

**Adair County SB40 Developmental Disability Board  
Board of Directors Meeting  
October 15, 2024**

**MINUTES**

**BOARD MEMBERS PRESENT:** Myra Collins, Don Crosby, Melissa Hocker, Julie Lochbaum, Carla Mayer, Dennis Miller, Becky Pike and Jeff Silvernail

**BOARD MEMBERS ABSENT:** John McConnell

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

**GUESTS PRESENT:** None

**CALL TO ORDER:** The Board convened at the SB40 Community Learning Center, 1107 Country Club Dr, Kirksville, Missouri. Chairman Don Crosby called the meeting to order at 6:00 p.m. 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:** Sean introduced our newest Service Coordinator, Mike Askew.

**MINUTES:** Jeff moved to approve the minutes of the September board meeting, and the minutes from the special board meetings on September 11, 17, 18 and 19. Dennis seconded the motion, which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, Melissa Hocker-aye, Julie Lochbaum-aye, Carla Mayer-aye, Dennis Miller-aye, Becky Pike-aye and Jeff Silvernail-aye.

**FINANCIAL REPORTS FOR APPROVAL:** Julie Atchley presented the financial statements for the previous month. Dennis moved to approve the statements as presented. Melissa Hocker seconded the motion, which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, Melissa Hocker-aye, Julie Lochbaum-aye, Carla Mayer-aye, Dennis Miller-aye, Becky Pike-aye and Jeff Silvernail-aye.

**FINANCIAL REPORTS INFORMATION ONLY:** Julie Atchley presented the monthly funding report, a summary of individual funding requests and the Partnership for Hope funding report for the previous month.

**FUNDING REQUESTS:** There are none at this time.

**STAFF REPORTS:**

- **EMPLOYEE RELATIONS REPORT:** Tiffany presented the employee relations report for the previous month which included a summary of results from the quarterly staff 360 survey.
- **TCM UPDATE:** Sean presented the TCM report for the previous month.
- **COMMUNITY LEARNING CENTER REPORT:** Melissa Cline presented the CLC report for the previous month.
- **EXECUTIVE DIRECTOR'S REPORT:** Crystal presented the Executive Director's report for the previous month. Crystal discussed allocating budgeted transportation funds to hire a PRN driver to transport individuals in our van, as well as up to \$1,500 to provide a transportation stipend to provider agencies who are able to transport individuals to and from work or work programs that isn't otherwise funded. There were no objections from the board.

**OLD BUSINESS:**

- **EXECUTIVE COMMITTEE AND COMMITTEE ASSIGNMENTS:** Melissa Hocker was appointed Treasurer, all other executive committee officers remain the same. The Personnel Committee will consist of Myra, Jeff (chair) and Don. The Community Relations Committee will consist of Becky, Julie Lochbaum (chair), Dennis and John. The Finance Committee will consist of Myra, Don, Melissa Hocker (chair) and Carla.

**NEW BUSINESS:** None

**ANNOUNCEMENTS:** The next board meeting Tuesday, November 19 at 6 p.m. Meeting adjourned at 7:06 p.m.

Respectfully submitted by:

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Tiffany Busch, Administrative/HR Manager

The foregoing minutes were approved by the SB40 Board on November 19, 2024.

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Don Crosby, Board Chairman