**Adair County SB40 Developmental Disability Board**

**Board of Directors Meeting**

**June 28, 2022**

**MINUTES**

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

**BOARD MEMBERS ABSENT:** None

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

**GUESTS PRESENT:** Barb Adams, Arthythe Curtis, Linda Hudnall, Doug Nichting, John Wichmann; Community Opportunities, and Brandon Herscovitch; Greenwood Center.

**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).

**INTRODUCTION:** Crystal introduced Dr. Brandon Herscovitch, Director of Greenwood Inter-Professional Center for Autism. Dr. Herscovitch talked about his background and gave an update on the project.

**GRANT REQUEST:** Community Opportunities Director, Arthythe Curtis and board member Doug Nichting, presented a grant request in the amount of $140,000 to install a security system, make needed updates to the building, make an increase in gas allowance and for operational expenses. Don Crosby reminded them that the integrated employment report that Community Opportunities agreed to supply by the end of June 2020 was not yet submitted.  Arthythe and Doug said they have not done the report but will get that done and submitted within the next two weeks. Dennis moved to approve $90,000 of the grant request for the safety and security updates. John seconded the motion, which passed with the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, John McConnell-aye, Dennis Miller-aye, Jeff Silvernail-aye, Dale Stone-aye, Tyson Treasure-aye, and Debra Wohlers-aye. The remaining $50,000 of the request for operational expenses will be reviewed after Community Opportunities has submitted the requested report.

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

**FINANCIAL REPORTS:** Julie Atchley presented the financial statements for May and June.

**FUNDING REQUESTS:** Julie Atchley presented a summary of individual funding requests for May and June. John made a motion to approve the report as presented, Debra seconded the motion, which passed with the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, John McConnell-aye, Dennis Miller-aye, Jeff Silvernail-aye, Dale Stone-aye, Tyson Treasure-aye, and Debra Wohlers-aye.

**BUDGET:** Julie Atchley presented the budget reports for FY22 and the proposed budget for FY23. John moved to approve the final revised budget for FY22 and to approve the budget for FY23 including approving expenses totalling $1,996,409. Dennis seconded the motion, which passed with the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, John McConnell-aye, Dennis Miller-aye, Jeff Silvernail-aye, Dale Stone-aye, Tyson Treasure-aye, and Debra Wohlers-aye.

**EMPLOYEE RELATIONS REPORT:** Tiffany presented her report for the previous months.

**PERSONNEL COMMITTEE REPORT:** Jeff presented a summary of the yearly evaluation of the Executive Director. He reports that the evaluation went well and the committee acknowledged Crystal’s outstanding performance.

**TCM UPDATE:** Sean gave an update on TCM programming. The Service Coordinators are thriving despite staff shortages.

**COMMUNITY LEARNING CENTER REPORT:** Melissa Cline presented her report for the previous months. Attendance to the CLC programs continues to increase.

**EXECUTIVE DIRECTOR’S REPORT:**  Crystal presented her reports for the previous month.

**OTHER BUSINESS/ANNOUNCEMENTS:** The annual board retreat has been scheduled for Saturday, November 12th.

Julie Lochbaum gave an update on the Greenwood Center project.

Dale gave an update on the Missouri State Autism Board.

**NEXT MEETING:** The next regular board meeting will be held Tuesday, August 23, 2022 at 6 p.m. Meeting adjourned at 8:07 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 23, 2022.

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Don Crosby, Board Chairman