

**Adair County SB40 Developmental Disability Board  
Board of Directors Meeting  
December 12, 2017**

**MINUTES**

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

**BOARD MEMBERS ABSENT:** Susie Keim

**STAFF PRESENT:** Nancy Pennington and Virgie Scharn

**GUESTS PRESENT:** Connie Johnson and Bill Smith

**CALL TO ORDER:** The Board convened at the L.I.F.E. Ability 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 John to approve the minutes of the November board meeting. Jo 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, Elaine Scudder-aye, Jeff Silvernail-aye, and Tyson Treasure-aye.

**TREASURER'S REPORT APPROVED:** Nancy presented the financial statements for November. She shared a copy of the reserve policy, which states that the target operating reserve fund should be between six and twelve months of operating costs. The target for this fiscal year is between \$632,812 and \$1,265,623. We currently fall in that range. She also shared the ongoing funding approvals, which are commitments for funding that have been made, which are not reflected as restricted funds on the balance sheet but are committed funds from the regular operating budget. Nancy also explained the process for tracking the funds for out-of-county individuals. All Targeted Case Management receipts are recorded by actual individual billings. Direct expenses for out-of-county costs (such as mileage) are recorded as they are incurred. Staff salaries are allocated each pay period on a percentage based on their caseload. All other indirect costs are allocated on an annual basis at the end of each fiscal year. Jeff made a motion to approve the financial statements as presented. Tyson seconded the motion, which passed with the following vote: Don Crosby-aye, Beverly Grubrich-aye, Jo Hall-aye, Julie Lochbaum-aye, John McConnell-aye, Elaine Scudder-aye, Jeff Silvernail-aye, and Tyson Treasure-aye.

**FUNDING REQUESTS:** Nancy presented the individual funding requests for the previous month, which included 33 requests totaling \$9,340.20 for transportation, dental, community integration and skills development, medical and adaptive equipment. There were no denied requests. There are three requests pending for which additional information was requested. Nancy also shared the Prioritization of Need form that the Utilization and Review committee uses for every funding request. This form spells out the criteria for requests to be approved and is signed by the UR committee for each request as it is either approved or denied.

**MISSION MOMENT:** Virgie shared several success stories from the previous month where the service coordinators helped individuals access necessary supports including a headset for communication and a special phone with large numbers. One individual obtained a standing wheelchair. Another received adaptive equipment including a therapeutic manipulator and activity center to help with fine motor skills. An individual with autism received DVDs to help with focus. Regarding employment, Adair County has 27.1% of individuals receiving supported employment, which puts us at the blue ribbon level. However, this does not include all of the individuals that are working successfully in the community without paid supports.

**EXECUTIVE DIRECTOR'S REPORT:** Nancy presented her report for the previous month. She praised the service coordinators for helping cover for their co-workers who are out. She has notified the Division Director, Valerie Huhn, of our intent to continue providing case management of some form to those individuals without Medicaid. The Division presented their timeline for the transition at the MACDDS meeting with the changes being completed by 4/30/18, not 6/30/18 as previously indicated. The outstanding lawsuit related to the U-Haul accident several years ago has now been settled as reported by attorney Scott Templeton. Nancy also visited with our insurance agent to ensure that we do have adequate coverage for usage of the Community Learning Center space by outside groups. They also recommended that for established groups using the Center on a regular basis, we request a certificate of insurance.

**OTHER BUSINESS/ANNOUNCEMENTS:**

The board would like for the employees to appoint someone to serve as employee representative and speak to the board on their behalf. The intent is for the board to listen to suggestions at the meetings. If an item would require action, it would either be taken to committee or put on the agenda for the next board meeting.

Jeff made a statement regarding personnel issues. The board has taken the concerns raised gravely and are moving forward with a plan. They ask the employees to be patient as they work through the process. The board has learned about their own shortcomings through this process and their plan will address growth.

The board discussed the need to amend the grievance policy. There needs to be a process for employees with legitimate complaints to have their signed concerns regarding the Executive Director go to a committee along with a policy of non-retaliation. There also needs to be a specified time frame for response including confirmation, meeting, and follow up. When the draft is ready, it will be posted for comments on a public forum.

**MOVE TO CLOSED SESSION:** John made a motion to convene to closed session to discuss personnel matters. Elaine seconded the motion, which passed with the following roll call vote: Don Crosby-aye, Beverly Grubrich-aye, Jo Hall-aye, Julie Lochbaum-aye, John McConnell-aye, Elaine Scudder-aye, Jeff Silvernail-aye, and Tyson Treasure-aye.

Respectfully submitted by:

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Nancy Pennington, Executive Director

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

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Don Crosby, Board Chairman