

**Adair County SB40 Developmental Disability Board
Board of Directors Meeting
December 14, 2021**

MINUTES

BOARD MEMBERS PRESENT: Don Crosby, Latrisha Hicks, Julie Lochbaum, Jeff Silvernail, Dale Stone and Debra Wohlers

BOARD MEMBERS ABSENT: Myra Collins, John McConnell and Tyson Treasure

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

GUESTS PRESENT: None

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).

MINUTES APPROVED: A motion was made by Dale to approve the minutes of the November board meeting. Jeff seconded the motion, which was approved by the following vote: Don Crosby-aye, Latrisha Hicks-aye, Julie Lochbaum-aye, Jeff Silvernail-aye, Dale Stone-aye, and Debra Wohlers-aye.

FINANCIAL REPORTS: Julie Atchley presented the financial statements for November.

FUNDING REQUESTS/MONTHLY FUNDING REPORT: Julie presented the summary of individual funding requests for the previous month. They consisted primarily of transportation and medical supplies. Total funds approved were \$5,549 for the month. Deb made a motion to approve the financial statements as presented. Julie Lochbaum seconded the motion, which passed with the following vote: Don Crosby-aye, Latrisha Hicks-aye, Julie Lochbaum-aye, Jeff Silvernail-aye, Dale Stone-aye, and Debra Wohlers-aye.

EMPLOYEE RELATIONS REPORT: Tiffany gave a summary of the November Employee Relations meeting. Employees discussed the leave time policy and the hybrid working environment. Beginning next month the committee will be working on creating a simple 360 review survey for employees to complete monthly or quarterly.

TCM UPDATE: Sean gave the TCM report for November. The TCM staff are doing the best they can to cover for staff members that have been on leave. Sean and Susan are working on updating the Service Coordinator job descriptions and benchmarks.

BOARD EDUCATION: Susan talked about StationMD, a telehealth option for people with intellectual and developmental disabilities. This is a new service being provided through the waiver.

COMMUNITY LEARNING CENTER REPORT: Melissa gave the CLC report for November. The CLC is still open but some programs will be held virtually to limit in person attendance.

EXECUTIVE DIRECTOR'S REPORT: Crystal presented her report for the previous month.

Dale left the meeting at 6:49 PM

OTHER BUSINESS/ANNOUNCEMENTS:

Appointment of Board Secretary- Jeff made a motion to appoint Tiffany Busch as Secretary to the Board, Julie Lochbaum seconded the motion, which passed with the following vote: Don Crosby-aye, Latrishia Hicks-aye, Julie Lochbaum-aye, Jeff Silvernail-aye, Dale Stone-aye, and Debra Wohlers-aye.

Follow up to Retreat/Strategic Plan- the Board would like to hear staff input.

Approval to secure quotes for CLC Pavilion/Community Memorial Garden and to reserve HRSA ARP Rural Funds for CLC Pavilion/Community Memorial Garden- The board agrees with the concept of using the funds for this purpose.

NEXT MEETING: The next regular board meeting will be held Tuesday, January 11, 2022 at 6 p.m. Meeting adjourned at 7:15 p.m.

Respectfully submitted by:

Tiffany Busch, Administrative/HR Manager

The foregoing minutes were approved by the SB40 Board on January 11, 2022.

Don Crosby, Board Chairman