

**Adair County SB40 Developmental Disability Board  
Board of Directors Meeting  
May 21, 2024**

**MINUTES**

**BOARD MEMBERS PRESENT:** Myra Collins, Don Crosby, Julie Lochbaum, John McConnell, Dennis Miller, Jeff Silvernail and Tyson Treasure

**BOARD MEMBERS ABSENT:** Carla Mayer and Debra Wohlers

**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 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).

**PRESENTATIONS:** Susan talked about the progress a family has made with the help of our Service Coordination team.

**MINUTES:** Jeff moved to approve the minutes of the February board meeting and the minutes. Dennis seconded the motion, which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, John McConnell-aye, Dennis Miller-aye, Jeff Silvernail-aye, and Tyson Treasure-aye.

**FINANCIAL REPORTS FOR APPROVAL:** Julie Atchley presented the financial statements for the previous month. Tyson moved to approve the statements as presented. John seconded the motion, which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, John McConnell-aye, Dennis Miller-aye, Jeff Silvernail-aye, and Tyson Treasure-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.
- **TCM UPDATE:** Sean presented 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:** None

**NEW BUSINESS:**

- Affirmation of Agency Mission, Vision and Value Statements- Dennis moved to ratify and affirm the Agency Mission, Vision and Value Statements. Julie Lochbaum seconded the motion, which was

approved by the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, John McConnell-aye, Dennis Miller-aye, Jeff Silvernail-aye, and Tyson Treasure-aye.

- Approval of the proposed Strategic Plan, Key Focus Areas & Goals for FY25- Dennis moved to approve the Strategic Plan, Key Focus Areas & Goals for FY25 as presented. Jeff seconded the motion which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, John McConnell-aye, Dennis Miller-aye, Jeff Silvernail-aye, and Tyson Treasure-aye.
- Approval of Proposed changes to Agency Policies and Procedures- Julie Lochbaum moved to approve the proposed changes to Agency Policies and Procedures as presented. Tyson seconded the motion which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, John McConnell-aye, Dennis Miller-aye, Jeff Silvernail-aye, and Tyson Treasure-aye.
- Approval of Vacation Time Buyback Policy- John moved to approve the Vacation Buyback Policy as presented. Myra seconded the motion which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, John McConnell-aye, Dennis Miller-aye, Jeff Silvernail-aye, and Tyson Treasure-aye.
- Approval of purchase of Generator for CLC- Dennis moved to approve the purchase of a generator at the Executive Director's discretion, up to \$18,000. Tyson seconded the motion which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, John McConnell-aye, Dennis Miller-aye, Jeff Silvernail-aye, and Tyson Treasure-aye.
- Approval of Cement work at CLC parking lot- John moved to approve the cost of the CLC parking lot repairs, up to \$28,000. Dennis seconded the motion which was approved by the following vote: Myra Collins-aye, Don Crosby-aye, Julie Lochbaum-aye, John McConnell-aye, Dennis Miller-aye, Jeff Silvernail-aye, and Tyson Treasure-aye.
- Approval of expanded security systems for both locations- There were no objections among the board members present to expanding the security systems.

**ANNOUNCEMENTS:** The next board meeting Tuesday, June 25th at 6 p.m. Meeting adjourned at 6:50 p.m.

Respectfully submitted by:

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Tiffany Busch, Administrative/HR Manager

The foregoing minutes were approved by the SB40 Board on June 25, 2024.

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Don Crosby, Board Chairman