

**Developmental Disability Services of Jackson County ~ eitas  
 Planning & Services Committee Meeting  
 September 21, 2011**

| Topic/Issue                                    | Minutes  | Summary of Action Taken or Pending |
|--|--|------------------------------------|
| <b>Attendance</b>                              | Barbara Winkler, Tammy Kemp, John Humphrey, Tammy Flores, and Betty Sharp Board Members. Nancy Nicolaus, Kathy Marlatt, Jake Jacobs and Kathleen Ganaden, Staff. Guests: Bob Adams and Kelly Logan.  |                                    |
| <b>Call to Order</b>                           | Barbara Winkler, Planning and Services Committee Chair called the meeting to order at 5:42 PM at the Administrative offices of Developmental Disability Services of Jackson County, 8511 Hillcrest, Kansas City, Missouri.   |                                    |
| <b>Program Update<br/>Support Specialists</b>  | <p>Nancy Nicolaus, Support Specialist Supervisor made her monthly report before the committee by sharing that the Support Specialist team has begun a new Gentle Teaching (GT) aspect and that is to offer eitas providers the opportunity for the Support Specialist team to come into their agency and teach the Gentle Teaching curriculum, beginning with management staff. By being on site Support Specialists will be able to mentor one on one and teach caregivers how to better support people being served.</p> <p>Support Specialists also supported the 2012 Funding Application Review Team.</p> | Information                        |
| <b>Program Update<br/>Service Coordination</b> | Kathy Marlatt, Deputy Director opened her monthly report by sharing that she and the Service Coordination Supervisors have been busy interviewing in an effort to fill nine Service Coordinator positions. To date, six offers have been made and accepted. The new candidates will have orientation in October.   |                                    |

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| <p style="text-align: center;"><b>Program Update<br/>Service Coordination<br/>Continued</b></p> | <p>Service Coordination has created and began mailing a “Satisfaction Survey”. The first mailing went out to all legal guardians of the individuals eitas is now supporting. Tomorrow Service Coordination Supervisors will be meeting with Jackson County Public Administrators to conduct the same survey, only verbally. By the end of the year surveys will be conducted with the 960 individuals supported by eitas. The goal is to receive feedback on how eitas is doing and to get an insight into any concerns and/or problems.</p> <p>To date, eitas is supporting through Service Coordination 962 individuals with 202 on the wait list. In July of 2011 Service Coordination billed Medicaid \$282,000.</p> | <p style="text-align: center;">Information</p> |
| <p style="text-align: center;"><b>Program Update<br/>Training</b></p>                           | <p>With the absence of Amanda George, Kathy Marlatt presented the Training report by sharing that 1397 individuals have participated in classes at the eitas Training Center from January – August 2011.</p> <p>Amanda George has been receiving requests to conduct training classes outside Jackson County. It has been decided that eitas will apply a fee for any services outside the county.</p> <p>The new Field Trainer position is going well. The trainer develops training modules and accompanies new Service Coordinators out in the field.</p>   |  |
| <p style="text-align: center;"><b>New Business</b></p>  | <p>Jake Jacobs, Executive Director shared that the fourth team of Service</p>  |  |

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| <p><b>New Business<br/>Continued</b></p> | <p>Coordinators will open their new office on the second floor of 8511 Hillcrest on Friday. Amanda Stasi, Supervisor for the fourth team has already begun growing her team with two veteran Service Coordinators from other teams. It is hoped to complete this fourth team with eleven Service Coordinators by the end of 2011 and begin on the fifth team of Service Coordinators by February of 2012.</p> <p>Continuing, Mr. Jacobs shared that Governor Nixon’s office has requested success stories relating to the Hope Prevention Waiver.</p> <p>We have a new workgroup that matches up individuals supported by eitas with others in an effort to “make friends” with like individuals with similar interests. Hopefully, individuals will make new friends and expand their social skills.</p> <p>March 31 of 2012 will be the date for the First Annual Michael Haseltine Walk/Run event. Eitas is working with KC Sports Commission and KC Parks and Recreation. There will be a certified route through Swope Park and it is already estimated there will be 2000 participants. All donations will be tax deductible.</p> <p>In closing, Mr. Jacobs shared that as part of our upcoming Strategic Planning efforts for next year one option will be to incorporate questions into an individual’s Annual Plan so that eitas can learn what is needed and/or what can be done differently. Over 80% of the goals listed on the 2008-2010 Strategic Plan</p> | <p>Information</p>                 |

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| <p><b>Public Comment</b></p> | <p>have been met and the goal is to do even better in the years to come.</p> <p>Mr. Bob Adams, parent shared that if one were to make comparisons before and after eitas Service Coordination, as far as his family is concerned, there is none. The eitas Service Coordinator assigned to their child is courteous, timely and helpful in a variety of ways. Just recently she supported the family through a provider transition and with her support everything went smoothly.</p> | <p>Information</p>                 |
| <p><b>Adjournment</b></p>    | <p>There being no further business the meeting was adjourned at 6:35 PM.</p> <p>Respectfully submitted,</p> <p>Staff</p>  |                                    |