

**Adair County SB40 Developmental Disability Board
Board of Directors Meeting
January 9, 2018**

MINUTES

BOARD MEMBERS PRESENT: Beverly Grubrich, Jo Hall, Susie Keim, Julie Lochbaum, Elaine Scudder, Jeff Silvernail, and Tyson Treasure

BOARD MEMBERS ABSENT: Don Crosby and John McConnell

STAFF PRESENT: Tonya Bailey, Andy Magruder, Nancy Pennington and Virgie Scharn

GUESTS PRESENT: Dustin Johnson; Jim Johnson; Katy Fine-Newman and Dale Barrett, Community Opportunities; Cyndi Johns, Learning Opportunities; Connie Johnson

CALL TO ORDER: The Board convened at the SB40 Community Learning Center, 1107 Country Club Drive, Kirksville, Missouri. Vice-Chairman Jeff Silvernail 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: Nancy shared two handouts with the board. The first was a list of acronyms used in the field that should prove helpful in understanding some of the language used in board information. The second handout was a spreadsheet of the various partnerships and collaborations that the SB40 staff are involved in including frequency of meetings, other partners participating and the purpose of the group.

CLIENT PROFILE: Andy Magruder, Service Coordinator, introduced 17-year-old Dustin Johnson who is a senior at Kirksville High School. Dustin shared that he has been chosen to participate in the 2018 Special Olympics USA in Seattle, Washington. He is 1 of 102 athletes selected for the Missouri team and 1 of only 8 athletes on the track and field team where he will compete in running, long jump, 100M, 400M, javelin throw and possibly the 4x100 relay. He is working to raise \$3,000 toward travel, lodging, uniforms and food and is 2/3 of the way toward that goal. He has submitted a funding request to the SB40 that is pending awaiting a breakdown of the costs involved. The games should be available to view online, and Andy will share the viewing information when it becomes available. Dustin also shared that he is about to turn 18 and is preparing for what comes next after high school, hopefully college and a job. He participated in the Vocational Rehabilitation summer program last year at Kraft Foods. He is a great student and excels at reading.

MINUTES APPROVED: A motion was made by Beverly to approve the minutes of the December board meeting. Elaine seconded the motion, which was approved by the following vote: Beverly Grubrich-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, Elaine Scudder-aye, Jeff Silvernail-aye, and Tyson Treasure-aye.

TREASURER'S REPORT APPROVED: Nancy presented the financial statements for December. She reported that our property tax funds have started to come in, and the bulk of them should arrive in January. We still fall in the required range for the operating reserve. She also shared the ongoing funding approvals totaling \$137,487.57 for waiver match commitments and open funding approvals for individuals. Jo made a motion to approve the financial statements as presented. Julie seconded the motion, which passed with the following vote: Beverly Grubrich-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, Elaine Scudder-aye, Jeff Silvernail-aye, and Tyson Treasure-aye.

FUNDING REQUESTS: Nancy presented the individual funding requests for the previous month, which included 25 requests totaling \$6,196.71 for transportation, dental, community integration and skills development, medical and adaptive equipment. There were no denied requests. There are three

requests pending for which additional information was requested. For the year 2017, there were 436 individual funding requests total. Jeff made a motion to ratify the email vote for personal assistant services and transportation for an individual for \$3,206.40. Jo seconded the motion, which passed with the following vote: Beverly Grubrich-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, Elaine Scudder-aye, Jeff Silvernail-aye, and Tyson Treasure-aye.

Katy Fine-Newman and Dale Barrett presented an agency funding request from Community Opportunities for \$38,000 for the budgeted operating shortfall for the next six months. They noted that last year they had requested \$24,000 for the same time period and were able to stretch it out for a full twelve months. Last year was a great year for recycling commodities, but the rates are already beginning to fall again this year. They have hired 8 new people and wages have increased. Tyson made a motion to approve the funding request for \$38,000. Elaine seconded the motion, which passed with the following vote: Beverly Grubrich-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, Elaine Scudder-aye, Jeff Silvernail-aye, and Tyson Treasure-aye.

PROGRAM COMMITTEE REPORT: Julie shared the program committee report from the December meeting. She emphasized that we remain completely committed to the goals and objectives of the Center, that we are not closing the Center but that we are shifting to more mature programming working on readiness skills, capacity building and training for all in the community. She praised Melissa and Kim for their work, stating that the materials and curriculum they have developed are very sophisticated. She also mentioned the Department of Justice's recent decision to repeal the Olmstead ruling, stating that the laws regarding ADA and inclusion are still in place and that we need to continue doing what we're doing regarding inclusion because it's the right thing to do. Melissa is also planning for the summer youth program and has sent out surveys to gather information regarding the needs of the youth that will be eligible for the program.

EXECUTIVE DIRECTOR'S REPORT: Nancy presented her report for the previous month. A workgroup has been formed to develop a plan to share with the board for the provision of case management to those without Medicaid. They begin meeting this week. The management team has set their operating goals for 2018 including: implement program for non-Medicaid case management, establish employee relations committee, enhance programs at the Community Learning Center, leadership development, policy revisions and HIPAA/Atrek implementation, comprehensive marketing plan with new logo, and board development.

OTHER BUSINESS/ANNOUNCEMENTS:

Nancy surveyed the staff on behalf of the management team to get their feedback on several items including the employer representative, all-staff meetings, setting up an employer relations committee, etc. The management team to review the responses and develop recommendations. They suggested having a board/staff mixer at the Learning Center prior to one of the upcoming board meetings. Tonya discussed that at Children's Division that had a process called CQI-Continuous Quality Improvement, where employees would make recommendations to the committee, if the committee could address it they would or it would be elevated to the next level such as the management team. If the management team couldn't address it, it would go to the next level such as the board. This will be discussed at the all-staff meeting as a possible model for a committee with the committee deciding who would attend the board meeting as the employee representative. The board did state that they would like to have someone there each month for that employee to report back to the full staff what occurred at the board meeting. Jeff also recommended a model used by the KCTA.

Nancy asked for additional feedback regarding the revisions needed to the current grievance policy. Many of the things that the board asked to be included are already in the current policy but need to be more clearly defined and followed. It was recommended that any written grievance include what action is requested to be taken or to be refrained from taking. It was also discussed that complaints should be signed whenever possible, but that confidentiality would be maintained as long as possible for discretion. Complaints about the Executive Director should be given to the Personnel Chair of the Board and the Board would like 15 working days. A non-retaliation statement will be added to the

grievance policy instead of having a separate whistleblower policy. Nancy will work on these revisions and continue to explore a process for posting the policy publicly for comments.

Jeff discussed the Board Action Plan developed by the Action Committee. The board would like to go ahead with an employee/board mixer. For the next audit, they will seek recommendations for auditors from the MACDDS membership and consider alternating auditors each year. The board will pursue financial training and leadership development recommendations from MACDDS for both the board and the Executive Director. Jeff shared information about a possible consultant, Richard Goldbaum. The board will work on updating policies for clarification and to address issues. It was recommended that the Executive Committee first do some policy homework before presenting proposed revisions to the full board. The board would like an employee representative as discussed earlier in the meeting. The need and possibilities for a financial manager were also discussed. Tonya stated that the management team had discussed the pros and cons of hiring someone in-house vs. outsourcing the accounting functions and would recommend that we go ahead and hire an accountant. The board agreed with this recommendation, and Nancy will prepare a revised job description for the accountant and post the position. She will also share the previous and current job descriptions for the business manager and administrative/human resources manager.

Cyndi Johns shared that Learning Opportunities has CARF accreditation coming up February 21-23 and will again be asking the SB40 to participate in that. They are also still conducting their Trained Benefits Specialist Training, which Toni & Dana from the SB40 are participating in.

MOVE TO CLOSED SESSION: Julie made a motion to convene to closed session to discuss personnel matters. Susie seconded the motion, which passed with the following roll call vote: Beverly Grubrich-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, Elaine Scudder-aye, Jeff Silvernail-aye, and Tyson Treasure-aye. In closed session, the final draft of the action plan for the executive director was discussed. Tyson made a motion to approve the plan as presented. Beverly seconded the motion, which passed with the following roll call vote: Beverly Grubrich-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, Elaine Scudder-aye, Jeff Silvernail-aye, and Tyson Treasure-aye. The board also discussed the proposal from Richard Goldbaum for leadership consulting services, which was extensive and expensive. Jeff will visit with Mr. Goldbaum to discuss specific needs and ask for a revised proposal. Jo made a motion to end the closed session and adjourn the meeting. Julie seconded the motion, which passed with the following roll call vote: Beverly Grubrich-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, Elaine Scudder-aye, Jeff Silvernail-aye, and Tyson Treasure-aye. The meeting adjourned at 8:50 p.m.

Respectfully submitted by:

Nancy Pennington, Executive Director

The foregoing minutes were approved by the SB40 Board on February 13, 2018.

Don Crosby, Board Chairman