

**Adair County SB40 Developmental Disability Board
Board of Directors Meeting
March 12, 2019**

MINUTES

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

BOARD MEMBERS ABSENT: Beverly Grubrich and Jeff Silvernail

STAFF PRESENT: Julie Atchley, Kim Baker, Tiffany Busch, Sean Jacob, Connie Johnson, Nancy Pennington and Virgie Scharn

GUESTS PRESENT: Dale Barrett, John Gillum, Glenda Newell, Katy Fine, Harold Osborn, Jeffrey Turner and Harvey Young

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).

CLIENT PROFILE: Sean introduced Michael Turner. Sean says that Michael is a very interesting person and has several hobbies and interests. Michael says he likes Titanic, cooking, collecting foreign money and living in the country and exploring the outdoors. Michael talked about his staff, including Lindell who won the DSP of the year award in 2018. Michael brought his cat, Fancy, with him as well as some of his collection of glass bottles. He would like to get his driver's license and start raising chickens. He enjoys yard work and watching old tv shows and Korean films. He listens to music from all over the world. He talked about helping with tornado clean up in 2009. He likes to help at the food bank and volunteer. He said Sean helps him out a lot, and he also likes Andy Magruder. He is a Cubs fan. Michael said that his sister is going to have a baby girl soon.

AUDIT REPORT: John Gillum presented the audit report. He went over the statement of net position, statement of revenues, expenditures and changes in fund balances. John said he had a good relationship with the staff. He has a clean opinion and no significant findings. Don asked if there is anything we need to know about coming up in the future. John said there are changes coming regarding properties but that will not affect us. Don asked if he has any advice for us and John said just stay vigilant in the processes that we have in place, rotate duties among staff and cross train people. John McConnell made a motion to accept the audit report as presented. Susie seconded the motion, which was approved by the following vote: Don Crosby-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Dale Stone-aye and Tyson Treasure-aye.

BOARD EDUCATION: Dana recently attended a training on Human Sexuality for individuals with Developmental Disabilities. She shared a story called Mary's Story and top 10 reasons to teach human sexuality education to persons with developmental disabilities. There are free curriculums available for these individuals that should be offered to everyone. Parents should be educated on how to talk to their children about this. We are all responsible. Don asked her what was the one thing she took away from the training. Dana responded that she would like to see service coordinators have more training and encourage the schools to train more on the subject as well.

MINUTES APPROVED: A motion was made by John to approve the minutes of the January board meeting. Jo seconded the motion, which was approved by the following vote: Don Crosby-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Dale Stone-aye and Tyson Treasure-aye.

TREASURER'S REPORT APPROVED: Julie Atchley presented the financial statements for December. We are back over one million dollars in reserves due to property tax revenue. Targeted Case Management Receipts are at 66%. Expenses are on track for the year. Conferences and Workshops is over budget due to the Annual Meeting as well as snow removal due to the excessive snow this season. Ongoing funding approvals are at \$168,079 consisting mostly of personal assistant services, waiver match and Wonderland camp.

Dale made a motion to approve the financial statements as presented. Julie seconded the motion, which passed with the following vote: Don Crosby-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Dale Stone-aye and Tyson Treasure-aye.

FUNDING REQUESTS: January requests were over \$15,000 due to renewing personal assistant services. February was mostly dental and transportation. We have two funding requests that were approved by email vote that need to be ratified. We are also asking for approval for funding for an individual for registration fees and travel expenses for a conference related to the individual's disability. Jo made a motion to ratify the two email votes and approve the funding request presented. John seconded the motion, which passed with the following vote: Don Crosby-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Dale Stone-aye and Tyson Treasure-aye.

Community Opportunities presented a funding request. Dale Barrett thanked the board for helping with funding in the past. He said that Katy is resigning as executive director, and they are in the process of finding her successor. He is asking for our continued support. Katy presented the details of the funding request. The request is for a shortfall in their operating budget of \$44,000 to get them through July. Don asked if they see improvements in plans to improve income. Katy responded that the number of individuals that they have making minimum wage continues to increase. They have received a few new contracts recently. Tyson commented that he thinks Community Opportunities has done everything they can to improve, but he is concerned about the future and what they would do if we didn't have the funds to help them in the future. Don stated that the enabling legislation of the SB40 Board discussed supporting the sheltered workshop and other related services for people with developmental disabilities. Katy said there are 53 individuals employed there, with 21 having developmental disabilities. John made a motion to accept the funding request as presented. Dale seconded the motion, which passed with the following vote: Don Crosby-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Dale Stone-aye and Tyson Treasure-aye.

EMPLOYEE RELATIONS REPORT: Tiffany is now the chair of the employee relations committee. There is nothing to report at this time.

EXECUTIVE DIRECTOR'S REPORT: Nancy presented her reports for the previous months. February was difficult as far as logging as there were lots of hours missed due to the weather; however, the service coordinators still logged over 85% of their time. We were featured in two Columbia newspapers as well as the Daily Express for our Purple Ribbon award. MACDDS has been very busy, they are working on a new governance structure. They will have a subset of their organization to act as their board to make decisions. Nancy has been appointed to three committees and nominated for a position on the board. They approved the new Targeted Case Management contract. Nancy has applied for the Midwest Leadership Institute. She is meeting with the Governor regarding the Greenwood Center. Kim and Melissa are taking some individuals to Jeff City for legislative day. If Nancy is accepted to the Midwest Leadership Institute, she will be there during the time that the next board meeting is scheduled. It was discussed that the meeting would be moved back a week if she is accepted.

OTHER BUSINESS/ANNOUNCEMENTS: Nancy asked for approval to purchase new conference tables and chairs up to \$9,000. Tyson made a motion to approve the funding request as presented. John seconded the motion, which passed with the following vote: Don Crosby-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Dale Stone-aye and Tyson Treasure-aye.

Nancy presented new policies to be approved, a sunshine law policy and emergency preparedness policy, which will take the place of the individual emergency procedures. Jo made a motion to approve both policies as presented. Julie seconded the motion, which passed with the following vote: Don Crosby-aye, Jo Hall-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Dale Stone-aye and Tyson Treasure-aye.

NEXT MEETING: The next regular board meeting will be held Tuesday, April 9, at 6 p.m. unless Nancy is accepted into the Leadership Institute, which would move it to April 16. Meeting adjourned at 7:20 p.m.

Respectfully submitted by:

Tiffany Busch, Administrative/HR Manager

The foregoing minutes were approved by the SB40 Board on April 16, 2019.

Don Crosby, Board Chairman