

**Adair County SB40 Developmental Disability Board
Board of Directors Meeting
January 11, 2022**

MINUTES

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

BOARD MEMBERS ABSENT: Latrisha Hicks, Jeff Silvernail

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

GUESTS PRESENT: Lindsey Graves, Graves & Associates

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 Tyson to approve the minutes of the December board meeting. Dale seconded the motion, which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, John McConnell-aye, Dale Stone-aye, Tyson Treasure-aye, and Debra Wohlers-aye.

AUDIT REPORT: Lindsay Graves presented the audit report for the previous year. She went over the statement of net position, statement of revenues, expenditures and changes in fund balances. In her opinion, the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Adair County SB40 Developmental Disability Board as of December 31, 2021, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America. Lindsay said he has a good relationship with the staff. Tyson made a motion to accept the audit report as presented and to authorize a copy of the audit be sent to the Missouri State Auditor to comply with statute. Julie Lochbaum seconded the motion, which passed with the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, John McConnell-aye, Dale Stone-aye, Tyson Treasure-aye, and Debra Wohlers-aye.

FINANCIAL REPORTS: Julie Atchley presented the financial statements for December. Dale made a motion to approve the financial reports as presented. Deb seconded the motion, which passed with the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, John McConnell-aye, Dale Stone-aye, Tyson Treasure-aye, and Debra Wohlers-aye.

FUNDING REQUESTS/MONTHLY FUNDING REPORT: Julie presented the summary of individual funding requests for the previous month. They consisted primarily of transportation and medical supplies. Total funds approved were \$2,571 for the month. Deb made a motion to approve the financial statements as presented. Julie Lochbaum seconded the motion, which passed with the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, John McConnell-aye, Dale Stone-aye, Tyson Treasure-aye, and Debra Wohlers-aye.

PFH ANALYSIS: Crystal presented the Partnership for Hope report for December.

EMPLOYEE RELATIONS REPORT: Tiffany is working on a draft of the new 360 survey for the committee to review.

TCM UPDATE: Sean gave the TCM report for December. The TCM staff are doing the best they can to cover for staff members that have been on leave. We are almost back to being fully staffed but might

have another SC out for a while. Sean and Susan are working on updating the service monitoring forms to focus on better quality of services.

COMMUNITY LEARNING CENTER REPORT: Melissa gave the CLC report for December. We had four volunteer visits. Continued exercise classes and other regular programs. The NEMO Tie network had their first meeting, and are planning a game night for the next meeting to draw more participants.

Dale gave an update on the Missouri State Autism Board, their first meeting is January 27th.

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

Dale left the meeting at 6:51 PM.

BOARD EDUCATION: Crystal discussed the updated payee accounting process. The board has been issued a copy of the process and has had a chance to review it. Julie Lochbaum made a motion to approve charging a 10% fee for payee services and hiring a part time staff person to help with internal controls and office duties. John seconded the motion, which passed with the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, John McConnell-aye, Dale Stone-aye, Tyson Treasure-aye, and Debra Wohlers-aye.

OTHER BUSINESS/ANNOUNCEMENTS: Julie Lochbaum gave an update on the Greenwood Center, they currently have two candidates to interview for the Director's position.

NEXT MEETING: The next regular board meeting will be held Tuesday, February 8, 2022 at 6 p.m. Meeting adjourned at 7:23 p.m.

Respectfully submitted by:

Tiffany Busch, Administrative/HR Manager

The foregoing minutes were approved by the SB40 Board on January 11, 2022.

Don Crosby, Board Chairman