

Developmental Disability Services of Jackson County ~ EITAS
Planning & Services Committee Meeting
 March 19, 2008

Topic/Issue	Minutes	Summary of Action Taken or Pending
<p>Attendance</p> <p>Call to Order</p> <p>Program Update Nancy Nicolaus, Support Services Supervisor</p>	<p>Barbara Winkler, Tom Davis, and Don Saxton, Board Members. Jake Jacobs, Michael Haseltine, Nancy Nicolaus, Patti Phillips and Kathleen Ganaden, Staff. Guest: Bob Adams, Parent.</p> <p>The meeting was called to order at 6:14 PM by the Committee Chair, Barbara Winkler at the Administrative offices of Developmental Disability Services of Jackson County located at 8508 Hillcrest, Kansa City, Missouri.</p> <p>Nancy Nicolaus, Support Services Supervisor opened her report to the Committee by stating that a successful candidate had been hired to replace the Support Specialist position vacated by Patti Phillips. The Support Specialist team now consists of three people: Tracy Mauk, Katherine Sterrett and herself.</p> <p>The Support Specialist team has been focusing on consulting with the 22 agencies funded by EITAS, plus other agencies not funded by EITAS. They are out in the field a lot as they visit agencies and continue to measure the Missouri Quality Outcomes.</p> <p>As requested, by Committee members, Ms. Nicolaus reported on the agency having staffing and previously infra-structure problems. Ms. Nicolaus stated that over the past month positive input has been received and observed by the Service Coordinators. In addition, a first meeting was held with the Quality Enhancement staff at the Kansas City Regional Center and the agency in question. A joint meeting is scheduled of which EITAS will participate. Ms. Nicolaus recommends that EITAS continue to monitor the situation closely, but take no action at this time.</p> <p>In closing, Ms. Nicolaus stated that John McGee, founder of Gentle Teaching has agreed to teach a 2-week Gentle Teaching seminar for EITAS. DMH would like to partner with EITAS on the seminar. Michael Haseltine, Deputy Director interjected that no date has been set, but will be soon. At this seminar Mr. McGee will teach about thirty people how to be mentors of Gentle Teaching</p>	<p style="text-align: center;">Information</p> <p style="text-align: center;">John McGee, founder of Gentle Teaching to do seminar for EITAS</p>

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<p style="text-align: center;">Program Update Patti Phillips, Service Coordinator Supervisor</p>	<p>Patti Phillips, Service Coordinator Supervisor stated that her current staff of four have various number of clients, as it takes about 3 months orientation to acclimate a new Coordinator to the EITAS policy. Plans are underway, to hire five more Service Coordinators and a part-time administrative person in the next month or so. With on-going training and the new hires, the 49 clients currently on the waiting list will be assigned.</p> <p>Service Coordinator's continue to work with the new software program and bill their hours. Jake Jacob's, Executive Director interjected that the goal is to bill \$50,000 monthly and to take any funds that EITAS earns from this program and put it back to grow new and needed services.</p>	<p style="text-align: center;">Gentle Teaching Information</p>
<p style="text-align: center;">Strategic Planning</p>	<p>Jake Jacobs, Executive Director presented members with a revised paper title "Proposed Goals/Objective 2008 – 2010" for the EITAS Strategic Plan. The paper represented goals/objectives that members wanted EITAS to achieve and to be placed on the plan.</p> <p>Mr. Jacobs will provide members with another updated version of goals and objectives following this evening's meeting.</p>	
<p style="text-align: center;">Board Self Evaluation</p>	<p>Members received copies of the results of the Board Self Evaluations. In 2007 Board members Jim White and Rosetta Robins took on the task of distributing a board self-evaluation questionnaire to all current board members and a couple of previous ones and tabulating the results. The purpose of the self-evaluation was to get a feel for what the board needed in the way of training and development, and to address any weaknesses in board structure, design and operation that might be improved upon. Members will review the results and then come together for discussion.</p>	

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Board Policy Discussion	The Board Policy discussion was postponed to a future meeting.	
Old Business	Michael Haseltine, Deputy Director shared with members that the Annual Board Meeting and Awards Presentation will be on April 23, 2008 at the Hilton Garden Inn in Independence, Missouri. Also, that an ad hoc award committee had met and selected the recipients of the 2008 awards. On two of the awards, Innovations and Services and the Bernice Hobson awards, Mr. Haseltine needed recommendations from the Committee. The Committee perused the information provided and gave Mr. Haseltine their recommendations.	
New Business	None	
Public Comment	None	
Adjournment	There being no further business the meeting was adjourned at 7:17 PM. Respectfully submitted, Staff	