

**Adair County SB40 Developmental Disability Board
Board of Directors Meeting
August 20, 2019**

MINUTES

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

BOARD MEMBERS ABSENT: Tyson Treasure

STAFF PRESENT: Julie Atchley, Tiffany Busch, Jessica Guyton, Connie Johnson, Nancy Pennington and Virgie Scharn

GUESTS PRESENT: Tom Ireland and John Wichmann, Community Opportunities; Donna Carlyle and Shawn Carlyle

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).

PUBLIC HEARING: Chairman Don Crosby called the Public Hearing to order. The Public Hearing has been published in the required manner. No citizens provided comment. The budget shows the priorities for the coming year. Don asked the directors to consider whether the funding was necessary for the operations of the organization. John moved that the board impose a tax levy at the highest level possible in accordance with local and state statutes not to exceed \$0.15 per \$100 assessed valuation and authorized signing the documents as required for submission to the Adair County Clerk. Jeff 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 and Dale Stone-aye. Don closed the Public Hearing.

CLIENT PROFILE: Connie Johnson introduced Donna Carlyle and showed the board one of Donna's blankets that she made with cross stitch, French knots and embroidery. Donna's husband Shawn showed off a tablecloth that she crocheted. Donna said she makes blankets for babies and donates them to project Linus, which is a non-profit organization that provides blankets to children in need. Connie said that Donna came here from California and she went to Culinary College for 8 years. Donna also makes tea towels and cloths and she has been asked to teach other women to make things like she does. She is always working on a project and she completes each one quickly. Donna works at Sodexo. She has a puppy named Jasper.

Susie arrived at 6:10.

BOARD EDUCATION: Nancy presented a video that goes along with our Community Engagement conference about owning your own personality traits and culture. The presentation at the conference will be "You're Weird, You're Welcome". We will be focusing on what you can do personally to create an inclusive community. The conference is for everybody in the community to attend.

MINUTES APPROVED: A motion was made by Julie to approve the minutes of the June board meeting. 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, and Dale Stone-aye.

TREASURER'S REPORT APPROVED: Julie Atchley presented the financial statements for July.

We still have the Greenwood center project and High Hope approval on the report. We do not have an update on the grant for High Hope yet.

FUNDING REQUESTS: Nancy presented the summary of individual funding requests for the previous month. They consisted primarily of transportation and dental treatment. Total funds approved were \$12,469.78 for the month.

Jo made a motion to ratify the board email vote to approve \$3,375.52 for continuing integration services for an individual and to approve funding requests for \$1,000 for continuing Personal Assistant services for an individual and \$1,562 for continuing Individual Skills Development services for another individual. 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 and Dale Stone-aye.

Tom Ireland from Community Opportunities presented a funding request for \$50,000. They are asking for support again to compensate for a shortfall in their budget for the year. Tom said they had a drastic decline in cardboard sales and have 6-7 month's-worth stocked up. They still take it but can't sell it right now. Tom and Nancy have been discussing ideas about things that they can pursue in the future. Tom says they are pursuing an opportunity with a local employer, but has no details to share yet. Dale asked if cardboard sales will pick up, and Tom replied that one of the mills had a breakdown then another had a major fire that shut them down for several weeks. One of them will reopen in October which should alleviate some of these issues. \$5,000 of funding that is being requested is to be used for repairing a broken bailer to bail aluminum cans. Tom spoke about the impact that Community Opportunities has on members in the community with disabilities. He said that two employees from Community Opportunities are integrating into independent employment, one employee works at a restaurant as well as Community Opportunities, and another employee left to work at Baymont Inn. He also added that the employees who work there love the work they do and the people they work with. Dale made a motion to approve the funding request as presented, 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 and Dale Stone-aye.

EMPLOYEE RELATIONS REPORT: There is nothing to report at this time.

EXECUTIVE DIRECTOR'S REPORT: Nancy presented her reports for the previous month. Logging has gone back up, everyone is working with full caseloads. We have renewed our TCM contract for the next year. We had a demo of Setworks but we are waiting to see what the State is using when they renew their database program. ~~They hope to know that by the end of September.~~ We also have a webinar coming up about cloud computing by Savance-IMS which is used by the Department of Defense. The server is in the cloud, they provide hardware and everyone would have the same log in across devices. We have been having issues with Huber, they didn't renew our domain before it expired, and updates are not being done.

We did a lot of outreach this month. Nancy met with Tom Ireland about plans for Community Opportunities, several employees attended back to school fairs, we hosted commissioners at the office and talked with legislators through email. We met with 1st year medical students from ATSU. People have been identified for the pilot project on the Greenwood Center. Truman is still working on the capital campaign. The Summer Youth Program went well and has finished up.

OTHER BUSINESS/ANNOUNCEMENTS: Tiffany has gotten bids on needed concrete & foundation repair at the McPherson office and asked for approval to spend up to \$6,000 to have the needed repairs completed. Jeff made a motion to approve the request. Susie 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 and Dale Stone-aye.

Julie made a motion that we renew our Conflict of Interest Resolution for the Missouri Ethics Commission. 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 and Dale Stone-aye.

The satisfaction survey summary for the past fiscal year showed a 40% return rate with primarily positive comments.

Nancy presented a draft of the strategic plan for board members to review and give feedback.

The Annual Meeting and Awards Ceremony will be held at Cornerstone Church on September 12. Invites will go out soon.

NEXT MEETING: The next regular board meeting will be held Tuesday, September 10, at 6 p.m. Meeting adjourned at 7:18 p.m.

Respectfully submitted by:

Tiffany Busch, Administrative/HR Manager

The foregoing minutes were approved by the SB40 Board on September 10, 2019.

Don Crosby, Board Chairman