

**Adair County SB40 Developmental Disability Board  
Board of Directors Meeting  
November 14, 2023**

**MINUTES**

**BOARD MEMBERS PRESENT:** Myra Collins, Don Crosby, Julie Lochbaum, Carla Mayer, John McConnell, Dennis Miller, Jeff Silvernail, Tyson Treasure and Debra Wohlers

**BOARD MEMBERS ABSENT:** None

**STAFF PRESENT:** Crystal Amini-Rad, Julie Atchley, Tiffany Busch, Melissa Cline, Sean Jacob, Susan Lassabe, Jennifer Lunsford and Mat Stephens

**GUESTS PRESENT:** None

**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 at 6:00 p.m. 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).

**PRESENTATIONS (NON-VOTING):** There are none at this time.

**INTRODUCTION OF NEW STAFF MEMBERS:** The two newest Service Coordinators, Mat Stephens and Jennifer Lunsford, introduced themselves to the board.

**MINUTES:** John moved to approve the minutes of the October board meeting with a correction to the date. Dennis seconded the motion, which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, Carla Mayer-aye, John McConnell-aye, Dennis Miller-aye, Jeff Silvernail-aye, Tyson Treasure-aye and Debra Wohlers-aye.

**FINANCIAL REPORTS FOR APPROVAL:** Julie Atchley presented the financial statements for the previous month. John moved to approve the statements as presented. Dennis seconded the motion, which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, Carla Mayer-aye, John McConnell-aye, Dennis Miller-aye, Jeff Silvernail-aye, Tyson Treasure-aye and Debra Wohlers-aye.

**FINANCIAL REPORTS INFORMATION ONLY:** Julie Atchley presented the monthly funding report and a summary of individual funding requests and Crystal presented the Partnership for Hope funding report for the previous month.

**FUNDING REQUESTS:** There are none at this time.

**STAFF REPORTS:**

- **EMPLOYEE RELATIONS REPORT:** Tiffany presented the employee relations report for the previous month.
- **TCM UPDATE:** Sean presented the TCM report for the previous month.
- **COMMUNITY LEARNING CENTER REPORT:** Melissa presented the Learning Center report for the previous month.
- **EXECUTIVE DIRECTOR'S REPORT:** Crystal presented her report for the previous month.

**OLD BUSINESS:**

Community Opportunities Inc. Grant Request- Motion Requested: There was no motion made to approve the grant request. The board discussed creating a policy for funding for Sheltered Employment. John moved to approve a monthly stipend to Community Opportunities Inc. through the end of the year to provide funds equal to \$3,000 per year per Adair County Resident who is eligible for Adair County SB40 services under the State's definition of Developmental Disability, payable in monthly installments based on the DESE report of hours worked in the month. Jeff Seconded the motion which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, Carla Mayer-aye, John McConnell-aye, Dennis Miller-aye, Jeff Silvernail-aye, Tyson Treasure-nay and Debra Wohlers-aye.

**NEW BUSINESS:** There is none at this time.

**ANNOUNCEMENTS:** The next board meeting Tuesday, December 12<sup>th</sup> at 6 p.m. Meeting adjourned at 7:45 p.m.

Respectfully submitted by:

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Tiffany Busch, Administrative/HR Manager

The foregoing minutes were approved by the SB40 Board on December 12, 2023.

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Don Crosby, Board Chairman