

*Date | time* Wednesday, July 17, 2018 | 5:30-7:00 PM *Meeting called to order by* Amy Schmidt at 5:40 p.m.

---

**Board Members Attending**

Amy Schmidt  
Jay Bell  
George Meiners  
Danielle Bordman

Terrie Jo Fox  
Ron Eiman  
Mark Simcosky  
Randy Huber

---

**Staff Members Attending**

Aaron Martin  
Kelly Logan  
Delores Buffa  
Melody Scott

Karen Flattery  
Sam Wheeler  
Carol Sours

---

**Mission and Reflection**

Amy read the mission and vision statements and followed with a moment of reflection.

---

**Introduction of New Board Member**

Mark introduced Gary Abram, prospective new board member and welcomed him to his first board meeting. Gary took a few moments to share his interests and what intrigued him about Job One. Mark made a motion to accept Gary as a board member for a 3-year term. George seconded, Amy called for a vote and the motion carried.

---

**Consent Agenda**

- Amy asked for a motion to approve March and May 2018 board minutes and May and June 2018, FY18 unaudited financial reports for Job One and Careers
- Jay moved to approve as written, Terrie seconded, Amy called for a vote, and the motion carried.

---

**Committee Reports**

- **Finance – George Meiners, Committee Chair:**
  - The report on FY2018 is pre-audit at this time, so some things may change once the audit is complete.
  - Combined with Careers, there was a decrease in net income from \$170,000 to \$105,000.
  - Combined with Careers, cash went up approx. \$70,000 and the long-term liabilities decreased almost \$80,000
  - Grants increased by \$115,000
  - Fund Development expenses increased by \$50,000 (in conjunction with increase in grant funding)
  - Missouri State Aid decreased by \$63,000
  - Payroll (employees and staff) increased by \$103,000
  - Job One has been profitable 3 out of the last 4 years
- **Fund Development – Mark Simcosky, Committee Chair:**
  - Mark started off by mentioning the completion of the 2017 annual report.
  - Friends campaign is in full swing. More than 100 solicitation letters went out on 7/9/18.
  - Karen will make a revision to the Friends campaign letter and put it into a format that Carol and her team can email out to our marketing mailing list with a link to our giving page. This is the first time we have tried this and whatever comes in it will be worth the effort.
  - For FY18, \$50,999.41 was raised for the Friends of Job One annual campaign. That came from 111 contributions (donors/donations/
  - Mark mentioned that it is an expectation/responsibility that board members contribute during the year, to the Friends of Job One campaign since it is unrestricted and can be used where needed most.

- At the last board meeting in March, Aaron informed us that the Fund Development committee had approved adding some hours each month for Kevin Flattery to assist Karen with solicitation of area foundations.
  - SINCE the first of April, Karen and Kevin have submitted approximately 60 proposals and/or letters requesting the opportunity to submit a proposal which is required by certain foundation.
  - Of the 60 funding requests, only 13 have denied our request. Calls and/or in-person follow-up meetings have taken place with ALL of those who denied, and most are likely to fund us in the future.
  - Many of the foundations contacted had not heard of Job One. The solicitation process has given us the opportunity to educate more funders in the community about who we are and what we do. It is expected that all the work will be paying off.
- Karen shared about the great in-kind gift that was received from The University of Kansas Health System: 74 chairs, 2 leather sofas and a more than 20 end tables. The delivery of the tables to the Independence and Grandview offices was also donated by John Marshall Company!
- **Board Development:**
  - Aaron reported that Debra Box is continuing to lead the committee through the process and helping to get organized. Term limits will be up for a couple of board members at the end of the year, so bringing on new board members will be important. The committee's longer-term job will be to train the board, equip the board.
  - Be watching for a couple of Survey Monkey surveys that will be coming out soon.
    - One will be like the board profile sheet. It will help to identify your connections, other boards you serve on, etc. All data will be collected and compiled for more efficient reports and a clearer big picture.
    - The other will be a matrix to help identify everyone's individual strengths and expertise. It will provide a snapshot of the skillsets that we have on the board.
    - The Board engagement profile will help establish where we are as a Board, what areas we are successful in, what areas are opportunity for improvement. It will be used as a management tool between Aaron and the board chair when discussing goals and progress as a group. It will not be shared with everyone.
- **Marketing – Delores Buffa, VP of Operations:**
  - Dee shared from the Operations report which is included in the full Board packet.
  - NARA contract did not renew. Contract was given to a for-profit company from Utah called Green Planet 21.
    - Mark asked how this would affect the employee count.
    - Dee answered that two employees were moved to the Independence workshop based on performance and what the needs were. We are shredding less paper. Josh Launius is working on obtaining new shred customers. Some of the current jobs are being moved to SDS. The rework on the grease pens for Alphapointe is being moved there. They wanted the defective lead to be separate from the good lead, so they are very happy with this solution.
    - Now that there is so much space available at SDS, we are looking for other opportunities to use the facility for until the lease is up in 2021.
- **Marketing – Carol Sours, Director of Marketing for Job One, eleven:12 communications:**
  - Carol reported on the items in the marketing report, which is included in the full Board packet.
  - **SAVE THE DATE:** Open House at Independence workshop on October 18<sup>th</sup> from 11 AM-2 PM. The target audience is the business community. Purpose is to educate on what happens day to day here at Job One and the work we do. Tours will be taking place. Lunch will be served. Display tables will be placed out front for SDS, Fund Development, Careers, etc. This is a great opportunity as board members to bring people in without the hassle or imposition that it may normally be.
- **Careers – Aaron reported in place of Anne Hochstein, VP of Careers:**
  - Minutes from the last meeting are included with the Board packet.

- Highlights include:
  - Nearly 170 people served
  - Set Works, a database for the Careers program, was implemented which will significantly improve productivity of the job developers while they are in the field. It will allow us to keep with the business approach that we use rather than a social work approach. Better records, better billing and all around a good thing.
  - Jeff, Anne, Kevin, Karen and Aaron will be working on putting together a program that will allow Job One Careers to do a year-round work skills/work studies for students transitioning from school to work. The grant proposal to the Children’s Fund of Jackson County could be very large.

---

## Old Business

---

- Recycling Center and Facilities Planning Update:
  - Please refer to the letters in the full Board packet. Aaron will meet with the properties of Eitas on 7/18/18 to once again present the needs of Job One to the County. Expectations continue to change. We have been set up to fail on several occasions. Some members of the Eitas board are beginning to ask questions as to why this is such a major problem, not only to do the few improvements that were needed to move the recycling center to Grandview, but to just do some basic maintenance.
- HR Handbook Update
  - Kelly distributed the handbook with changes that have been made.
  - Aaron pointed out that legal expenses on the financials each month are typically due to Kelly utilizing the HR attorney at Jackson Lewis. She has really improved the way we do HR. We are more prepared and more proactive.
  - Amy called for a motion to approve the handbook update. Terrie moved, Mark seconded, Amy called for a vote and the motion carried.
- FY2019 Agency budget is included in the full Board packet. It was approved via email. Aaron keeps a copy of every approval received back with the minutes in the Board book.

---

## New Business

---

- Day Services – Aaron said to expect a report in September or November that lays out a business plan to consider providing a retirement-oriented day services program. There would be numerous hurdles, but it would be worth doing. Staff has really embraced the idea. The big caution – this would be the first thing we’ve done where we would really have to look at our mission. This would be for the older employees who no longer want to work everyday or can’t work everyday but who don’t want to leave their friends, their daily routine, this place behind. It would allow them to still participate on a part-time basis and be a part of the “family”.

---

## CEO Report

---

- **Aaron Martin, CEO:**
  - Dashboard is attached.

---

## Adjournment and Next Meeting Date

---

- Mark moved to adjourn, Terrie seconded. Meeting adjourned at 7:02 p.m.
- Next meeting is Wednesday, September 19, 2018 at 5:30 p.m. in the Grandview conference room.