

**Adair County SB40 Developmental Disability Board  
Board of Directors Meeting  
February 13, 2018**

**MINUTES**

**BOARD MEMBERS PRESENT:** Don Crosby, Beverly Grubrich, Susie Keim, Julie Lochbaum, John McConnell, Elaine Scudder, Jeff Silvernail, and Tyson Treasure

**BOARD MEMBERS ABSENT:** Jo Hall

**STAFF PRESENT:** Tonya Bailey, Kim Baker, Melissa Behrens, Tiffany Busch, Melissa Cline, Connie Johnson, Andy Magruder, Nancy Pennington and Virgie Scharn

**GUESTS PRESENT:** John Gillum, CPA; Dale Barrett, Community Opportunities; Bevan Flynn and Valerie Johnson, High Hope Employment Services

**CALL TO ORDER:** The Board convened at the SB40 Community Learning Center, 1107 Country Club Drive, Kirksville, Missouri. Chairman Don Crosby called the meeting to order after determining that a quorum was present and the proper notice of an open meeting was posted in compliance with RSMO 610.020 (Sunshine Law). Vice-Chairman Jeff Silvernail thanked the staff for the mixer held prior to the board meeting.

**AUDIT REPORT:** John Gillum reviewed the audit and financial statements for FYE 6/30/17, which show a positive change in the fund balance. We are in the third year of the changes related to reporting on LAGERS, which are found on pages 10 and 11. In his opinion, the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Adair County SB40 Developmental Disability Board as of June 30, 2017, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles general accepted in the United States of America. He stated that the books are well-maintained. He reemphasized that segregation of duties is challenging for a smaller organization like ours but our risk is minimal. The board should continue their good oversight. Don asked John if we need to rotate to another auditing firm. John did say that they rotate within the firm. There is a lot of discussion in the industry about rotating every few years, but the challenge is that the first year is spent getting to know the client, the second year they gain more knowledge, the third year they know the organization pretty well, and then it changes and starts all over again. John has been our auditor for about 10 years. There were no objections to the audit report. Nancy will send a copy of the audit to the Missouri State Auditor as required by statute.

**MISSION MOMENT:** The individual did not arrive to do the client profile. Virgie reported that there was a great ATEC visit with 8 individuals today to look at potential communication devices for them or to teach them how to use what they already have.

**MINUTES APPROVED:** A motion was made by John to approve the minutes of the January board meeting. Jeff seconded the motion, which was approved by the following vote: Don Crosby-aye, Beverly Grubrich-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Elaine Scudder-aye, Jeff Silvernail-aye, and Tyson Treasure-aye.

**TREASURER'S REPORT APPROVED:** Nancy presented the financial statements for January. Overall we are in great shape. We received our large property tax disbursement this month and also received a PILOT (Payment in Lieu of Taxes) disbursement from the city related to the Kraft expansion. Elaine made a motion to approve the financial statements as presented. John seconded the motion, which passed with the following vote: Don Crosby-aye, Beverly Grubrich-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Elaine Scudder-aye, Jeff Silvernail-aye, and Tyson Treasure-aye.

**FUNDING REQUESTS:** Nancy presented the summary of individual funding requests for the previous month, which consisted primarily of transportation and dental. Bevan and Valerie presented a funding request from High Hope for \$2,500 to pay for start-up fees for SET-WORKS, a program for documentation and tracking progress toward objectives. The system would allow everyone involved to have access, including the Service Coordinators, which would help Bevan provide better notes in a more timely basis. John moved approval of this request. Julie seconded the motion, which passed with the following vote: Don Crosby-aye, Beverly Grubrich-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Elaine Scudder-aye, Jeff Silvernail-aye, and Tyson Treasure-aye.

**EMPLOYEE RELATIONS:** Andy and Melissa shared a list of suggestions from the employees related to sick/vacation time, building, insurance, counseling, break room, company shirts, AEDs, and gym membership. The employee relations committee will be meeting monthly, and the representatives will alternate quarterly. The board asked the committee to prioritize their recommendations. The policy committee will meet to follow-up on these items and have a response in the next 3-4 months.

**EXECUTIVE DIRECTOR'S REPORT:** Nancy presented her report for the previous month. The workgroup for non-Medicaid case management is developing their program. The employee relations structure appears to be working well. Several employees have signed up for trainings. The mailing for the summer youth program is being prepared and Melissa has posted the counselor positions online. We are coordinating the annual art show this year. It will be open to the entire community with an Earth Day theme. Community Opportunities, the Kirksville Regional Office, Region II Council and Macon County are assisting.

**OTHER BUSINESS/ANNOUNCEMENTS:**

Tiffany presented the proposals for a card key system for the Community Learning Center. Elaine made a motion to authorize the expense not to exceed \$2,550. The management team will decide which proposal to choose. John seconded the motion, which passed with the following vote: Don Crosby-aye, Beverly Grubrich-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Elaine Scudder-aye, Jeff Silvernail-aye, and Tyson Treasure-aye.

Based on feedback from employees, Nancy proposed purchasing AEDs for both SB40 buildings at a cost of \$3,000. Beverly made a motion to approve the purchase. John seconded the motion, which passed with the following vote: Don Crosby-nay, Beverly Grubrich-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Elaine Scudder-nay, Jeff Silvernail-aye, and Tyson Treasure-aye.

Jeff presented the revised proposal for consulting from Dick Goldbaum in the amount of \$12,775-\$13,775 with a reduction in travel expenses. Dr. Magruder has also volunteered to serve as an informal mentor and coach. There are also 3 leadership conferences that have been recommended for Nancy to attend. Tyson made a motion to both engage Dick Goldbaum's proposal and accept Dr. Magruder's offer to be a mentor. Beverly seconded the motion, which passed with the following vote: Don Crosby-aye, Beverly Grubrich-aye, Susie Keim-aye, Julie Lochbaum-abstained, John McConnell-nay, Elaine Scudder-nay, Jeff Silvernail-aye, and Tyson Treasure-aye. Jeff will contact both gentlemen to determine next steps.

The revised grievance policy was presented. Nancy noted that employees had not yet had much opportunity to provide feedback on the revisions. Julie made a motion to approve the revised grievance policy until the next board meeting to give time for feedback. Jeff seconded the motion, which passed with the following vote: Don Crosby-aye, Beverly Grubrich-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Elaine Scudder-aye, Jeff Silvernail-aye, and Tyson Treasure-aye.

Beverly noted that the board's picture on the website needs to be updated. Nancy will look into this.

**NEXT MEETING:** The next regular board meeting is scheduled for Tuesday, March 13<sup>th</sup>, at 6 p.m. Meeting adjourned at 8:05 p.m.

Respectfully submitted by:

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Nancy Pennington, Executive Director

The foregoing minutes were approved by the SB40 Board on March 13, 2018.

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Don Crosby, Board Chairman