**Adair County SB40 Developmental Disability Board**

**Board of Directors Meeting**

**June 27, 2023**

**MINUTES**

**BOARD MEMBERS PRESENT:** Myra Collins, Don Crosby, Julie Lochbaum, Carla Mayer, John McConnell, Dennis Miller, Jeff Silvernail, Tyson Treasure and Debra Wohlers

**BOARD MEMBERS ABSENT:** None

**STAFF PRESENT:** Crystal Amini-Rad, Julie Atchley, Tiffany Busch, Susan Lassabe and Sean Jacob

**GUESTS PRESENT:** None

**CALL TO ORDER:** The Board convened at the SB40 Developmental Disability Resource Center, 314 E. McPherson Street, Kirksville, Missouri after participating in the annual board retreat. Chairman Don Crosby called the meeting to order at 6:00 p.m. 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).

**INTRODUCTION OF NEW BOARD MEMBER & OATH:** New board member Carla Mayer was introduced and took the oath of office.

**PRESENTATIONS (NON-VOTING):** There are none at this time.

**MINUTES:** John moved to approve the minutes of the May board meeting. Dennis seconded the motion, which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, Carla Mayer-aye, John McConnell-aye, Dennis Miller-aye, Jeff Silvernail-aye, Tyson Treasure-aye and Debra Wohlers-aye.

**FINANCIAL REPORTS FOR APPROVAL:** Julie Atchley presented the financial statements for the previous month. Dennis moved to approve the statements as presented. Debra seconded the motion, which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, Carla Mayer-aye, John McConnell-aye, Dennis Miller-aye, Jeff Silvernail-aye, Tyson Treasure-aye and Debra Wohlers-aye.

**FINANCIAL REPORTS INFORMATION ONLY:** Julie Atchley presented the monthly funding report and a summary of individual funding requests and Crystal presented the Partnership for Hope funding report for the previous month.

**FINANCIAL COMMITTEE REPORT- MOTION REQUIRED:** Tyson moved to approve final revised budget for FY23 and to approve the proposed budget for FY24, recognizing that we will draw from reserves. John seconded the motion, which passed with the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, Carla Mayer-aye, John McConnell-aye, Dennis Miller-aye, Jeff Silvernail-aye, Tyson Treasure-aye and Debra Wohlers-aye.

**FUNDING REQUESTS:** There are none at this time.

**STAFF REPORTS**

* **EMPLOYEE RELATIONS REPORT:** Tiffany presented the employee relations report for the previous month.
* **TCM UPDATE:** Seanpresented the TCM report for the previous month.
* **COMMUNITY LEARNING CENTER REPORT:** Crystal presented the Learning Center report for the previous month.
* **EXECUTIVE DIRECTOR’S REPORT:**  Crystal presented her report for the previous month.

**OLD BUSINESS:**

* There is none at this time.

**NEW BUSINESS:**

* **Board Committee Assignments-** Carla Mayer will be on the finance committee, all other members remain the same.
* **Personnel Committee-** Jeff said that the Personnel Committee will be discussing the eval process for the Director and it should be completed in July to be presented at the August board meeting.

**ANNOUNCEMENTS:** The next board meeting will be the annual board meeting, held Tuesday, August 22nd at 6 p.m. Meeting adjourned at 7:28 p.m.

Respectfully submitted by:

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Tiffany Busch, Administrative/HR Manager

The foregoing minutes were approved by the SB40 Board on August 22, 2023.

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Don Crosby, Board Chairman