

**Adair County SB40 Developmental Disability Board  
Board of Directors Meeting  
August 21, 2018**

**MINUTES**

**BOARD MEMBERS PRESENT:** Don Crosby, Beverly Grubrich, Jo Hall, Julie Lochbaum, John McConnell, Jeff Silvernail, Dale Stone and Tyson Treasure

**BOARD MEMBERS ABSENT:** Susie Keim

**STAFF PRESENT:** Kim Baker, Tiffany Busch, Connie Johnson, Andy Magruder, Nancy Pennington, and Virgie Scharn

**GUESTS PRESENT:** Cyndi Johns, Learning Opportunities; Dale Barrett, Community Opportunities; Dustin Johnson & dad

**PUBLIC HEARING:** Chairman Don Crosby called the Public Hearing to order. The Public Hearing has been published in the required manner. No citizens provided comment. The budget shows the priorities for the coming year. Don asked the directors to consider whether the funding was necessary for the operations of the organization. Jeff moved that the board impose a tax levy at the highest level possible in accordance with local and state statutes not to exceed \$0.15 per \$100 assessed valuation and authorized signing the documents as required for submission to the Adair County Clerk. John seconded the motion, which passed with the following vote: Don Crosby-aye, Beverly Grubrich-aye, Jo Hall-aye, Julie Lochbaum-aye, John McConnell-aye, Jeff Silvernail-aye, Dale Stone-aye, and Tyson Treasure-aye. Don closed the Public Hearing.

**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:** Dustin Johnson talked about his experience at the National Special Olympics Competition in Washington. He enjoyed his very first plane ride and ferry boat ride. He participated and placed in several events and brought his medals and pins for everyone to see. He is very proud of his accomplishments at the competition and raised money on his own to pay for his trip.

**BOARD EDUCATION:** Nancy shared copies of the Impact feature issue, The Direct Support Workforce and People with Intellectual, Developmental, and Other Disabilities. It is a very informative issue that addresses the direct support workforce crisis as well as the need for competencies in the field.

Nancy presented a summary of the service evaluation survey results for the past fiscal year. The return rate has increased from 20-25% to 43%. Comments and feedback have been timelier due to sending them monthly as opposed to once a year. We received a lot of positive comments regarding the service coordinators and services provided.

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

**TREASURER'S REPORT APPROVED:** Nancy presented the financial statements for June and July. We are having some challenges getting information back and forth with the accountants, so we do not have the usual information needed to complete the financial reports. Nancy is not certain if both TCM receipts are reflected in the report for July. It is taking longer than expected to smooth out the process of outsourcing the accounting functions. John made a motion to approve the financial statements as presented. Jo seconded the motion, which passed with the following vote: Don Crosby-aye, Beverly Grubrich-aye, Jo Hall-aye, Julie Lochbaum-aye, John McConnell-aye, Jeff Silvernail-aye, Dale Stone-aye, and Tyson Treasure-aye.

**FUNDING REQUESTS:** Nancy presented the summary of individual funding requests for the previous 2 months. They consisted primarily of transportation, dental copays, personal assistant services and medical supplies. Julie made a motion to ratify the board email votes for adaptive equipment in the amount of \$843 and dental procedures in the amount of \$3,160. Dale seconded the motion, which was approved by the following vote: Don

Crosby-aye, Beverly Grubrich-aye, Jo Hall-aye, Julie Lochbaum-aye, John McConnell-aye, Jeff Silvernail-aye, Dale Stone-aye, and Tyson Treasure-aye.

**EMPLOYEE RELATIONS:** Connie talked about the employee relations meeting. The staff feel that it would be less expensive to buy a new building than to remodel the one that we have. We discussed our options for employee insurance plans and voted to renew the current plan. All but one employee donated vacation time to the medical leave bank. The staff appreciated the Board's decision to match the initial time donated to the bank and the increase in mileage reimbursement.

**EXECUTIVE DIRECTOR'S REPORT:** Nancy presented her report for the previous 2 months. Logging is down due to the three new service coordinators not fully logging yet and another service coordinator being on leave. One of the new service coordinators has resigned, so we are currently looking for another one. We are at a record number of individuals in our services at 392. Nancy attended a conference call with Janet Gooch and Andy Grimm regarding the Greenwood Center Autism Project and has also met with Sheryl Ferguson at the Vo-Tech and Rodney Sadler from Kirksville Parks and Recreation about additional Community Development projects. The Annual Meeting and Awards Ceremony will be September 25<sup>th</sup> at 6 p.m. at Cornerstone Church. We have received the first draft of our brand book from Jordan Worcester. We had our first brown bag webinar on Managed Care last week and will have another one next week. The MACDDS Conference is coming up on October 18-19 in Columbia. Don would like to draft a protocol regarding the issue of employees giving 2 weeks' notice and staying for those weeks. He would also like to see exit interviews conducted for feedback.

**OTHER BUSINESS/ANNOUNCEMENTS:**

Don presented the list of directors and their committee assignments. There is an opening for a designated liaison to Community Opportunities.

Nancy opened the bids we received on the remodeling project. Signature Remodeling submitted a bid in the amount of \$109,000 and Drew Rentschler Painting submitted a bid in the amount of \$86,000. Tyson asked if it would be more cost effective to remodel or look for a new building. Dale suggested doing what's best for now and then making a long term plan for the future. Connie expressed concerns from the employees that we need a building that is more accessible and with better parking. Julie asked if we have facilities on our strategic plan, and Nancy said that the strategic plan is outdated. Jeff asked how we can get the bids lowered. Don would like the Board to meet for a new strategic plan with a long term plan for facilities. There were no motions to accept any bids at this time.

The Board discussed creating a bid for auditors. Don stated that the request for proposal should include at least a 3 year engagement and that the auditor should have experience in governmental accounting and LAGERS rules.

Dale from Community Opportunities said that they have their new truck and they are doing better financially. Recycling is up and down so they are considering other ways to make money. He thanked the Board for their continued support.

Cyndi Johns stated that Learning Opportunities Quality Works has started on their Tiered Supports.

**NEXT MEETING:** The next regular board meeting will be held Tuesday, September 11, at 6 p.m. Meeting adjourned at 7:40pm.

Respectfully submitted by:

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Tiffany Busch, Administrative/HR Manager

The foregoing minutes were approved by the SB40 Board on August 21, 2018.

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Don Crosby, Board Chairman