

**Adair County SB40 Developmental Disability Board
Board of Directors Meeting
June 25, 2019**

MINUTES

BOARD MEMBERS PRESENT: Don Crosby, Beverly Grubrich, Jo Hall, Susie Keim, Julie Lochbaum, John McConnell, Jeff Silvernail and Dale Stone.

BOARD MEMBERS ABSENT: Tyson Treasure

STAFF PRESENT: Julie Atchley, Kim Baker, Tiffany Busch, Melissa Cline, Connie Johnson, Nancy Pennington and Virgie Scharn

GUESTS PRESENT: Dale Barrett; Community Opportunities; Richard Forsythe and Rebecca Peterson

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

CLIENT PROFILE: Sean Jacob introduced Richard Forsythe. Richard says he used to work in recycling with his family business along with his dad. He was living at Stover's but now lives in a host home which he enjoys a lot more. He wants to get his driver's license. Sean says he has been working at High Hope in Milan. Richard enjoys hanging out with friends and helping them out. He helps out a friend with farm work and mechanical work. Sean says Richard is very resourceful and intelligent. Richard says he learns a lot from watching YouTube and he enjoys mechanical work such as brake repair. He applied at Home Depot and they offered him a job today, he will be working in the Lawn and Garden center. He plans to go to school in the next couple of years, possibly at the Vo-Tech.

Susie Keim arrived at 6:10.

BOARD EDUCATION: Kim spoke about the Charting the LifeCourse class held at the Center. Three of the people who have been coming to the class were able to go to a Charting the Life Course Tools training in Jefferson City. The training focused on how everyone has similar goals and experiences.

Beverly Grubrich arrived at 6:15.

MINUTES APPROVED: A motion was made by John to approve the minutes of the May board meeting. Julie seconded the motion, which was approved by the following vote: Beverly Grubrich-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Jeff Silvernail-aye and Dale Stone-aye.

Don Crosby arrived at 6:20.

TREASURER'S REPORT APPROVED: Julie Atchley presented the financial statements for the fiscal year ending 6/30/19. A motion was made by Don to approve the financial statements as presented. Susie seconded the motion, which was approved by the following vote: Don Crosby-aye, Beverly Grubrich-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Jeff Silvernail-aye and Dale Stone-aye.

FUNDING REQUESTS: Nancy presented the summary of individual funding requests for the previous month and the current month to date. They consisted primarily of transportation and dental treatment. Total funds approved in May were \$5,930 for the month. Total funds approved from June 1st to June 25th were \$2,312.

Jo made a motion to ratify the board email votes for \$2,632 for medications for one individual and \$2,273.04 for Personal Assistant services for another individual. John seconded the motion, which was approved by the following vote: Don Crosby-aye, Beverly Grubrich-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Jeff Silvernail-aye and Dale Stone-aye.

EMPLOYEE RELATIONS REPORT: There is nothing to report at this time

FINANCE COMMITTEE REPORT: The finance committee met to discuss the budget on June 6th. The final revised budget for FYE 6/30/2019 was reviewed. Dale made a motion to approve the final revised budget. Susie seconded the motion, which was approved by the following vote: Don Crosby-aye, Beverly Grubrich-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Jeff Silvernail-aye, and Dale Stone-aye.

The proposed budget for FYE 6/30/2020 was reviewed and includes the full tax levy. Don noted that the budget is a reflection of our philosophy and shows that our individuals are important, employees are important, and it leverages funding. We will spend down up to \$178,876 in reserves. Don made a motion to approve the budget as presented and appropriate the funding. Dale seconded the motion, which was approved by the following vote: Don Crosby-aye, Beverly Grubrich-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Jeff Silvernail-aye, and Dale Stone-aye.

PERSONNEL COMMITTEE REPORT: Jeff presented the Personnel Committee report for the Executive Director's annual review. He says it is an above average report in many ways and the committee has seen positive gains. The committee is recommending the appropriate merit increase. They discussed moving forward with the plan from the consultant.

NOMINATING COMMITTEE REPORT: Beverly presented the slate of officers for approval for the coming year with Don Crosby – Chair, Jeff Silvernail – Vice-Chair, Beverly Grubrich – Secretary, and Tyson Treasure – Treasurer. John made a motion to approve the slate of officers as presented. Jo seconded the recommendation, which was approved by the following vote: Don Crosby-aye, Beverly Grubrich-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Jeff Silvernail-aye, and Dale Stone-aye.

EXECUTIVE DIRECTOR'S REPORT: Nancy presented her reports for the previous month. Our caseload is high with 412 people. There were over 1,000 hours of logging for the month of May with one Service Coordinator out on medical leave. Jessica took on the first of her caseload on June 1st. Tricia went to the National APSE conference. The all staff retreat in May went well, and we had two guest speakers who talked about diversity. The last MACDDS meeting was in Jefferson City and they did interviews to hire a new Executive Director. Nancy was nominated for the Secretary/Treasurer of MACDDS.

OTHER BUSINESS/ANNOUNCEMENTS: Tyson, Don and Julie's board terms were expiring on June 30th. They are all 3 willing to stay on for another term and have been reappointed by the County Commissioners.

The Greenwood Center pilot project is close to being presented. There is a fund set up as part of the Truman Foundation. There is a meeting next week and they need to have funds available for startup costs. Don made a motion that we as the board authorize the expense up to \$300,000 by any and all means as advised by our Executive Director to provide for the initial operations of the Greenwood Center for Autism. John seconded the motion which was approved by the following vote: Don Crosby-aye, Beverly Grubrich-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Jeff Silvernail-aye, and Dale Stone-aye. The amount will be placed in a restricted fund until expended.

Nancy presented a final draft of the Strategic Plan framework and the board reached a consensus to adopt it as presented.

There will be no board meeting in July.

NEXT MEETING: The next board meeting will be held on the third Tuesday, August 20, at 6 p.m. and will also serve as the annual Public Hearing. Meeting adjourned at 7:12 p.m.

Respectfully submitted by:

Tiffany Busch, Administrative/HR Manager

The foregoing minutes were approved by the SB40 Board on August 20, 2019.

Don Crosby, Board Chairman