

**Adair County SB40 Developmental Disability Board  
Board of Directors Meeting  
April 11, 2023 6:00 PM**

**MINUTES**

**BOARD MEMBERS PRESENT:** Myra Collins, Don Crosby, John McConnell, Jeff Silvernail, Tyson Treasure and Debra Wohlers

**BOARD MEMBERS ABSENT:** Julie Lochbaum and Dennis Miller

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

**GUESTS PRESENT:** Barbara Adams, Norman Belitz, Arthythe Curtis, Mary Hodges, Linda Hudnall, Harold Osborn, Vern Playle, Dick Roberts, Kelly Snipes and Dale West; Community Opportunities. Dan Gier; DESE.

**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).

**EMERGENCY GRANT REQUEST:** Arthythe Curtis from Community Opportunities presented an emergency grant request for \$50,000 to cover expenses through June 2023. Debra moved to hear the emergency grant request. John seconded the motion, which failed by the following vote: Myra Collins-abstained, Don Crosby-nay, John McConnell-aye, Jeff Silvernail-abstained, Tyson Treasure-nay, Debra Wohlers-nay.

Debra moved to put the emergency grant under consideration and reassess at an undetermined time when the board determines that they have obtained appropriate legal advice. Myra seconded the motion, which passed by the following vote: Myra Collins-aye, Don Crosby-aye, John McConnell-aye, Jeff Silvernail-aye, Tyson Treasure-aye, Debra Wohlers-aye.

**MINUTES APPROVED:** Debra moved to approve the minutes of the March board meeting. Myra seconded the motion, which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, John McConnell-aye, Jeff Silvernail-aye, Tyson Treasure-aye, Debra Wohlers-aye.

**FINANCIAL REPORTS:** Julie Atchley presented the financial statements for the previous month.

**FUNDING REQUESTS/MONTHLY FUNDING REPORT:** Julie Atchley presented the summary of individual funding requests and Crystal presented the Partnership for Hope funding report for the previous month.

Debra moved to approve the financial reports as presented. John seconded the motion, which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, John McConnell-aye, Jeff Silvernail-aye, Tyson Treasure-aye, Debra Wohlers-aye.

**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 her report for the previous month.

**EXECUTIVE DIRECTOR'S REPORT:** Crystal presented her report for the previous month.

**OTHER BUSINESS/ANNOUNCEMENTS:**

- **Discussion: Organizational Planning Year:** The board agreed that they would like to meet for a retreat in May this year and move future board retreats to earlier in the year to review the strategic plan before budgeting for the upcoming fiscal year.
- **Discussion: Drafts of Employee Handbook, Operations Policies & Procedures:** The board will review the handbook, operations policies & procedures prior to the board retreat in May.

**NEXT MEETING:** The next regular board meeting will be held Tuesday, May 9, 2023 at 6 p.m. Meeting adjourned at 7:30 p.m.

Respectfully submitted by:

---

Tiffany Busch, Administrative/HR Manager

The foregoing minutes were approved by the SB40 Board on May 9, 2023.

---

Don Crosby, Board Chairman