

**Adair County SB40 Developmental Disability Board  
Board of Directors Meeting  
December 12, 2023**

**MINUTES**

**BOARD MEMBERS PRESENT:** Myra Collins, Don Crosby, Julie Lochbaum, Carla Mayer, John McConnell, Dennis Miller, Jeff Silvernail and Debra Wohlers

**BOARD MEMBERS ABSENT:** Tyson Treasure

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

**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 at 6:00 p.m. 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).

**PRESENTATIONS (NON-VOTING):** There are none at this time.

**MINUTES:** John moved to approve the minutes of the November board meeting. Dennis seconded the motion, which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, Carla Mayer-aye, John McConnell-aye, Dennis Miller-aye, Jeff Silvernail-aye, and Debra Wohlers-aye.

**FINANCIAL REPORTS FOR APPROVAL:** Julie Atchley presented the financial statements for the previous month. Dennis moved to approve the statements as presented. Jeff seconded the motion, which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, Carla Mayer-aye, John McConnell-aye, Dennis Miller-aye, Jeff Silvernail-aye and Debra Wohlers-aye.

**FINANCIAL REPORTS INFORMATION ONLY:** Julie Atchley presented the monthly funding report and a summary of individual funding requests and Crystal presented the Partnership for Hope funding report for the previous month.

**FUNDING REQUESTS:** There are none at this time.

**STAFF REPORTS:**

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

**OLD BUSINESS:**

- **SHELTERED EMPLOYMENT FUNDING POLICY- MOTION REQUESTED:** John moved to approve the Sheltered Employment Funding Policy as presented. Dennis Seconded the motion which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, Carla Mayer-aye, John McConnell-aye, Dennis Miller-aye, Jeff Silvernail-aye and Debra Wohlers-aye.

**NEW BUSINESS:** There is none at this time.

**ANNOUNCEMENTS:** The next board meeting Tuesday, January 16<sup>th</sup> at 6 p.m. Meeting adjourned at 6:57 p.m.

Respectfully submitted by:

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Tiffany Busch, Administrative/HR Manager

The foregoing minutes were approved by the SB40 Board on January 16, 2023.

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Don Crosby, Board Chairman