

**Adair County SB40 Developmental Disability Board
Board of Directors Meeting
December 11, 2018**

MINUTES

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

BOARD MEMBERS ABSENT: None

STAFF PRESENT: Kim Baker, Melissa Behrens, Tiffany Busch, Melissa Cline, Tom DeBlauw, Sean Jacob, Connie Johnson, Nancy Pennington and Virgie Scharn

GUESTS PRESENT: Dale Barrett, Community Opportunities and Terry Combs, Chariton Valley Association

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: Elvis Snyder talked about growing up in foster care. He said that he helped his foster mom when she was sick and helped take care of his older brother. Elvis continued on to say that he likes to keep in contact with all of his staff. He has worked at High Hope for 12 years. He likes to play basketball in Special Olympics and participates in People First, the Community Learning Center's softball team and Camp Wonderland. He says that he learned sign language at camp and enjoyed communicating with a fellow camper who used sign language. He says "if you want to survive in this world, you gotta work hard". Tom DeBlauw, Elvis' Service Coordinator, said that Elvis told him that if he didn't have supports, he'd probably be in jail.

BOARD EDUCATION: Nancy shared a power point on Managed Care in Iowa and Kansas, the promises, realities, and suggestions for other states. She also shared a draft of what MACDDS is working on and possible scenarios if Managed Care would come to Missouri for Long-Term Services and Supports (LTSS).

MINUTES APPROVED: A motion was made by John to approve the minutes of the October board meeting and the Strategic Planning Meeting. Julie 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, Dale Stone-aye, and Tyson Treasure-aye.

TREASURER'S REPORT APPROVED: Nancy presented the financial statements for October and November. There has been a category added to the balance sheet for a restricted conference fund. Jo made a motion to approve the financial statements as presented. John 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, Dale Stone-aye, and Tyson Treasure-aye.

FINANCE COMMITTEE REPORT: The Finance Committee met prior to the Board meeting. Tyson presented proposed budget revisions for FYE 6/30/19 to reflect the uncertainty of the PILOT payment for this year and to decrease the projected revenue from Targeted Case Management as logging is down due to having new Service Coordinators. Additional expenses have been added to the budget for the Accountant's salary with a decrease in professional accounting services.

Tyson made a motion to approve the budget changes recommended by the Finance Committee. John 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, Dale Stone-aye, and Tyson Treasure-aye.

The committee had also reviewed the two proposals for the FYE 6/30/18 audit. They plan to engage John Gillum for the audit again this year. There was also discussion regarding transaction testing from a different auditor so that there would be another set of eyes on the books since we will be engaging the same auditor as previous years.

FUNDING REQUESTS: Tyson made a motion to ratify the board email vote for medical payments for an individual in the amount of \$5,000. Jeff 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, Dale Stone-aye, and Tyson Treasure-aye.

Terry Combs from Chariton Valley Association presented a funding request for \$120,000 for their building remodel project. They have had a growth in ISL services and their quality of services rely on the DSP workforce. While they have increased wages and training, they feel that they do not have enough space for their 200+ employees, some of which are sharing offices. They also feel that they have inadequate meeting space and training space. Terry believes that the lack of training is negatively affecting their turnover rate. Chariton Valley Association serves 80 individuals in Targeted Case Management services. Dale made a motion to approve a portion of the funding request in the amount of \$60,000 and revisit the remainder of the request at a later date. John 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, Dale Stone-aye, and Tyson Treasure-aye.

EMPLOYEE RELATIONS REPORT: Melissa Behrens reported that the committee continues to meet each month, and there are no issues at this time.

EXECUTIVE DIRECTOR'S REPORT: Nancy presented her report for the previous month. We are still over 400 in our case load. Logging is down but has been improving. We have a new accountant starting Friday. Offices are full and we have no conference room. We are out of compliance with the elevator inspections due to having difficulty getting a response from Wayne Hatfield. Support from Huber for Windows 7 ends January 2020, so we will need to update everyone to Windows 10. The new Brand Manual has been completed.

OTHER BUSINESS:

We asked the contractors that had bid on the building remodel to rebid without prevailing wage based on the new law that went into effect on 7/1/18 and had one company rebid it at just over \$60,000. Tyson made a motion to approve the bid and go forward with the remodel. John 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, Dale Stone-aye, and Tyson Treasure-aye.

Nancy shared the new Brand Manual with the board. The next step is to complete the marketing and outreach plan in conjunction with the strategic plan.

Discussion on the strategic plan was postponed as Cyndi Johns was unable to attend the meeting.

The flyer for the free Sunshine Law training to be held on December 14th was distributed.

NEXT MEETING: The next regular board meeting will be held Tuesday, January 8, at 6 p.m. Meeting adjourned at 8:10 pm.

Respectfully submitted by:

Tiffany Busch, Administrative/HR Manager

The foregoing minutes were approved by the SB40 Board on January 8, 2019.

Don Crosby, Board Chairman