

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

MINUTES

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

BOARD MEMBERS ABSENT: Jeff Silvernail

STAFF PRESENT: Tonya Bailey, Kim Baker, Tiffany Busch, Melissa Cline, Connie Johnson, Krista Magers, Nancy Pennington and Virgie Scharn

GUESTS PRESENT: Jesse Crooks and family; Kathleen Lowe; Dale Barrett, Community Opportunities; Cyndi Johns, Learning Opportunities

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).

BOARD EDUCATION: Nancy discussed Adair County DD Link, the 501c3 organization established to provide resources to support the Adair County SB40 and presented a financial summary.

CLIENT PROFILE: Jesse Crooks and his Service Coordinator, Krista Magers, presented the client profile. Krista talked about how far Jesse has come since starting SB40 services. Jesse said he has been studying and working hard. He appreciates his Restoring Hope family. He said he is proud of his weight loss and increased activity. He is looking forward to competing in the Special Olympics. He said he is very thankful to everyone who has helped him get where he is today.

MINUTES APPROVED: A motion was made by John to approve the minutes of the February board meeting. 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, Elaine Scudder-aye, and Tyson Treasure-aye.

TREASURER'S REPORT APPROVED: Nancy presented the financial statements for February. Overall we are in great shape. Adjusting journal entries were made as provided by the auditor. The amount spent so far on office supplies is a little high but janitorial is low, so we will be analyzing the accounts to ensure things are recorded in the right place. TCM receipts were down due to the holidays. 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, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Elaine Scudder-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. Elaine made a motion to ratify previous board email votes. Tyson seconded the motion, which passed with the following vote: Don Crosby-aye, Beverly Grubrich-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Elaine Scudder-aye, and Tyson Treasure-aye.

There were three individual funding requests presented. The first request was for transportation for an individual for \$3,640. The second request was for medical supplies for an individual for \$3,375. The last request was for transportation for an individual for \$2,292. John made a motion to approve all three requests. Beverly seconded the motion, which passed with the following vote: Don Crosby-aye, Beverly Grubrich-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Elaine Scudder-aye, Jo Hall-aye, and Tyson Treasure-aye.

EMPLOYEE RELATIONS: Krista said that some employees had their phone interviews with Dick Goldbaum and some were still waiting to do theirs. Melissa sent the list of talking points from Dick Goldbaum to the employees who were not participating in the phone interviews so that they could add their input if they wanted.

EXECUTIVE DIRECTOR'S REPORT: Nancy presented her report for the previous month. It was a challenging month due to illnesses and poor weather. Tiffany has been in contact with Federal Protection about moving forward with installing key card access at the Learning Center. She has also dealt with various other building issues such as the sump pump battery. New logos are being developed and we are waiting for proofs. Kim, Melissa Cline, Nancy and some individuals attended Legislative Day in Jeff City. About 21 people went. The original Legislative Day activities were postponed until the following day, so they visited museums and met with Nate Walker and other legislators instead. Kathleen Lowe said she had a good time and enjoyed talking to Nate Walker about road conditions and texting while driving laws. Nate talked to everyone about Medicaid and Medicare cutbacks.

OTHER BUSINESS/ANNOUNCEMENTS:

Nancy presented the revised Targeted Case Management contract for approval. Jo made a motion to approve the contract. John seconded the motion, which passed with the following vote: Don Crosby-aye, Beverly Grubrich-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Elaine Scudder-aye, and Tyson Treasure-aye.

Nancy presented the program description for Community Resource Coordination to serve those without Medicaid or in nursing homes as developed by the workgroup. We will be sending a letter to individuals in our services who are eligible for the program to let them know what we intend to do for them going forward. John made a motion to approve the program subject to the availability of funds and annual appropriation. Julie seconded the motion which passed with the following vote: Don Crosby-aye, Beverly Grubrich-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Elaine Scudder-aye, and Tyson Treasure-aye.

Nancy presented bids for accounting/bookkeeping services and asked for approval to move forward with outsourcing these services instead of hiring a Business Manager. Julie made a motion to approve outsourcing the accounting services. Jo seconded the motion which passed with the following vote: Don Crosby-aye, Beverly Grubrich-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Elaine Scudder-aye, and Tyson Treasure-aye.

Nancy met with the new consultant, Dr. Richard Goldbaum, last week. He has scheduled interviews with each board member, members of the management team and key stakeholders. Dr. Goldbaum will be coming to Kirksville to work with Nancy and the management team on March 26th & 27th. He would then like to meet with the Board on Tuesday, April 27th.

The revised Grievance policy has been distributed and posted for comment. As there were no objections to it, Julie made a motion to approve it. Susie seconded the motion, which passed with the following vote: Don Crosby-aye, Beverly Grubrich-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Elaine Scudder-aye, and Tyson Treasure-aye.

Tiffany presented a proposal from the employees asking for approval to spend up to \$1000 on a couch and/or chair for the employee break room. Tyson made a motion to approve the proposal. John seconded the motion, which passed with the following vote: Don Crosby-aye, Beverly Grubrich-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Elaine Scudder-aye, and Tyson Treasure-aye.

NEXT MEETING: The board will hold a closed meeting with Dr. Goldbaum on Tuesday, March 27th. The next regular board meeting is scheduled for Tuesday, April 10th, at 6 p.m. Meeting adjourned at 7:00 p.m.

Respectfully submitted by:

Tiffany Busch, Administrative/HR Manager

The foregoing minutes were approved by the SB40 Board on April 10, 2018.

Don Crosby, Board Chairman