

**Adair County SB40 Developmental Disability Board  
Board of Directors Meeting  
January 14, 2020**

**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:** Julie Atchley, Tiffany Busch, Jessica Guyton, Connie Johnson and Nancy Pennington

**GUESTS PRESENT:** Tom Ireland and John Wichmann, Community Opportunities; Missy Johns, Learning Opportunities; Comissa Darling and John Gillum

**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:** Jessica Guyton introduced Comissa Darling. Comissa said she used to live in a residential care facility and now lives in an ISL. She has gone from needing two staff to only needing one along with using Night Owl for remote supports, which she really likes. Comissa worked at the Community Learning Center during the summer and wants to get another job. She likes living in an apartment but would like to find a place that is more affordable.

**AUDIT REPORT:** John Gillum presented the audit report for the previous fiscal year. He went over the statement of net position, statement of revenues, expenditures and changes in fund balances. In his opinion, the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Adair County SB40 Developmental Disability Board as of June 30, 2019, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles general accepted in the United States of America. John said he has a good relationship with the staff. John McConnell made a motion to accept the audit report as presented and to authorize a copy of the audit be sent to the Missouri State Auditor to comply with statute. Tyson 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.

**BOARD EDUCATION:** Nancy talked about committees that each staff member will be on. The management team has chosen a Chair for each committee. She talked about the qualities of an effective committee and discussed the structure for the organization.

**MINUTES APPROVED:** A motion was made by Jo to approve the minutes of the November board meeting. John 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:** Julie Atchley presented the financial statements for November and December. Jeff made a motion to approve the financial statements as presented. 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.

**FUNDING REQUESTS:** Nancy presented the summary of individual funding requests for the previous months. They consisted primarily of transportation, dental treatment, Personal Assistant services and

some YMCA memberships. Total funds approved were \$12,000 for the month. Dale made a motion to ratify the board email vote to approve \$1,632 for dental treatment for one individual, \$612 for dental treatment for another individual, \$3218.80 for Individual Skills Development for an individual and \$5760.48 for Personal Assistant services for another individual. Beverly 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.

Tom Ireland from Community Opportunities presented a funding request for \$50,000. They are asking for support again to compensate for a shortfall in their budget for the next six months. Tom said that the market is starting to turn around on cardboard and good customer service is paying off as they have gained two to three businesses a month for the past few months. They now have an account with Home Depot. The insurance broker for Community Opportunities is also recommending safety updates. One of their trucks needs new tires and the back door needs replaced. John made a motion to approve the funding request as presented, 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.

**EMPLOYEE RELATIONS REPORT:** There is nothing to report at this time.

**EXECUTIVE DIRECTOR'S REPORT:** Nancy presented her report for the previous month. Our current caseload is 411. Logging for November and December was down slightly with people out for holidays, medical and vacation. Our new employees, Laura and Alan, are off to a great start. Laura is at the National Leadership Institute and Alan will be starting half a case load in February.

**OTHER BUSINESS/ANNOUNCEMENTS:** There is a training called Transforming Outcomes Data into Management Information that CARF is sponsoring in Tucson that Nancy would like to attend in February. This will hopefully help us to develop our outcomes and measurements to finalize the strategic plan. The board had no objections and the funds are already available in the budget.

We have reviewed the proposed contract from Huber and believe that is the best option for our Managed IT services at this time. Dale made a motion to authorize Nancy to engage Huber in a 3 year contract. John 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.

Tyson has stepped down from the Kirk-Tran board due to time conflicts. They would like to have a representative from SB40 to fill one of the vacant positions on their board. Don volunteered to fill this position. They meet on the 4<sup>th</sup> Thursday of the month.

**NEXT MEETING:** The next regular board meeting will be held Tuesday, February 11, at 6 p.m. Meeting adjourned at 7:25 pm.

Respectfully submitted by:

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Tiffany Busch, Administrative/HR Manager

The foregoing minutes were approved by the SB40 Board on February 11, 2020.

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Don Crosby, Board Chairman