

**Adair County SB40 Developmental Disability Board
Board of Directors Meeting
October 12, 2021**

MINUTES

BOARD MEMBERS PRESENT: Myra Collins, Beverly Grubrich, Latrisha Hicks, Julie Lochbaum, John McConnell, Jeff Silvernail, Dale Stone and Tyson Treasure

BOARD MEMBERS ABSENT: Don Crosby

STAFF PRESENT: Crystal Amini-Rad, Ann Askew, Julie Atchley, Tiffany Busch, Melissa Cline, Sean Jacob and Hannah Munn

GUESTS PRESENT: None

CALL TO ORDER: The Board convened at the SB40 Community Learning Center, 1107 Country Club Drive, Kirksville, Missouri. Vice-Chairman Jeff Silvernail 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).

MINUTES APPROVED: A motion was made by John to approve the minutes of the September board meeting. Beverly seconded the motion, which was approved by the following vote: Myra Collins-aye, Beverly Grubrich-aye, Latrisha Hicks-aye, Julie Lochbaum-aye, John McConnell-aye, Jeff Silvernail-aye, Dale Stone-aye and Tyson Treasure-aye.

FINANCIAL REPORTS: Julie Atchley presented the financial statements for September.

FUNDING REQUESTS/MONTHLY FUNDING REPORT: Julie presented the summary of individual funding requests for the previous month. They consisted primarily of transportation, and adaptive equipment. Total funds approved were \$4,964 for the month.

EMPLOYEE RELATIONS REPORT: Tiffany reported that the some of the management team are planning an appreciation breakfast for the Targeted Case Management team tomorrow to celebrate National Case Management Week.

We have gotten feedback from a lot of employees that they miss having group Employee Relations meeting so Tiffany plans to resume those next month.

TCM: Sean Jacob presented some changes to the orientation and training of new Service Coordinators. Service Coordinators Ann Askew and Hannah Munn spoke about their experiences as new employees and what their orientation process was like.

COMMUNITY LEARNING CENTER REPORT: Melissa Cline presented her report. The Community Learning Center is open to the public regularly now with social distancing and masking practices in place. People visiting the Center can enjoy some of the programs we've done in the past, such as Bingo and some new classes as well.

EXECUTIVE DIRECTOR'S REPORT: Crystal presented her reports for the previous month.

OTHER BUSINESS/ANNOUNCEMENTS:

Approval of HR policy- Crystal presented the new Victims of Domestic or Sexual Violence Policy. Tyson made a motion to approve the policy as written. Beverly seconded the motion, which was approved by

the following vote: Myra Collins-aye, Beverly Grubrich-aye, Latrisha Hicks-aye, Julie Lochbaum-aye, John McConnell-aye, Jeff Silvernail-aye, Dale Stone-aye and Tyson Treasure-aye.

NEXT MEETING: The next regular board meeting will be held during the annual Board Retreat Saturday, November 6, 2021 at 3 p.m. Meeting adjourned at 7:05 p.m.

Respectfully submitted by:

Tiffany Busch, Administrative/HR Manager

The foregoing minutes were approved by the SB40 Board on May 14, 2019.

Don Crosby, Board Chairman