

**Adair County SB40 Developmental Disability Board
Board of Directors Meeting
September 11, 2018**

MINUTES

BOARD MEMBERS PRESENT: Beverly Grubrich, Susie Keim, Julie Lochbaum, John McConnell, Dale Stone and Tyson Treasure

BOARD MEMBERS ABSENT: Don Crosby, Jo Hall, Jeff Silvernail

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

GUESTS PRESENT: Bryce Erhart; Cyndi Johns, Learning Opportunities; Dale Barrett, Community Opportunities

CALL TO ORDER: The Board convened at the SB40 Community Learning Center, 1107 Country Club Drive, Kirksville, Missouri. Treasurer Tyson Treasure 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 information from a training on Imperative Purpose sponsored by MACDDS. All of the staff are taking a purpose profile that shows what drives each person in their career and personal life. This process helps employees find fulfillment and meaning in what they do. The staff will use this information to make team building plans. Nancy will also send this out for board members to complete.

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

TREASURER'S REPORT APPROVED: Nancy presented the financial statements for August. The accountant added the July accrual to the report. The mileage categories and personnel categories are now all together on the report. The staff is trying to keep overtime to a minimum now that the newer Service Coordinators are taking on their own caseloads. We are working with the accountant to get the books closed for the previous fiscal year.

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

FUNDING REQUESTS: Nancy presented the summary of individual funding requests for the previous month. They consisted primarily of transportation, dental copays, and medical payments. There were a total of 35 requests approved totaling about \$10,000. Additional funding of \$59.98 is needed for the request for transportation and fees for an individual to attend the Midwest Autism Conference that was approved by email vote. Julie made a motion to approve the additional funding and ratify the board email votes. Beverly seconded the motion, which was approved by the following vote: Beverly Grubrich-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Dale Stone-aye, and Tyson Treasure-aye.

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The Strategic Planning meeting is scheduled for November 3rd at the Community Learning Center.

NEXT MEETING: The next regular board meeting will be held Tuesday, November 3rd, at 6 p.m. Meeting adjourned at 7:00 pm.

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Tiffany Busch, Administrative/HR Manager

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

TREASURER'S REPORT APPROVED: Nancy presented the financial statements for August. The accountant added the July accrual to the report. The mileage categories and personnel categories are now all together on the report. The staff is trying to keep overtime to a minimum now that the newer Service Coordinators are taking on their own caseloads. We are working with the accountant to get the books closed for the previous fiscal year.

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

FUNDING REQUESTS: Nancy presented the summary of individual funding requests for the previous month. They consisted primarily of transportation, dental copays, and medical payments. There were a total of 35 requests approved totaling about \$10,000. Additional funding of \$59.98 is needed for the request for transportation and fees for an individual to attend the Midwest Autism Conference that was approved by email vote. Julie made a motion to approve the additional funding and ratify the board email votes. Beverly seconded the motion, which was approved by the following vote: Beverly Grubrich-aye, Susie Keim-aye, Julie Lochbaum-aye, John McConnell-aye, Dale Stone-aye, and Tyson Treasure-aye.

EXECUTIVE DIRECTOR'S REPORT: Nancy presented her report for the previous month. We are at a record 392 individuals in our services. Our logging is up and the new Service Coordinators are improving. Our 3rd new Service Coordinator is starting on Monday. Planning continues for both the Annual Meeting and the Community Engagement Conference. Registration for the conference is live. It is free of charge on October 16th and includes an etiquette breakfast and sessions on inclusion and belonging. Kim spoke about the Arc of Northeast Missouri, which is meeting the last Thursday of each month and will be selecting a Board soon.

Nancy updated the board on the Greenwood Center for Autism. Natalie Parks has been identified as a consultant and is very knowledgeable and excited to work on it.

OTHER BUSINESS/ANNOUNCEMENTS:

Nancy presented the draft "Request for Proposal" for auditor services. The board approved the format and that Nancy should receive the bids.

The Strategic Planning meeting is scheduled for November 3rd at the Community Learning Center.

NEXT MEETING: The next regular board meeting will be held Tuesday, November 3rd, at 6 p.m. Meeting adjourned at 7:00 pm.

Respectfully submitted by:

Tiffany Busch, Administrative/HR Manager

The foregoing minutes were approved by the SB40 Board on October 9, 2018.

Don Crosby, Board Chairman

**Adair County SB40 Developmental Disability Board
Board of Directors Meeting
September 11, 2018**

MINUTES

BOARD MEMBERS PRESENT: Beverly Grubrich, Susie Keim, Julie Lochbaum, John McConnell, Dale Stone and Tyson Treasure

BOARD MEMBERS ABSENT: Don Crosby, Jo Hall, Jeff Silvernail

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

GUESTS PRESENT: Bryce Erhart; Cyndi Johns, Learning Opportunities; Dale Barrett, Community Opportunities

CALL TO ORDER: The Board convened at the SB40 Community Learning Center, 1107 Country Club Drive, Kirksville, Missouri. Treasurer Tyson Treasure 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 information from a training on Imperative Purpose sponsored by MACDDS. All of the staff are taking a purpose profile that shows what drives each person in their career and personal life. This process helps employees find fulfillment and meaning in what they do. The staff will use this information to make team building plans. Nancy will also send this out for board members to complete.

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Board of Directors Meeting
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