**Adair County SB40 Developmental Disability Board**

**Board of Directors Meeting**

**August 20, 2024**

**MINUTES**

**BOARD MEMBERS PRESENT:** Myra Collins, Don Crosby, John McConnell, Becky Pike and Jeff Silvernail

**BOARD MEMBERS ABSENT:** Julie Lochbaum, Carla Mayer and Dennis Miller

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

**GUESTS PRESENT:** Kevin Butner, Bevan Flynn, Melissa Hocker and Andrea Rowland

**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).

**SPECIAL ORDER: 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. John moved that the board impose a tax levy at the highest possible level 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. Jeff seconded the motion, which passed with the following vote: Myra Collins-aye, Don Crosby-aye, John McConnell-aye, Becky Pike-aye, Jeff Silvernail-aye. Don closed the Public Hearing.

**PRESENTATION:** Bevan Flynn and Andrea Rowland from High Hope gave the board an update on the COI acquisition.

**MINUTES:** John moved to approve the minutes of the June board meeting. Becky seconded the motion, which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, John McConnell-aye, Becky Pike-aye, Jeff Silvernail-aye.

**FINANCIAL REPORTS FOR APPROVAL:** Julie Atchley presented the financial statements for the previous month. John moved to approve the statements as presented. Jeff seconded the motion, which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, John McConnell-aye, Becky Pike-aye, Jeff Silvernail-aye.

**FINANCIAL REPORTS INFORMATION ONLY:** Julie Atchley presented the monthly funding report and a summary of individual funding requests and Crystal presented 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 yearly summary of results for the Employee Relations surveys and TCM Satisfaction Surveys.
* **TCM UPDATE:** Seanpresented the TCM report for the previous month.
* **COMMUNITY LEARNING CENTER REPORT:** Melissa presented the Learning Center report for the previous month.
* **EXECUTIVE DIRECTOR’S REPORT:**  Crystal presented her report for the previous month.

**OLD BUSINESS:** Board Committee Assignments- tabled until the next board meeting.

**NEW BUSINESS:**

* **Conflict of Interest Resolution Statements**- Crystal gave each board member a copy of the COI statement to complete.
* **Authorization to Transfer Bank Accounts and Credit Cards:** Kevin Butner from MA Bank gave a presentation of services at the request of Adair County SB40 admin staff. Jeff asked the staff to gather quotes from other local banks to compare before making a decision.

**ANNOUNCEMENTS:** The next board meeting Tuesday, September 17th at 6 p.m. Meeting adjourned at 7:21 p.m.

Respectfully submitted by:

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Tiffany Busch, Administrative/HR Manager

The foregoing minutes were approved by the SB40 Board on September 17, 2024.

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Don Crosby, Board Chairman