

**Adair County SB40 Developmental Disability Board
Board of Directors Meeting
May 8, 2018**

MINUTES

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

BOARD MEMBERS ABSENT: Beverly Grubrich

STAFF PRESENT: Kim Baker, Melissa Behrens, Connie Johnson, Nancy Pennington, Lana Ridgeway and Virgie Scharn

GUESTS PRESENT: Dale Barrett, Community Opportunities; Katy Fine-Newman, Community Opportunities; Cyndi Johns, Learning Opportunities; and John Wichmann, Community Opportunities

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).

OATH OF OFFICE: Dale Stone was introduced as a new Board Member and took the oath of office. The rest of the board introduced themselves to him.

BOARD EDUCATION: Nancy shared information on Managed Care. She shared that MACDDS is working to help develop a plan of what the managed care service delivery model should look like for long-term services when it comes to Missouri. Val Huhn, head of the Department of Developmental Disabilities, told the MACDDS group that it's a service delivery model that is supposed to be focused on the individual, with payments based on outcomes. We need to begin now to act as if we are a Managed Care provider, having systems in place and tracking outcomes and data. She will provide more information at the May MACDDS meeting.

(Don Crosby arrived.)

MINUTES APPROVED: A motion was made by John to approve the minutes of the April board meeting. Susie seconded the motion, which was approved by the following vote: Don Crosby-aye, Jo Hall-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 April. We are still at the top of our reserves, although there are some funds committed to individuals. Jo made a motion to approve the financial statements as presented. Julie seconded the motion, which passed with the following vote: Don Crosby-aye, Jo Hall-aye, Julie Lochbaum-aye, John McConnell-aye, Jeff Silvernail-aye, Dale Stone-aye and Tyson Treasure-aye.

FUNDING REQUESTS: Nancy presented the summary of individual funding requests for the previous month. There were 33 requests totaling \$12,905.66 which consisted primarily of transportation, medical supplies and camp fees. There were three individual funding requests presented. The first request was for continuing residential supports and medical supplies for an individual for \$3,486.44. The second request was for continuing residential supports for an individual for \$4,413.28. The last request was for dental treatment for an individual for \$3,003. Jeff made a motion to approve all three requests and to ratify the previous board email vote for personal assistant services for \$1,540.36. John seconded the motion, which passed with the following vote: Don Crosby-aye, Jo Hall-aye, Julie Lochbaum-aye, John McConnell-aye, Jeff Silvernail-aye, Dale Stone-aye and Tyson Treasure-aye.

Katy Fine-Newman from Community Opportunities requested funding for 3 different items in the amount of \$56,000. John Wichmann who drives a truck for Community Opportunities talked about a truck they would like to purchase from Ridgeways. He also spoke about the individuals who work at the workshop who love their jobs.

(Susie Keim arrived)

John believes this assistance will be a great benefit to these individuals and a service to the community. Tyson made a motion to approve the funding request. John seconded the motion, which passed with the following vote: Don Crosby-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: Kim presented a survey taken by the staff regarding concerns about the main office building. She also talked about a survey that she sent to all employees to get feedback on what the staff would like to do for an employee appreciation and team building day. Don asked how the employees feel about the employee relations committee and how the committee chair was going to be selected in the future. Kim replied that staff appreciate having an opportunity to come together and brainstorm ideas. She said it had been mentioned that the new team leads might be able to fill the leadership needs for the committee down the road.

MISSION MOMENT: Kim presented some art work from the recent art show. Julie said it was nice to visit with the artists during the show. Kim said all of the art work was cohesive and looked nice together. Nancy said there was a good blend of the community that attended including people from Chillicothe, Macon and Edina. It was great to see everyone engaging together. Prizes were awarded in youth and adult divisions. Overall it was a great job for the first year hosting, and Kim and Melissa did a phenomenal job as chairs. Some individuals helped with the food.

EXECUTIVE DIRECTOR'S REPORT: Nancy presented her report for the previous month. She presented a new structure for Service Coordination. Interviews have been ongoing and the internal positions should be filled by the end of the week. The new structure will also require a change to the signers for the representative payee accounts. Nancy mentioned the highlights from the MACDDS meeting as noted in her written report. The youth summer program will be held at the Community Learning Center this year due to attendance being lower than usual. Nancy would like the board's support to pursue three potential Community Development programs. She would like to contact the Vo-Tech about a potential partnership to train Direct Support Professionals She also suggested offering some funding for family friendly changing rooms and accessible items for the new Aquatic Center. She would also like to contact Janet Gooch at Truman about a possible partnership for the Center for Autism Services to go ahead and get services started in our area. Julie mentioned that if we are going to managed care, it would be good to partner with them to get the data we need. The board indicated that Nancy should pursue all three of these possibilities.

OTHER BUSINESS/ANNOUNCEMENTS:

With Elaine Scudder's resignation from the board, a new treasurer needs to be elected. Jo Hall nominated Tyson Treasure. Jeff seconded the nomination. John made a motion to close the nominations. The nomination was approved with the following vote: Don Crosby-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Jeff Silvernail-aye, Dale Stone-aye, and Tyson Treasure-aye. Nancy will order Tyson a signature stamp to use to sign checks.

Don appointed Jo as the chair for the nominating committee. Susie and Beverly will also serve on that committee. Dale was appointed to the Finance Committee. Tyson recommended that the June and July board meetings be combined in late June for purposes of approving a final revised budget for the current fiscal year and a proposed budget for the next fiscal year.

The board discussed the proposed policy revisions. The lot of HIPAA policies are from HIPAAtek based on the HIPAA law. The Vacation Leave Policy revision changes the accrual and carryover date to the anniversary date of the employee, and the amount of vacation that can be carried over was increased to 80 hours. The Sick Leave Policy was revised to increase the amount of sick leave accrued by employees who have worked for 5 years or more from 4 hours per pay period to 5 hours per pay period. The Dress Code Policy was revised to allow athletic shoes and dress as appropriate. A new Bed Bug policy was presented. The Expense Reimbursement Policy revision increases the amount of reimbursement to employees for hotel stays and meals while training. Medical insurance was discussed including the possibility of paying for a portion of dependent coverage. Don would like to see what other organizations are doing for their employees and revisit this policy. John made a motion to approve all policy changes except for any change in medical insurance. Julie seconded the motion, which passed with the following vote: Don Crosby-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Jeff Silvernail-aye, Dale Stone-aye, and Tyson Treasure-aye.

Nancy discussed how coaching is going with the consultant, Dr. Goldbaum. Nancy and guests left the meeting, and the board discussed the progress they have seen with Nancy and the staff. They reported that things are going well and the staff seem to be much happier.

NEXT MEETING: The next board meeting is scheduled for Tuesday, June 26th, 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 July 26, 2018.

Don Crosby, Board Chairman