

**Adair County SB40 Developmental Disability Board
Board of Directors Meeting
May 20, 2023**

MINUTES

BOARD MEMBERS PRESENT: Myra Collins, Don Crosby, Julie Lochbaum, Dennis Miller, Jeff Silvernail, Tyson Treasure and Debra Wohlers

BOARD MEMBERS ABSENT: John McConnell

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

GUESTS PRESENT: None

CALL TO ORDER: The Board convened at the SB40 Developmental Disability Resource Center, 314 E. McPherson Street, Kirksville, Missouri after participating in the annual board retreat. Chairman Don Crosby called the meeting to order at 4:00 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).

MINUTES: Dennis moved to approve the minutes of the regular April board meeting held on April 11, 2023 and the special board meeting held on May 16th, 2023. Myra seconded the motion, which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, Dennis Miller-aye, Jeff Silvernail-aye, Tyson Treasure-aye and Debra Wohlers-aye.

FINANCIAL REPORTS FOR APPROVAL: Julie Atchley presented the financial statements for the previous month, the Forecast for FY23 and the Year End Financial Statement for FY22. The board discussed removing the designated neuro-diverse fund from the balance sheet and putting it back into the regular money market account. There were no objections. Myra made a motion to approve all three presented statements. Dennis seconded the motion, which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, Dennis Miller-aye, Jeff Silvernail-aye, Tyson Treasure-aye and Debra Wohlers-aye.

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

OLD BUSINESS:

- **2023-2024 Organizational Planning Year**
- **2023-2024 Employee Handbook**
- **2023-2024 Operations Policies and Procedures**

Crystal presented a summary of all three reports, which the board has reviewed. Dennis moved to approve all three reports as presented. Julie Lochbaum seconded the motion, which was approved by

the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, Dennis Miller-aye, Jeff Silvernail-aye, Tyson Treasure-aye and Debra Wohlers-aye.

NEW BUSINESS:

- **Caseload Differential Pay Policy:** Crystal presented the proposed caseload differential pay policy. Deb moved to approve the policy as presented. Jeff seconded the motion, which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, Dennis Miller-aye, Jeff Silvernail-aye, Tyson Treasure-aye and Debra Wohlers-aye.

ANNOUNCEMENTS: The next regular board meeting will be held Tuesday, June 27th at 6 p.m. Meeting adjourned at 5:06 p.m.

Respectfully submitted by:

Tiffany Busch, Administrative/HR Manager

The foregoing minutes were approved by the SB40 Board on June 27, 2023.

Don Crosby, Board Chairman