

**Adair County SB40 Developmental Disability Board
Board of Directors Meeting
June 26, 2018**

MINUTES

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

BOARD MEMBERS ABSENT: None

STAFF PRESENT: ~~Kim Baker~~, Tiffany Busch, Melissa Cline, ~~Connie Johnson~~, Andy Magruder, Nancy Pennington, and Virgie Scharn

GUESTS PRESENT: Cyndi Johns, Learning Opportunities; Paul Kelly

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).

CLIENT PROFILE: Paul Kelly and Andy Magruder spoke about Paul working at High Hope, Ortech and Truman State University. Andy Magruder said that Paul was in an ISL but now lives in his own apartment with a roommate which has been a goal of his. Paul has also gone from a segregated employment setting to working three3 jobs. He enjoys being active in the community such as greeting people at church and talking to his friends about the Civil War and other history subjects. He has learned to cook and pay his own bills as well as other independent activities. Paul says that he likes to travel and wants to learn to drive.

BOARD EDUCATION: Nancy shared an introductory video about CARF Accreditation.

MINUTES APPROVED: A motion was made by John to approve the minutes of the May 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, Jeff Silvernail-aye, Dale Stone-aye and Tyson Treasure-aye.

TREASURER'S REPORT APPROVED: Nancy presented the financial statements for May. We are still at the top of our reserves, although there are some funds committed to individuals. We will work with the accountant to close the books for the current fiscal year. are expecting pilot payment from Kraft.

FUNDING REQUESTS: Nancy presented the summary of individual funding requests for the previous month. There were 43 requests totaling \$16,027.89, which consisted primarily of transportation, dental copays and camp fees. Julie made a motion to ~~approve the financial statements as presented and~~ ratify the ~~previous~~ board email vote for summer program fees and transportation for \$2,603. Beverly 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, Dale Stone-aye and Tyson Treasure-aye.

Cyndi Johns from Learning Opportunities, ~~Quality Works~~ presented a funding request for \$12,827 for a Tiered Supports project. Jeff made a motion to approve the funding request. Julie 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, Dale Stone-aye and Tyson Treasure-aye.

EMPLOYEE RELATIONS: Tiffany talked about the staff retreat that took place on June 19th. All full time staff went to Lost Branch Lodge in Brashear. We did team building activities in the morning, had lunch catered by Colton's and spent some leisure time in the afternoon, enjoying the lodge and grounds. There was some very good feedback from the employees.

FINANCE COMMITTEE REPORT: The finance committee met to discuss the budget. The committee proposed a revision to the expense reimbursement policy to match the mileage reimbursement rate to the IRS standard rate. Jo made a motion to approve the revision. Tyson 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, Dale Stone-aye and Tyson Treasure-aye.

The final revised budget for FYE 6/30/18 was reviewed. -is 1.4 million but will finish at 1.5 million. Motion to meet constitutional guidelines, expenses, LOQW request. Dale made a motion to include approve the final revised budget. Tyson 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, Dale Stone-aye and Tyson Treasure-aye.

~~In t~~The proposed budget for FYE 6/30/19 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. wWe will spend down reserves and invest in community development. We expect Targeted Case Management revenue to be a little higher than years past. We have added a service coordinator so there will be more logging. John made a motion to approve the budget as presented and appropriate the funding. Julie 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, Dale Stone-aye and Tyson Treasure-aye.

NOMINATING COMMITTEE: Jo 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. -Jo & JJohn appointed 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, Dale Stone-aye and Tyson Treasure-aye. -

EXECUTIVE DIRECTOR'S REPORT: Nancy presented her report for the previous month. The new Service coordinators are doing great, and Tonya has done a phenomenal job training them. There has been a notice posted in the Kirksville Daily Express for bids for the remodel. Two bid packets have been picked up so far. Jordan Worchester is working on our new logo and merchandismarketing plan. The summer program is going great. Several employees are planning on volunteering for Food for Kids for 1 week in July. Kim has started teaching Circles lLevel 2.

OTHER BUSINESS/ANNOUNCEMENTS: The new medical leave bank policy has been distributed and posted for comment. As there were no objections to it, Jo 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, Jeff Silvernail-aye, Dale Stone-aye and Tyson Treasure-aye. Jo made a motion for the board to match the employee's initial contributions to the medical leave bank. 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, Jeff Silvernail-aye, Dale Stone-aye and Tyson Treasure-aye.

Nancy reported that a poll of other organizations' policies on medical insurance policies coverage came up with mixed results. It is requested that the board contribute \$100 per month per dependent toward dependent medical coverage. The policies on medical and dental insurance policies coverage would then be separate. Jeff made a motion to approve the contribution as requested when allowed by budgetary appropriation as appropriated annually and to approve the separate policy on dental

coverage. Julie seconded the motion, which passed with the following vote: Don Crosby-aye, Beverly Grubrich-abstained, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Jeff Silvernail-aye, Dale Stone-aye, and Tyson Treasure-aye.

Tiffany requested approval to spend up to \$700 for a new refrigerator for the Community Learning Center. The old refrigerator would then be brought to the McPherson office for use on the lower level. Dale made a motion to approve the request. Jeff 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, Jeff Silvernail-aye, Dale Stone-aye, and Tyson Treasure-aye.

Tiffany presented bids for a heating and cooling unit to be installed in the recreation room at the community learning center. Tyson made a motion to approve spending up to \$5,000 for the unit and installation. Dale 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, Jeff Silvernail-aye, Dale Stone-aye, and Tyson Treasure-aye.

Tiffany requested approval to spend up to \$700 for a new washing machine for the Community Learning Center. Julie made a motion to allow spending up to \$1,000 on capital purchases going forward without specific approval from the board. Jeff 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, Jeff Silvernail-aye, Dale Stone-aye, and Tyson Treasure-aye.

NEXT MEETING: The next board meeting is the annual public hearing, which will be held on the third Tuesday in August to allow time to post the Notice of Public Hearing. It is scheduled for Tuesday, August 21, at 6 p.m. There will be no meeting in July. Meeting adjourned.

Respectfully submitted by:

Tiffany Busch, Administrative/HR Manager

The foregoing minutes were approved by the SB40 Board on August 21, 2018.

Don Crosby, Board Chairman