

**Adair County SB40 Developmental Disability Board
Board of Directors Meeting
October 9, 2018**

MINUTES

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

BOARD MEMBERS ABSENT: Beverly Grubrich and Dale Stone

STAFF PRESENT: Kim Baker, Tiffany Busch, Melissa Cline, Connie Johnson, and Nancy Pennington

GUESTS PRESENT: 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).

CLIENT PROFILE: Melissa Cline spoke about the upcoming Community Engagement Conference. The Conference is coming together well. There will be 15 presenters including Jeff Young from the Planetarium. 244 individuals and community members have registered for the conference. There are 2 new sponsors this year, Preferred Family Health Care and CIT.

BOARD EDUCATION: Nancy spoke about the upcoming strategic planning meeting and presented our current mission, values and goals as well as an insert from CARF that addresses strategic planning.

Jo Hall and Susie Keim arrived at 6:10 pm.

MINUTES APPROVED: A motion was made by Jo to approve the minutes of the September 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, and Tyson Treasure-aye.

TREASURER'S REPORT APPROVED: Nancy was unable to present the financial statements for September due to changes that need to be made. The employee travel mileage categories have been moved together under Mileage. The payroll expense categories have been moved together as well. Nancy will email the final report for September when it has been revised.

FUNDING REQUESTS: Nancy presented the summary of individual funding requests for the previous month. They consisted primarily of transportation and dental copays as well as some adaptive equipment. There were two individual funding requests presented. The first request was for continuing Personal Assistant Services for an individual for \$250. The second request was for Community Integration Supports for an individual for \$3,412. John made a motion to approve both requests. 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, and Tyson Treasure-aye.

EXECUTIVE DIRECTOR'S REPORT: Nancy presented her report for the previous month. We are still at 392 individuals in services. Logging is getting higher, the new Service Coordinator is doing great. Judy Satterfield did an annual review and found very little to work on. We are close to earning a purple ribbon. Employees have a lot of great trainings coming up.

There are concerns with water coming in downstairs from a crack in the foundation.

The brand manual draft is nearly complete, we are just waiting on permission on a graphic. We have ordered shirts for the staff with our new logo.

Nancy attended a public hearing for the city. Our building on McPherson Street has been rezoned to a single family residence. There is an exception for government agencies that allows us to be grandfathered in so we are still able to sell the building as a business.

Toni went to MACDDS and learned about managed care.

Andy Grim and Janet Gooch met with Natalie Parks at the Thompson Center. Janet is ready to provide services until we can find someone to do it here.

With Virgie being on vacation Sean and Toni had to jump in and cover a lot of things for her and it was a good learning experience for them.

OTHER BUSINESS/ANNOUNCEMENTS: The strategic planning session is scheduled for November 3rd from 9 am to 2 pm. Cyndi Johns has agreed to facilitate the meeting, the board agrees. Cyndi will contact everyone ahead of the meeting and do some prep work with Nancy to keep the meeting time to a minimum.

NEXT MEETING: The next regular board meeting will be held Tuesday, November 13th, at 6 p.m. Meeting adjourned at 7:00 pm.

Respectfully submitted by:

Tiffany Busch, Administrative/HR Manager

The foregoing minutes were approved by the SB40 Board on November 13th, 2018.

Don Crosby, Board Chairman