

*Date | time* Wednesday, September 19, 2018 | 5:30-7:00 PM *Meeting called to order by* Amy Schmidt at 5:35 p.m.

Board Members Attending		Board Members Absent	Staff Members Attending	
Amy Schmidt	Robert Altomare	Terrie Jo Fox	Aaron Martin	Karen Flattery
Jay Bell	Scott King	Danielle Bordman	Kelly Logan	Anne Hochstein
George Meiners	Mark Simcosky	Ron Eiman	Delores Buffa	Emily Crawford
Susan Scott	Dick Nightingale	Nick Hadley	Sam Wheeler	Cristy Carpenter
Gary Abram		Randy Huber	Jeff Carpenter	

**Also attending:** Liz Muleski, Chair of Careers Board and Ty Shearing, Careers Board

### Open and Welcome

Amy opened the meeting and welcomed everyone, then introduced the auditor, Rich Birks of Novak Birks PC, and asked him to present his report for FY18. Jay made a motion to accept the auditor's report. George seconded. Amy called for a vote, and the motion carried.

### Mission and Reflection

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

### Introductions

Since the attendance was made up of members from the Job One Board, Job One Careers Board and Staff, Amy asked for introductions by name and capacity of service. Aaron pointed out that the Careers organization is a wholly-owned subsidiary of Job One and Job One is the sole voting member of that Board. They function much like the Job One board in that they provide support and connections. They work very closely with Anne and her staff and have been instrumental in the success of the Careers program.

### Consent Agenda

- Amy asked for a motion to approve Job One and Careers financial reports for July and August 2018 and the July 2018 board minutes. Mark moved to approve as written, Scott seconded, Amy called for a vote, and the motion carried.

### Committee Reports

- **Finance – George Meiners, Committee Chair:**
  - For Job One, in July there was a loss of \$27,000 and August a loss of \$46,000. \$70,800 was due to moving the recycling center to the Grandview campus. An additional \$9,000 will be spent in this fiscal year on the recycling center move. However, we will save \$108,000 just in rent over the next 12 months by not having a multi-site operation, and this will continue to be the case in the future.
  - On the Careers side, there was a net loss of \$33,000 due to the drop of VR funding in August and the use of money from Careers (\$35,000 additional to the Professional/Admin Fee account instead of the usual \$9,000 to make it \$44,000). Over the next 9 months of FY19, there will be some months that we do not charge the \$9,000 to Careers. By the end of FY19 we should be back on budget.
  - At some point in the future, we will discuss the possible increase of the professional/admin fee.
  - Funders want to see stability, so building up our cash reserves will work in our favor in more ways than we can anticipate.
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- **Fund Development – Mark Simcosky, Committee Chair:**

- Friends campaign update as of 9/19/18 – Total raised is \$12,902
  - This is made up of 73 gifts
  - 27 of the 73 gifts received were from or solicited by board members
  - 37 of the 73 gifts received were from or solicited by staff members
  - 16 of the 73 gifts received were from NEW, first-time donors. That is a major goal of the Friends campaign, to bring in new donors and increase awareness of Job One.
  - 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.
- Grants / Capacity Building Campaign Update – This is tracked on a **calendar** year basis. As of 9/19/18, the total secured is \$181,461. (See the list provided by Karen and Mark.)
  - 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.
  - Aaron commented that the list of needs for 2018 are all operational needs for Job One, but hopefully by the May 2019 annual board meeting, there will be an item on the needs list for Careers that has received approval and funding from a source that has been identified as one with great potential.
  - This has been a very targeted approach so there is very little wasted energy. A lot of research has gone into identifying foundation in the area who would be interested in funding what we do. In this area, a very small number offer funding for people with disabilities. Expanding the search to those who fund lower-income or disadvantaged has been the best route for our efforts.
  - Many people at the foundations/trusts were people that we knew.
  - Amy asked for clarification about the total amount secured, if it was all being applied towards the list of operational needs. She said that we don't want to "sell it" as all the money being brought in is going to those needs if it really isn't. Karen stated that some of the grants were unrestricted, but that she wanted to show the overall progress that had been made. Karen also mentioned that there is now a line in the budget for unrestricted grants and restricted grants. Aaron stated that although the money has come in faster than anticipated, we could share a progress report for how the restricted grant funds have been spent.
  - A technology grant is in the works to the McGee Foundation, due October 1<sup>st</sup>. This will serve the entire organization, including Careers.

- **Board Development:**

- Aaron reported that good strides are being made as Debra Box of Support KC continues to lead the committee.
- Aaron introduced the Board Engagement Profile sheet which was included in the packet. It ties into government funding and grant funding, and it is a scorecard tool to help track how engaged each board member is over many different areas of importance. It allows Job One to show that we are a professional organization. It is also about being intentional in what we are doing and taking credit for it. It will be used as a management tool between Aaron and the leadership staff, and Aaron will use it with the board chair when discussing goals and progress as a group. Otherwise it will remain confidential.
- Amy asked the Board to watch their email for a "Board Expertise and Demographics" survey which will come out by the end of the week from Debra Box. Everyone was encouraged to complete it so that the reporting would be accurate. Recruiting new board members is important as several will be moving off and knowing where the gaps are will be crucial in making the board a representation of the organization in its diversity.

- **Marketing – Delores Buffa, VP of Operations:**
  - Dee shared from the Operations report which is included in the full Board packet.
  - We are still getting settled from the recycling center move. Changes are still being made at the facility.
  
- **Marketing – Emily Crawford, eleven:12 communications:**
  - Emily reported on the items in the marketing report, which is included in the full Board packet.
  - The new website is set to go live next week
  - **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.
  - Social Media Report, 8/19/18 to 9/19/18 (not in the packet) – Over 17,000 impressions, 780 engagements (up 6.3%), 165 click out from the website.
  
- **Careers – Anne Hochstein, VP of Careers:**
  - Minutes from the July 2018 meeting are included with the Board packet. Anne called for a motion to approve the minutes. Liz Muleski moved to approve as written and Susan Scott seconded. Amy called for a vote and the motion carried.
  - Anne talked about the strategic planning session held in April and the outcomes (the dashboard is included in the board packet).
    - Big picture, program driven outcomes
    - One idea that came out of the session was to have a “lunch and learn” opportunity for Rotary Clubs, Chamber of Commerce and even businesses, to educate them on the services provided by the Careers staff and the value that people with disabilities bring to the workplace, how they could become involved
  - CARF (Commission Accreditation of Rehab Facilities) items in the dashboard will probably not be met by the original deadline. The Careers program must have CARF accreditation to have their VR contracts.
  - Mark asked about the summer work program. Anne responded that there were only 5 referrals this year, a drop from 25 last year. The same thing happened in the St. Louis area, so it was across the state. This was due to the state mandated order of selection and the hard deadline for paperwork from the participants of February 2<sup>nd</sup>. The budgetary issue at the State level has made it more difficult because there is less funding.
  - 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. This also means that the program will no longer be funded by VR, so the Careers team will have control of the process.

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## Old Business

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- **Recycling Center and Facilities Planning Update:**
  - Aaron sent an email to the Board in September to update them on conversations with the County regarding the very small upgrade being done on the Grandview campus, putting in a garage door and making more space for recycling. It has been a challenge getting to this point.
  - Amy recognized Delores and Mike for their work on this and the high level of communication they have provided to Marvin at Eitas.
  - Facility improvements are underway. The next phase is to remove a wall and relocate it and to upgrade the restrooms which are in dire need.

- Day Services – If it looks like a possibility that this could happen next fiscal year, Aaron will come to the Board with a full business plan in January 2019. Now that Job One has a Medicaid contract to provide employment services and other related services, it has opened the possibility of doing some day services for our employees who are more in the retirement phase or losing skills. It would allow them to still come to a Job One location and be served by Job One, but in a different capacity. In some cases, the employees could do part-time work and the other time spent at Job One could be for volunteering, community visits, arts and crafts, etc.

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## New Business

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- Pre-Vocational Services – The staff are working on a curriculum that can be used for several different things. It is a Medicaid-funded service. We would receive \$21/hour to provide these pre-vocational services. These are all soft skills, such as grooming, conflict resolution, working well with others...many of the skills needed to KEEP a job once you have it. This could help position Job One as the provider of choice for kids graduating from high school, and the school teachers and administrators are excited that Job One is working on coming up with solutions to help meet this need.

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## CEO Report

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- **Aaron Martin, CEO:**
  - Dashboard is attached. The format has been modified and divided into three sections: Programmatic, Financial and Board of Directors / Board ownership items.
  - This will probably be the last year with this format. Hoping to work with our new IT company to create a way to automate the process of pulling all of the data together and be able to display a report with a better look and feel. Aaron will seek Board input so that he can provide the kind of information they want to see and provide a good snapshot of what is going on at Job One.
  - Dick asked if the training time on the Executive Dashboard was broken out between the two campuses. Aaron said that normally it was, and it would be corrected for next time.
  - Aaron spoke about the Matrix Map provided in the packet. It is updated every year by using the numbers in the audited financial report and surveying key people. It measures, by program, the different levels of impact that our programs have, overall budget size and profit/loss. It identifies where each program lies on the matrix, and the action steps are specific to Job One. Programs on the high impact/high profitability side of the matrix include: Ability One, SDS, Job One Careers, Community Employment and Fund Development. Programs on the high impact/low profitability side include Packaging and Assembly and Recycling. The goal is to get both of those programs moved closer to the right side of the matrix.

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## Adjournment and Next Meeting Date

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- Jay moved to adjourn, Susan seconded. Meeting adjourned at 7:02 p.m.
- Next meeting is Wednesday, November 14, 2018 at 5:30 p.m. in the Grandview conference room.