

**Adair County SB40 Developmental Disability Board  
Board of Directors Meeting  
March 8, 2022**

**MINUTES**

**BOARD MEMBERS PRESENT:** Myra Collins, Don Crosby, Julie Lochbaum, John McConnell, Dale Stone, and Debra Wohlers

**BOARD MEMBERS ABSENT:** Jeff Silvernail and Tyson Treasure

**STAFF PRESENT:** Crystal Amini-Rad, Tiffany Busch, Melissa Cline, Dana Elam, Susan Lassabe and Kayla Perkins

**GUESTS PRESENT:** None

**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).

**MINUTES APPROVED:** A motion was made by John to approve the minutes of the February board meeting. Deb seconded the motion, which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, John McConnell-aye, Jeff Silvernail, and Debra Wohlers-aye.

**BOARD EDUCATION:** Dana Elam presented a change to our agency value statement that has been proposed by the Quality Committee and talked about the committee's recent work. John made a motion to move forward with the changes in values as discussed, Julie Lochbaum seconded the motion, which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, John McConnell-aye, Jeff Silvernail, and Debra Wohlers-aye.

**INTRODUCTION OF SERVICE COORDINATORS:** Susan Lassabe introduced our newest Service Coordinator, Kayla Perkins.

**FINANCIAL REPORTS:** Crystal presented the financial statements for February.

**FUNDING REQUESTS/MONTHLY FUNDING REPORT:** Crystal presented the summary of individual funding requests for the previous month. They consisted primarily of transportation and waiver match funding. Total funds approved were \$8,124 for the month. The board accepted the financial reports with no objections.

**PFH ANALYSIS:** Crystal presented the Partnership for Hope report for February.

**EMPLOYEE RELATIONS REPORT:** The quarterly 360 survey has been sent out to all employees and a summary of the results will be presented at the April board meeting. The Employee Relations committee has discussed some changes to our GAM program and our Medical Leave Bank policy to increase utilization and effectiveness.

**TCM UPDATE:** Susan presented the TCM report for February. Susan reported that we've had a lot of new intakes and the provider meetings have been effective.

**COMMUNITY LEARNING CENTER REPORT:** Melissa gave the CLC report for February. All activities are back in house but we are still doing some virtual for people who want to participate that way.

**EXECUTIVE DIRECTOR'S REPORT:** Crystal presented her report for the previous month. She presented a request to appropriate the \$42,000 in HHS funds. The plan for these funds include equipment for multisensory environments for both offices, employee grief counseling, IT upgrades for the CLC to assist with programming, and a sensory garden at the CLC. John made a motion to approve up to \$41,907 for the multisensory room equipment, employee grief counseling, IT upgrades and sensory garden. Julie Lochbaum seconded the motion, which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, John McConnell-aye, Jeff Silvernail, and Debra Wohlers-aye.

**OTHER BUSINESS/ANNOUNCEMENTS:** The board discussed the grant application submitted by Community Opportunities at the February board meeting. Julie Lochbaum made a motion to approve the grant proposal with the condition that by end of our fiscal year, they give us a written report of their progress. John seconded the motion, which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, John McConnell-aye, Jeff Silvernail, and Debra Wohlers-aye.

Julie Lochbaum gave an update on the Greenwood Center project. They have a candidate for the Director position that will be in town to meet with the committee on March 18<sup>th</sup>.

Dale gave an update on the Missouri State Autism Board. They are looking at providers and services for transitions to adulthood.

**NEXT MEETING:** The next regular board meeting will be held Tuesday, April 12, 2022 at 6 p.m. Meeting adjourned at 7:35 p.m.

Respectfully submitted by:

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Tiffany Busch, Administrative/HR Manager

The foregoing minutes were approved by the SB40 Board on April 12, 2022.

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Don Crosby, Board Chairman