

**Adair County SB40 Developmental Disability Board
Board of Directors Meeting
April 10, 2018**

MINUTES

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

BOARD MEMBERS ABSENT: Jeff Silvernail

STAFF PRESENT: Tonya Bailey, Kim Baker, Melissa Behrens, Tiffany Busch, Sean Jacob, Connie Johnson, Andy Magruder and Nancy Pennington

GUESTS PRESENT: Cyndi Johns, LOQW and Donald Salsberry

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).

BOARD EDUCATION: Kim presented a visioning exercise and shared information from the Agency Tiered Supports summit that she and Nancy attended. Tiered supports would provide a framework for organizational structure and is free through the Department of Mental Health Behavior Resource Team. In order for us to teach the Tools of Choice training at the Learning Center, our agency would need to be a tiered agency.

CLIENT PROFILE: Donald Salsberry and his Service Coordinator, Sean Jacob, presented the client profile. Sean introduced Donald and talked about how responsible, dedicated, positive, content and resourceful that he is. Donald is interested in mowing and rebuilding lawn mowers so he started his own lawn care business called Dalmatian Lawn Care. He said his plans for the future are to learn to drive a stick shift and operate large trucks. He passed out business cards for Dalmatian Lawn care and says that he enjoys doing a good job for his clients and keeping up a good appearance.

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

TREASURER'S REPORT APPROVED: Nancy presented the financial statements for March. After analyzing the office supply account, it was discovered that a \$3,000 payment to the IRS for a payroll tax error had been recorded incorrectly. This has now been moved to payroll tax expense. We are approaching the high end of our reserve amount, so Nancy will remind providers that they can request funding for projects that meet the Agency Funding Guidelines. Jo made a motion to approve the financial statements as presented. Julie 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, and Tyson Treasure-aye.

INDIVIDUAL FUNDING REQUESTS: Nancy presented the summary of individual funding requests for the previous month. There were 35 requests totaling \$10,070.95, which consisted primarily of adaptive equipment, transportation, dental and camp fees.

Cyndi presented a funding request from Learning Opportunities Quality Works for \$6,450 to pay for train-the-trainer certification for employment supports for two people, which would allow them to deliver curriculum on workplace supports. Beverly made a motion for approval of this request. Susie 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, and Tyson Treasure-aye.

EMPLOYEE RELATIONS: Melissa and Andy presented a summary of the Employee Relations Committee meeting on April 3rd. There has been a lot of open discussion between employees. Melissa has been getting good feedback from employees. The committee is working to find a structure for the meetings that best works for everyone.

EXECUTIVE DIRECTOR'S REPORT: Nancy presented her report for the previous month. The furniture that was ordered for the break room has been delivered and the staff is enjoying it. There has been discussion between staff and management about relocating Nancy's office to the current conference room and combining Nancy's current office and the kitchen to make another conference room. This would provide more discretion for Nancy's office. Having a management team of 8 people has been helpful for decision making. There have been some concerns about the structure of Targeted Case Management supervision. Tonya and Virgie will visit with other Targeted Case Management entities to see how they are structured. The management team has approved "We Will" and "Agreement" statements that were suggested by Dr. Goldbaum and they will be presented to the rest of the staff at the all staff meeting on 4/11. The proposed new logo has been shared with the staff. Unless the board has objections, we will move ahead with the rest of the marketing materials. Nancy shared the Presidential Report on Direct Support Professional wages, which details how low they are and helps support the requests for Rate Rebasng with the state legislature.

OTHER BUSINESS/ANNOUNCEMENTS:

Don shared his recommendation for structure for the Employee Relations Committee and asked for feedback. Following discussion, it was suggested that employees appoint one or two representatives to the employee relations committee; committee members prepare a listing of concerns, suggestions, issues, or ideas monthly to submit in writing to the Executive Director at least 7 days before the board of directors monthly meeting; and the Executive Director and management team will work with the committee on issues presented. A written report will be prepared by the committee for the board to include the following categories:

- Unresolved issues that merit presentation the board of directors. Ordinarily issues will only need to be included in this category are:
 - Resolution to mutual satisfaction of ED and committee requires unbudgeted capital expense
 - An existing policy is being violated or the mutually satisfactory resolution requires the creation or change of a policy
 - Employees are being denied due process with regards to their own workplace conditions, job duties, benefit administration, disciplinary action or pay.
- Unresolved issues that can be addressed between the committee and the Executive Director.
- Issues resolved to the mutual satisfaction of all parties since the initial report presented to the Executive Director.

Don asked that the employees consider any changes to this structure and make any additional recommendations to be reviewed by the policy committee.

Nancy stated that she continues to visit with Dr. Goldbaum via phone conference. He is in the process of tabulating the results of the 360 evaluations and will be emailing a report to the board for their review.

NEXT MEETING: The next regular board meeting is scheduled for Tuesday, May 8th at 6 p.m. Meeting adjourned at 7:35 p.m.

Respectfully submitted by:

Tiffany Busch, Administrative/HR Manager

The foregoing minutes were approved by the SB40 Board on May 8, 2018.

Don Crosby, Board Chairman