighting fixtures were repaired and/or replaced. To find and correct a drain backup problem a camera was ran down a drain to find backup and then an auger was ran 265 feet to an outside manhole to find and push out the obstruction. Two outdated drinking fountains and two broken stools were also replaced. An outside door to the work shop and lock on a front entry door were repaired.</li> <li>• Foundation Workshop: Chuck Reade of Foundation is getting information on dock lighting for repair and/or replacement. Mr. Blake is gifting Foundation an extra forklift basket so they have the ability to change their own ceiling lights.</li> </ul> <p>8511 &amp; 8508 Hillcrest 6400 James A. Reed:</p> <ul style="list-style-type: none"> <li>• 8508 Hillcrest is in need of asphalt repair and painting of loading area</li> <li>• 8511 Hillcrest needs parking lot replacement.</li> <li>• At 6400 James A. Reed Road a hot water tank and electrical service in break room have been repaired. A leak has been found in the A-coil in the air handler.</li> </ul> <p>Vacant Properties:</p> <ul style="list-style-type: none"> <li>• The former Sunshine Center has just completed and passed a required back flow test. Following the test, Mr. Blake had the water department shut the water off at the street because of leaking water lines within the</li> </ul>	<p>Information</p>

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<p style="text-align: center;"><b>New Business</b></p> <p><b>Old Business – Update of Properties for Sale</b></p>	<p style="text-align: center;">structure.</p> <ul style="list-style-type: none"> <li>• Former Rainbow Center I: No problems to report.</li> </ul> <p>This concluded Mr. Blake’s report to the committee.</p> <p>None.</p> <p>Jake Jacobs shared that the former Rainbow Center facility located on 5<sup>th</sup> Street in Blue Springs is on the market. A clinic from St. Mary’s Hospital that was interested in the facility backed out for lack of funding.</p> <p>As to the Sunshine Center eitas does have a buyer who is in the process of doing their due diligence. They have not made their final offer as yet.</p> <p>Mr. Jacobs shared that back in 2002-03 there was a mold problem in two of the offices at the Sunshine facility so a major remediation program throughout the building was done to correct the problem in 2009. Sunshine Center vacated the building and didn’t notify eitas that they had abandoned it. During that abandonment period ceiling leaks developed some mold occurred due to the leaks, but not in the same space and not to the extent that there needed to be any serious remediation. The proposed buyer does have concerns about mold in the building and eitas is still waiting to see if they are going to make a definitive</p>	<p style="text-align: center;">Information</p>

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<p><b>Old Business – Update of Properties for Sale</b></p>	<p>offer on the building or not. The building is in okay shape, but it was decided it was nothing eitas wanted to use because it would cost too much to renovate it and therefore the decision to put the facility on the market was made. Mr. Jacobs shared that it is disheartening to know the building has lost much of its value. When the building was gifted to Sunshine Center it was valued at \$915,000 and now its value is about \$350,000.</p> <p>Continuing Mr. Jacobs shared he is meeting with a commercial real estate broker in the morning about possible leasing the first floor space at 8511 Hillcrest and the vacant office space at 8508 Hillcrest. The problems that Mr. Jacobs thinks that eitas could be facing by leasing either space are:</p> <ul style="list-style-type: none"> <li>• The first floor space at 8511 is 10,000 square feet. The broker has already implied that it would be difficult to find a short-term tenant for that much space. One alternative is to sub-divide the space. Members will have to take into consideration the expense to sub-divide it or not.</li> <li>• At the 8508 Hillcrest space, our Training Coordinator utilizes some of the former office space when there is training scheduled. Training is also scheduled in the former board room. Should we lease the vacant office area we would need to find space for our coordinator to work. If tenant does not need the former boardroom space there is not a problem.</li> </ul> <p>In 2010 Eitas was asked to partner with the 12 Block West program which is part of a Independence re-development program. Eitas is working with Robbie</p>	<p>Information</p>

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<p><b>Old Business Continued</b></p>	<p>Makinen, Economic Development Coordinator and eitas Board member on the program as well. Habitat for Humanity has now joined the project. There is the possibility of eitas partnering on three properties with Habitat for Humanity. These properties would be for people with developmental disabilities and require an initial eitas investment of \$50,000. Mr. Jacobs shared a story of two eitas supported individuals whom are married, but unable to live together. Mr. Jacobs hopes to be able to make one of these new homes available to this couple.</p> <p>In closing, Mr. Jacobs shared that there has been no response regarding our last correspondence to Mr. Kerr in reference to the sale of our vacant land.</p>	<p>Information</p>
<p><b>Public Comment</b></p>	<p>None.</p>	
<p><b>Adjournment</b></p>	<p>There being no further business the Property Committee meeting was adjourned at 4:40 PM</p> <p>Respectfully submitted,</p> <p>Staff</p>	