Lawrence County Board for the Developmentally Disabled

Opening Doors Through Coordinating Services

The Lawrence County Board for the Developmentally Disabled met on March 21 ,2023 at LCBDD Community Center, 403 E. Elm, Aurora at 6:00 P.M. Members present were Bill Alexander, Patricia Childress, Chris Freeman, Ellis Motley, Judy Willard, Blenda Moore, Sharree Trout, Martha Pettigrew, Debra Bowles. Guests present were George Woodward, **LCBDD Director**, Kerrie Watson, **LCCM Supervisor,** Geneva Blue, **WFLC Director.** Suzanne Depriest, **Case Manager.** Guests present were Rob Walker, Connie VanDagriff, Tina Dilts, Nadine Duncan, Zachary Duncan, Kristine Shanks, Mike shanks, Makenzie Shanks, David Fels, Susan Miles, Lindsey Eutsler, Angela Johnson, Michelle Young

Bill Alexander called the meeting to order, and welcomed members and guests to help make the environment of the meeting feel less confrontational.

Minutes from November 29, 2022 were reviewed. Bill Alexander made a motion to approve the minutes as read. Ellis Motley seconded the motion. The motion was passed.

Treasurers Report

Treasurer report read by George Woodward for November, December, January, and February.

In **November** the beginning balance for First Independent Bank account was $211.082.31 and the ending balance was $194,065.23. The beginning balance for Freedom Bank was $20, 647.87 and the ending balance was $35,571.07. The Beginning balance for Mid Missouri Bank was $26,000 and the ending balance was $26,000. The beginning balance for Bank Of Billings was $151,078.85 and the ending balance was $151, 211.30

In **December** the beginning balance for First Independent Bank was $194,065.23 and the ending balance was $199, 987.81. The beginning balance for Freedom Bank was $35,571.07 and the ending balance was $79, 778.01. The beginning balance for Mid Missouri Bank was $26,000 and the ending balance was $26,000. The beginning balance for Bank of Billings was $151,211.30 and the ending balance was $151,331.44

In **January** the beginning balance for First Independent Bank was $199,987.81 and the ending balance was $198,227.51. The beginning balance for Freedom Bank was $79,778.01 and the ending balance was $139,033.86. The Beginning balance for Mid Missouri Bank was $26,000 and the ending balance was $26,000. The Beginning balance for Bank of Billings was $151,331.44 and the ending balance was $151,645.71.

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In **February** the beginning balance for First Independent Bank was $198,227.81 and the ending balance was $236,528.52. The beginning balance for Freedom Bank was $139,033.86 and the ending balance was $50,878.39. The beginning balance for Mid Missouri Bank was $26,000 and the ending balance was $26,000. The beginning balance for Bank of Billings was $151,645.71 and the ending balance was $152,069.90

Patricia Childress made a motion to approve the report as read, Judy Willard seconded the motion. Voting yes; Bill Alexander, Chris Freeman, Debra Bowles, Sharee Trout, Martha Pettigrew, Ellis Motley, Blenda Moore. Voting no: none. The motion was passed.

Directors Report

George Woodward announced Acumen will be coming to community center April 12th 2023. Acumen will be helping with issues for SDS families and case managers. George also announced he will be putting retirement date off for now in hopes to make a smoother transition. George asked for approval for reimbursement of dues to MAC DDS to be put In the budget. Sharee Trout made a motion to pass. Blenda Moore seconded the motion. Voting yes: Chris Freeman , Ellis Motley, Debra Bowles, Judy Willard, Martha Pettigrew, Patricia Childress. Vote No; none. The motion was passed. George passed out copies of the Sunshine Law from the Missouri Attorney General.

Woodward Family Learning Center

Geneva spoke to the board and guests regarding allegations of verbal abuse made by client. She provided paper trail of messages and e mails between herself and Preferred Healthcare. She explained what had happened and the steps she took to have the issue resolved. She expressed concerns about the board and decision that was made without speaking with her. She informed the board that she had spoke with an attorney and hot lined herself based on advice from attorney. Genevas behavior was aggressive and unbefitting for a Director throughout the meeting. Parents of some of the clients that attend the Woodward Family Learning Center spoke regarding how much they appreciate Geneva, and the services she offers the clients. Bill Alexander stated that the learning center was a pilot program. It was not intended to be long term or funded by the Board. Ellis asked for the rest of meeting to be closed session with Geneva and the Board. Ellis Motley made a motion to close the meeting. Blenda Moore seconded the motion. Voting yes: Chris Freeman, Patricia Childress, Debra Bowles, Sharee Trout, Martha Pettigrew, Judy Willard. Voting no: none. The motion was passed. Meeting was closed at 7:35 PM

Closed session

Bill Alexander made a motion to open the closed session. Chris Freeman seconded the motion. Voting yes: Sharee Trout, Ellis Motley, Blenda Moore, Debra Bowles, Patricia Childress. The motion was passed. Voting no: none . The motion was passed. The board acknowledged they did not believe the allegations. Geneva asked that a policy be set and followed with due process, and quick resolution. They agreed to continue extra staff on Wednesdays at learning center. Director felt board was out of compliance with the sunshine law, with calls being made to members about a personnel issue. George read from the boards personnel manual that the Executive Director is responsible for personnel issues, and that the board has the responsibility of setting the overall policy. George is working with Todd Wood from Joplin Regional Office, to set up training session on abuse and neglect for Case Management staff at a later date. Ellis made motion to adjourn meeting. Chris seconded this motion. Voting yes: Bill Alexander, Sharee Trout, Patricia Childress, Debra Bowles, Blenda Moore. Voting No: none. The motion was passed. Meeting was closed at 8:05 PM

Lawrence County Board for the Developmentally Disabled

Opening Doors Through Coordinating Services

The Lawrence County Board for the Developmentally Disabled met on June 22, 2023 at the Music Therapy Building in Monett Mo at 6:15 p.m. Members present were Bill Alexander, Ellis Motley, Judy Willard, Blenda Moore, and Sharree Trout. Members absent, Martha Pettegrew, Patricia Childress, Debbra Bowels and Chris Freeman. The guest present was George Woodward, LCBDD Director.

Michael Cassity headed the tour for the new Music/Dance/Art Therapy Building. He spoke about the different programs, the successes they were having and let the board see examples of the different therapies that is offered there.

Rob Walker and Dave Dunn headed the tour for the Monett Workshop for the LCBDD County Board. Rob and Dave spoke of all the updates that have occurred and gave examples of the work that is being done. New Kitchen is being established and lighting has been updated.

Directors Report

George Woodward handed out the financial reports for May 2023 and the results for the TCM Audit. George spoke of Peoples First Grant, and it was tabled until August Meeting. George also spoke of the tax levy and said he would have that at the next meeting. He also brought up raises for staff, it was tabled until November when a new Budget would be voted on.

The next meeting will be determined closer to time.

Judy Willard made a motion to Adjourn. Brenda Moore seconded the motion. Bill Alexander, Ellis Motley, and Sharree Trout. Voting no; none. The motion was passed.

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Lawrence County Board for the Developmentally Disabled

Opening Doors Through Coordinating Services

The Lawrence County Board for the Developmentally Disabled met at the Mt. Vernon Courthouse on July 18, 2023. Board members in attendance: Blenda Moore, Sharree Trout, Bill Alexander, Patricia Childress, Ellis Motley, Martha Pettegrew, Debbie Bowles, and Chris Freeman. Board member not in attendance: Judy Willard. Guests: Suzanne DePriest, George Woodward, Patric Pettegrew, Joeli Rush, and Kerri Watson.

The meeting was called to order at 5:31 pm by board chairman, Bill Alexander.

Bill discussed that the board is an extension of Lawrence County. He went over a powerpoint presentation from a web presentation presented through MACDDS' law firm Hirsch Blackwell that outlines statutes and obligations and funding issues of the levy. He explained that the board receives a percentage of county property taxes, approximately .086% of every $100.00 collected. The board is expected to disperse this money into the county through grants. Workshops have a priority. He also showed points about what can be considered as related services. He also discussed that the board has sovereign impunity and that board/board members cannot be sued.

Bill then discussed that board members are not supposed to vote on any time that relates to a business or agency they are associated with in some capacity. They are to recluse themself from the vote to avoid conflict of interest.

Bill then discussed that he had a conversation with the county treasurer and it has been discovered that the approved budget for 2023 has a budget shortfall of a $98,983.77 deficit between 2022 and 2023. Bill handed out a handout detailing this information. Bill explained that the board determines how the money is spent from the county taxes and the TCM Medicaid billing. He also stated that in one of his discussions with the MACDDS representative informed him that some of the TCM billing funds can be turned back into raises for case managers.

George Woodward, executive director for the board, discussed that other county boards have large savings accounts. He discussed that this board has a savings type of account at the Bank of Billings, which pays the most interest. !st Independent Bank gets the Medicaid billing money. And all checks are paid out of the account at Freedom Bank. He then stated that a proposition passed by taxpayers in 1981

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had related services listed. He then went on to explain that this board uses for emergency services and grants for individuals that help cover costs for housing, rent, utilities, adaptive equipment, camp tuition, transportation, etc.

Bill then explained that in this year's approved budget, related services allotted $300.00 per family receiving case management services. Bill then stated that the board needs to be more involved in the spending and that if anyone requests or needs above the allotted $300.00, they would have to request it from the board and the board would need to vote to approve the requested amount.

Bill then discussed that the governor signed off on a property tax freeze for seniors. He explained that this could create a decreased amount in tax money. No definite information is available at this time. The county commissioners have been given the authority to freeze or not freeze the taxes at this time. George stated that the bill did not give an age of who is determined a "senior" for this freeze.

Bill then discussed the MACDDS annual conference that is scheduled for September 27-29, 2023, in Columbia MO. He then stated that he would like to see case manager, Michael Armstrong, non-medicaid case manager, Wanda Lefler, non-medicaid case manager and administrative assistant, Christen Davis, and case manager supervisor, Kerri Watson attend the meeting. It was discussed that this conference is a good source of information for case managers that can be utilized during their contact and work with the consumers. Case Manager/guest, Suzanne DePriest, expressed how she attended the conference last year and it was very beneficial and has tons of great information for case managers. George stated he had wanted to send himself, Wanda Lefler, a case manager that has since put in her notice of resignation, Kenzie Henson, and Woodward Learning Center director, Geneva Blue. George stated since Kenzie is resigning, he had told Christen Davis to cancel Kenzie's room and conference reservation. He then stated that he had chosen not to ask case manager Michael Armstrong to go in Kenzie's place due to a concern of the office being short staffed and concern of lost revenue due to staff shortage. He also stated he had a concern of the consistent turnover of case management staff. Board member, Martha Pettegrew, asked how many individuals could go and case manager supervisor, Kerri Watson, informed her that there is no set limit in place through MACDDS. She also asked how long the individuals would be gone, and it was explained 2 and a half days. She stated she did not think that short amount of time would have that much of an impact on billing. Ellis Motley made a motion to send Michael Armstrong, Wanda Lefler, Christen Davis, and Kerri Watson to the annual conference. Martha Pettegrew seconded the motion. All members were in favor, none opposed, the motion was carried.

Bill then discussed that the board made and approved revisions to the personnel manual almost three years ago. The approved changes were never updated in the manual by the executive director. Bill then suggested a small committee of board members to review and make recommendations for changes in the personnel manual. Bill suggested board members Ellis Motley, Chris Freeman, and Martha Pettegrew. All three agreed to be on the committee. Bill also suggested that the sovereignty of the board be included in the personnel manual.

Bill then discussed the meeting minutes for the meeting on March 23, 2023, have yet to be received. Bill then informed the board that he met with the county commissioners on June 1, 2023. Bill then provided a written summary of the meeting with the commissioners to board members for the members to review and that it will be discussed during the closed meeting later today. Bill also explained that county government meetings, which the board is counted as a political subdivision of the county government extension due to the receipt of tax dollars, are bound by public law and that anyone can ask for information on any political subdivision that receives tax money. He also stated that the county commissioners meet every Tuesday and Thursday and that anyone can request a meeting with them. Bill stated that he talked to the commissioners as a private citizen that saw something that never should have happened at the March 23rd meeting and that outdated information was given with the personnel manual that was distributed to the board that night. Martha Pettegrew expressed that perhaps board expectations and rights should be added to the personnel manual.
Bill reported that he told the county commissioners that he will stay on for another 3 years to fix and get the board to where they need to be to function as a proper SB40 board. He stated that commissioners recommended that an independent law firm be chosen to represent the SB40 board. The county clerk suggested this for the safety of the board. George then stated that the board years ago, at that time, voted against retaining a law firm due to the retainer cost. Bill suggested a motion for Bill to research information about potential law firms and costs and present it to the board at a later date for board consideration. Chris Freeman made the motion, Ellis Motley seconded the motion. All were in favor, no one opposed, the motion carried.

Bill then requested to have Kerri WAtson stay during the closed meeting to take minutes. Patricia Childress made the motion, Debbie Bowles seconded, all approved, no one opposed, the motion carried.

Chris Freeman made the motion to go into the closed meeting at this time. Patricia Childress seconded the motion. All board members were in favor, none opposed, the motion carried.

The closed meeting started at 6:24 pm. Those present were board members: Bill Alexander, Patricia Childress, Ellis Motley, Chris Freeman, Martha Pettegrew, Debbie Bowles, Blenda Moore and Sherree Trout. Guest Kerri Watson attended to take the meeting notes.

Chris Freeman stated that the board failed to put the situation that occurred at the March 23rd meeting in a closed session. The situation became more controversial/theatrical in the way it was presented. Bill stated that George Woodward helped Woodward Learning Center director, Geneva Blue, set up and stacked that meeting by inviting consumers, their parents, and other agency providers for her to plead her case in front of.

Bill stated that the county commissioners asked if they had the authority to remove George from his position as executive director. They decided that it is the board's responsibility to vote to remove him if they feel it is warranted.

Bill informed the members that the board approved the administrative budget. He stated he told George before the vote that they did not have as much money as the proposed budget stated based on the financials Bill had reviewed.

Bill then explained again that if a board member is on an advisory committee of an agency that is requesting funding from the board, they needed to recluse themself from the budget vote. Bill then stated that George had the budget approved and that one of the board members is on the advisory committee for the Woodward Learning Center, which was approved for $90,000.00 in the budget. This board member was unaware they should not have voted and was not made aware by George before the vote.

Bill also stated that the county clerk stated a meeting should have been held in September of last year to discuss county funds potential. This did not happen.
Bill also explained that since the commissioners' meeting, staff members have come forward with complaints against George for sexually inappropriate comments made to them. Bill passed out the formal written complaints to all the board members for their review. One of the complaints was made by a case manager that is resigning to take a position as a special education teacher. Her resignation is effective as of July 28, 2023. The other complaint was by the administrative assistant at the case management office.

Board member, Patricia Childress, stated a concern/observation of competency was presented to her in the past and that she feels she should have informed the board about it at that time. Details of the concern/observation were not discussed.

Bill discussed that the first time he met George, he told Bill that he thought Bill would be a good replacement for him when he retired. Bill then explained that he told the previous case management supervisor the same thing. When he randomly called her up one day and told her no longer felt this way, she proceeded to lodge a formal complaint to the commissioners and to the board. Bill stated that each of her complaints should have been investigated, but because she allowed her husband to speak about other issues/concerns of HIPAA violations that were unfounded, her concerns were dismissed.

Bill suggested that George should retire, effective July 31, 2023 and that the locks on the community center doors and the case management doors should be changed. Martha requested that George be let go with some dignity, like an open house, in recognition for all the good he has done over the years for the disabled population in Lawrence County. Other board members agreed. Ellis Motley made a motion to inform George verbally, as well as send a formal letter informing him that his last day should be July 31, 2023 and that there be some sort of recognition like a meet and greet, and a plaque honoring his long history of service to Lawrence County. Martha Pettegrew seconded the motion. All approved, none opposed, and the motion carried.

Bill mentioned that George had requested in a previous conversation that upon his retirement, he would like to purchase the office chair that is currently in his office as he has had it for many years. The board agreed that it would be given to him, and that he would not need to purchase it.

Bill stated that he is going to 'step up' and review the financial status upon George's retirement.

He also stated that he informed the commissioners that George's replacement would not be appointed, that an advertisement would be made, applications would be taken, interviews would be conducted by the board and that the best qualified person would get the job. He also stated that this would be a full time position.

A motion was made to adjourn the meeting. Patricia Childress made the motion, Ellis Motley seconded the motion. All were in favor, none opposed and the motion was carried. The meeting adjourned at 6:54 pm.

Lawrence County Board for the Developmentally Disabled

Opening Doors Through Coordinating Services

Lawrence County Board for the Developmentally Disabled board meeting was held on August 17, 2023, at the Lawrence County Board Office. In attendance were the following board members: Bill Alexander, Lana Moore, Chris Freeman, Debbie Bowles, Sharree Trout, Martha Pettegrew, Blenda Moore, and Patricia Childress. Board member not present: Ellis Motley. Guests were as follows: Zane Clayton and Jeremiah Munton with Globe Life Liberty National Benefits, and Kerri Watson, TCM Supervisor.

The meeting was called to order by Chairman, Bill Alexander, at 6:00 pm.

Bill had attending members review the minutes for the board meetings held on March 23rd, June 22nd, and July 18, 2023. Motion to approve the minutes for all three meetings was made by Chris Freeman and seconded by Blenda Moore. All in favor, no opposed, motion carried.

Bill reported that board member, Judy Willard, had resigned from the board. He also explained that she was the treasurer and that officer elections will be held at the September meeting, where Judy's open position will be filled.

Bill also reported that Geneva Blue, supervisor of the Woodward Learning Center, was resigning her position as of August 18, 2023.

Bill then read the treasurer's report for May, June, and July 2023. Bill also explained that payroll and bills come from the Freedom Bank account. The motion to approve the treasurer's report as read was made by Lana Moore and seconded by Martha Pettegrew. All in favor, no opposed, motion carried.

Bill then explained the 2023 Tax Levy and the levy process. He explained that with the help of the county treasurer, it was determined that the 2023 tax levy will be .0851%. Last year it was .086, He explained that he was informed that often when the tax base goes up, the levy goes down some. He also explained that the board could, through an attorney, request through the commissioner's office that a request for a levy increase could be made and put on the November ballot for voters to vote on. The motion to accept the tax levy at .0851% was made by Debbie Bowles and seconded by Blenda Moore. All in favor, no opposed, motion carried.

Bill then discussed three resolutions that needed to be voted on and approved. 1. Judy

Willard was an authorized signer for checks. The resolution would remove Judy as an authorized signer, as she has resigned from the board. Motion was made to accept this resolution by Chris Freeman and seconded by Lana Moore. All in favor, no opposed, motion carried.

2. The safety deposit box at Freedom Bank. The resolution was made to remove Darlene Burgher, George Woodward, and Rene White from being authorized to access the box, and to add Bill Alexander, Patty Childress, and Martha Pettegrew as authorized to access the box. Motion was made by Debbie Bowles and seconded by Blenda Moore. All in favor, no opposed, motion carried.
3. Credit card at UMB bank. The resolution is to remove George Woodward as the authorized signer and to add Bill Alexander, Patricia Childress, and Martha Pettegrew. Motion was made by Martha Pettegrew and seconded by Chris Freeman. All in favor, no opposed, motion carried.

Bill then discussed the possibility of all board members receiving lcbdd.com email addresses. This would allow easier communication between the members, information could be shared via email, instead of mailing, etc. He explained that the original cost would be increased from $1,080.00 per year to $1,920.00 per year. However, this price would be actually a little less as one of the board members could take Geneva Blue's email account, now that she was resigning. Motion was made by Blenda Moore and seconded by Patricia Childress. All in favor, no opposed, motion carried.

Zane Clayton and Jeremiah Munton from Globe Life LIberty National benefits gave a presentation on what supplemental insurance programs they have to offer non-profit agencies. (See attached information for more information).

Motion to adjourn the open session and move to a closed session was made by Debbie Bowles and seconded by Chris Freeman. All in Favor. Open meeting was adjourned at 7 pm.

Closed meeting began at 7 pm.

Martha had expressed that she thought it would be a good idea to have all remaining staff come to a board meeting so they could hear from the board that everything is going to continue as it has, no one is going to lose their job from the changes, and that they have the full support and backing of the board members.

Bill discussed his meeting with Dusti and Lindsey, the community center staff, and assured them that there was no way George's words or actions would affect their employment.

Bill also explained that when George left, he had all doors and the shed at the community center re-keyed, the doors at the case management office re-keyed, the doors at the Woodward Learning Center re-keyed, and the post office box re-keyed.

Bill explained concerns regarding the Woodward Learning Center. He is exploring where all the "supplies" that were purchased are currently. He also made the statement that Geneva was allowed to bill mileage to and from home to go to work, where no one else is able to. He also explained that Geneva took 40 people to a Springfield Cardinals baseball game and had no permission slips from guardians, no information on medications, etc. He also discussed that there was no job description for the Learning Center Supervisor position, so they really didn't have much they could hold Geneva accountable for when it comes to specific job duties. He also stated that Geneva was billing for 40 hours a week and no one had a clear picture of what she was doing for the full 40 hours as she was not at the Learning Center for 40 hours.

Bill explained that the community center staff would like to do cooking classes at the Learning Center, if board would allow, until the lease runs out.

Bill explained that George's last check was being issued on August 18, 2023, along with the rest of payroll.

Bill explained that a list of board members would be sent out with the next case management consumer survey, to let consumers and families know that they are able to contact any board member with questions or concerns.

Martha stated again that she thinks the staff should be able to meet with the board and let the board reassure them of the board's support. Bill stated it would be put on the September meeting agenda. CM supervisor will let TCM staff know of the invitation. Bill will let the community center staff know of the invitation.

Bill also stated that the September board meeting they will need to start working on the budget, and they will need to elect officers.

The next board meeting will be September 21, 2023, at 6 pm at the board office. Motion to adjourn was made by Lana Moore and seconded by Chris Freeman. All in favor. Meeting adjourned at 7:50 pm.

The Lawrence County Board for the Developmentally Disabled met on September 21, 2023, at the Lawrence County Board office/Community Center. Members present were William Alexander, Chris Freeman, Ellis Motley, Patricia Childress, Martha Pettegrew and Blenda Moore. Members absent were Debbie Bowles, Sharee Trout, and Lana Moore. The following Guests were present: Kerri Watson, Lori Thomas, Christen Davis, Suzanne DePriest, Patricia Stott, Wanda Lefler, Sherry Bollinger, Michael Armstrong, Lynda painter, Connie VanDerGriff, Tina Dilts, Angela Johnson, Patrick Pettegrew, Scott Young, Sherri Young, Megan Young, Kristine Shanks, Mackenzie Shanks, and Hannah Stewart.

The meeting was called to order at 6:08 pm by Chairman William Alexander.

The board introduced themselves to the TCM, community center staff, and guests present. The TCM's and community center staff introduced themselves. The board expressed their support and appreciation to the TCM and community center staff and assured them that through all the changes in the last couple of months, staff have the board's full support going forward and there are going to be positive changes in the future.

The Meeting minutes for the August 17, 2023 meeting were reviewed. A motion to approve the minutes was made by Chris Freeman and seconded by Ellis Motley. All in favor, no opposed, motion carried.

Lynda Painter from the Barry Lawrence County Development Center gave an update on the building. It is almost done and is fully paid for. She discussed that the city of Monett has given her 6 months to get the landscaping up to city code/standards. She stated the next step of the process is she is going to be requesting a new playground. The cost will be $100,000.00 and she currently has $20,000.00 of that raised. She informed the board that they received notification from MODOT that they will be receiving two new buses. They are Ford transit buses with a high roof, wheelchair lift and adjustable seats. They are allowed to transport up to 10 children at a time, per DESE rules. She is requesting $10,119.00 from the Lawrence County Board as their half, and will be requesting the other half from Barry County Board. This request is over the amount already approved in the past for new buses, as the cost of the buses have increased since the last request years ago. The motion to approve the request was made by Ellis Motley and seconded by Martha Pettegrew. All in favor, no opposed, motion carried. Linda reported that they have been in their current location since 1981 and that they will be having a benefit auction on November 3, 2023. Once they are settled into their new building, they will be having a 50th Anniversary Open House.

The treasurer's report was read by Patricia Childress, vice-chair as the treasurer position is currently vacant. The motion to approve the report was made by Blenda Moore and seconded by Martha Pettegrew. All in favor, no opposed, motion carried.

The next topic of business was the election of officers for the next year. A motion was made by Patricia Childress and seconded by Chris Freeman for Bill Alexander to remain as chairman for the next year. All were in favor, no opposed, motion carried.

A motion was made for Chris Freeman to be treasurer by Blenda Moore and seconded by Martha Pettegrew. All in favor, no opposed, motion carried.

Chris Freeman made the motion to keep the remainder of the positions the same for next year. This would mean that Patricia Childress would be vice-chair and Martha Pettegrew would be secretary. The motion was seconded by Blenda Moore. All were in favor, no opposed, motion carried.

Bill discussed with the board that this board is a team and that all decisions will be made by the group as a whole.

Bill opened the floor to the multiple guests that had come, that were not TCM and community center staff. They asked about the status of the Life Skills Center (Woodward Learning Center). Bill explained that the director will not be replaced at this time as the board is working on a job description and that this was a pilot program and the pilot time is over. The board will be discussing how to best integrate these skills into the community center activities, as that staff was doing many of the same things that the Woodward Learning Center was doing. The guests expressed their concern that the community center requires a staff person with the individual while they are at the center and the Learning Center did not have that requirement. Another guest expressed that there was no set schedule at the community center like there was at the Learning Center and that the individuals they work with that attended the Learning Center now need someone to "do things with them" to fill that space that the Learning Center was filling. Martha explained that when the Community Center was established it was to give adults with disabilities a place to go. She mentioned that the board could look at the rules of when the community center started and possibly change or modify the rules about 1:1 staffing at the community center.

It was also mentioned that the workshop (SWI) had remodeled their break room and put in a kitchen area with the intention of helping with some life skills there, even for individuals that do not work at the workshop.

The board then expressed again that this was a pilot program and that the "pilot" time was over and that they were going to need time to revamp the program a bit and develop a job description for someone that would be over that program. Patricia also explained that it would not be an overnight fix and that it will take some time to get the job description completed and the hiring process completed.

Ellis Motley then made the motion to close the open meeting and move to a closed meeting. Chris Freeman seconded the motion. All were in favor, no opposed and the open meeting closed at 7:09 pm.

CLOSED SESSION:

The board discussed the Woodward Learning Center program and the community center program. Bill explained that the staff of the community center were not allowed to do anything that was similar to the Learning Center activities, such as cooking, etc. Bill also stated that George Woodward made the exception to the 1:1 staff at the Learning Center without discussing it with the board. He also stated that Geneva Blue was hired to do life skills training at the Learning Center building, but spent a lot of her time doing activities outside of the building at other locations like the libraries. He also reported that when he and staff were cleaning out the Learning Center building, there were no permission slips, medical information, etc. for any of the individuals that went on outings through the Learning Center. He also informed the board that money was found and a receipt book was found with the money where Geneva charged PCA staff $10.00 to attend the Springfield Cardinals game this last spring. Ellis Motley made a motion to return the money to the staff that was mentioned in the receipt book. Patricia Childress seconded the motion. All were in favor, no opposed, motion carried.

Bill explained that Dusti and Lindsey tried to do some of the same things, like they had a day where they made bread, and while it was rising and cooking, they assisted the consumers that were in attendance in making their own butter. And when the bread was done, they all had a piece of hot, homemade bread and some of the butter they had helped create. He also informed the board that Geneva became upset and told them that they could not do activities like cooking because that is what she does. Chris Freeman discussed that induction burners could be used at the Community Center and the current tables could be used for prep tables and that the big open area could be used for a cooking class safely.

Bill stated he has requested a copy of the lease for the Learning Center building from the landlady as he believes George signed that lease, and not Bill, and that the landlady has yet to produce a copy.

Ellis Motley made a motion to remove the sign from the Learning Center building. It was seconded by Martha Pettegrew. All in favor, no opposed, motion carried.

Martha reported that when the community center was established, the 1:1 staffing rule was made for liability purposes, as well as trying to keep just anyone that was roaming around the neighborhood from stopping in and spending time and resources there when they were not part of the disabled community.

Bill then presented a handwritten letter from George Woodward, dated August 25, 2023, requesting a copy of the minutes, from both the open and closed sessions, from the March 23rd and July 18th board meetings and bank statements from July. Bill stated that he has reviewed the sunshine law and that he has a call in to the State Attorney's office for clarification on a couple questions, then he will provide George with what he is allowed to receive under the sunshine law. He also stated that the information would be provided when George paid 10

Lawrence County Board for the Developmentally Disabled
Opening Doors Through Coordinating Services

The Lawrence County Board for the Developmentally Disabled met at the LCBDD board office at 6 pm on October 19, 2023. Those in attendance were as follows: Bill Alexander, chairman, Patricia Childress, vice-chair, Ellis Motley, member, Lana Moore, member, Blenda Moore, member, Sharree Trout, member, Suzanne DePriest, guest, and Kerri Watson, guest. Absent members were: Martha Pettegrew, Debbie Bowles, and Chris Freeman.

The meeting was called to order by Chairman, Bill Alexander.

The meeting minutes from the September 21, 2023 meeting were reviewed. A motion to approve the minutes as written was made by Lana Moore and seconded by Patricia Childress. All in favor, no opposed, motion carried.

A modified Treasurer's report was presented. (See attached) Bill Alexander reported that based on the modified Treasurer's report, cash on hand as of 10/19/23 was $368,585.15. The motion to approve the modified Treasurer's report was made by Ellis Motley and seconded by Lana Moore. All in favor, no opposed, motion carried.

Bill then discussed employee salaries and compensation. He explained he is looking at the budget as he is working on it, to try to figure in an appropriate raise in employee salaries for the coming 2024 year. He explained again that the current employees have not had a pay raise in 2 years. He gave the current salaries of each of the different employees, by job title, to the board. He explained that for 2024, TCM salaries will come out of the TCM line item budget and the other salaries of board employees will come out of the Administrative line item budget. He also discussed a "supplemental payroll check to compensate for inflation" for the 8 employees. He requested a one-time check at the next pay cycle for $1000.00 each, which would be a total of $8,000.00. He also explained that it would be a separate electronic deposit from the normal paycheck and taxes would be taken out of it as it is with regular payroll checks. The motion to allow a one-time check for the total of $1,000.00 per employee was made by Patricia Childress and seconded by Lana Moore. All in favor, no one opposed, motion carried.

Bill then discussed the board emails and that the IT person, Austin LeMaster, was supposed to have sent a link and temporary password to anyone that had an email address on the contact list. Bill also gave the link and temporary password to those present. Bill explained to the board members again that the lcbdd.com email address would be secure/encrypted

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and would be a means to get board information back and forth without having to send it all through standard mail.

Bill then informed the members that the board office community center is doing a Thanksgiving lunch on November 14th, 2023. Board members and case managers are invited to attend with the consumer's that choose to come to the event. It will be listed on the community center calendar for November.

Bill then discussed the lease on the Woodward Learning Center building. He explained he spoke to the landlady and that there is no signed lease agreement after June 30, 2023. The previous executive director paid for January through December 2023. Bill explained there is still board property in the building (chairs, an island, and a couple filing cabinets and tables). The sign is down from over the door, but he needs help getting the two signs out by the highway down and getting the rest of the board property from the building. It was agreed that board members would come help on Saturday October 21st at 10 am so that everything would be out of the building and it could be swept and mopped by November 1st. Bill asked if the board wanted to request the immediate refund of November and December's rent, or if they wanted to work with the owners of the building and let them rent it out and then reimburse the board for the two months rent. Lana Moore made the motion to get the property out and the board be reimbursed immediately for November and December's rent and it was seconded by Blenda Moore. All in favor, no opposed, motion carried.

Sharree Trout inquired about the status of the vacant Executive Director position. Patricia Childress suggested that the board consider promoting from within, as it was felt there was someone within the agency currently that is qualified to take the position on. Lana Moore stated she would like to see this person's resume. Ellis Motley stated he felt that the internal applicant could apply like everyone else and the "best candidate" would be chosen. It was discussed that the job posting could be made on Indeed and the local newspaper in Mt. Vernon. Lana Moore made the motion to post the job opening for Executive Director on Indeed and in the Mt. Vernon newspaper for four weeks. The motion was seconded by Patricia Childress. All in favor, no opposed, motion carried.

The next meeting will be held on Thursday, November 30th at 6 pm.

Ellis Motley made the motion to adjourn. Lana Moore seconded the motion. All were in favor, no opposed, motion carried and the meeting was adjourned at 7:08 pm.

cents per page and staff hourly wage for one hour to copy and prepare to mail the information to George.

Bill informed the board that George and Geneva have been paid their last wage paycheck and their vacation time has been paid out. He informed the staff that George was billing $69.00 an hour for 18 hours, and working most of that time from home.

Bill also stated that he has done some research and that the board director is supposed to report to the chairman of the board.

Bill informed the board that current staff has not had a raise in two years and that his first priority with the new budget is to “right that wrong”. He also stated that the board office could use a new cooking stove and that the TCM office could use a refrigerator to be able to put lunches in, instead of a dorm size refrigerator to accommodate 7 - 8 staff members, depending on the day of the week.

Martha stated that the Job description committee should meet before the next board meeting to get a start on the job description for the board director. They have decided to meet on Thursday October 12, 2023, at 6 pm in the basement of the Aurora library.

Bill stated that the next board meeting will be a working meeting to work on personnel manual, budget, and job description.

The next meeting is scheduled for October 19, 2023, at 6 pm at the board office.

Chris Freeman made the motion to adjourn the meeting and Martha Pettegrew seconded. All in favor, no opposed, motion carried and the meeting was adjourned at 8:07 pm.

Lawrence County Board for the Developmentally Disabled

Opening Doors Through Coordinating Services

The Lawrence County Board for the Developmentally Disabled met on November 30, 2023, at the Lawrence County Board office. Members in attendance are as follows: Bill Alexander, Sharee Trout, Patricia Childress, Debbie Bowles, Ellis Motley, Martha Pettegrew, Lana Moore, and Blenda Moore. Member absent: Chris Freeman. The following guests were present: Suzanne DePriest, Kerri Watson, Brittany Brosseau, Susan Miles, Linda Painter, Michael Cassidy, Patty Pippin, Deanna Cerenas, Ashly Hutton, Jeff Robinson, Kaiti Rutledge and Regina Romo.

The meeting was called to order by Chairman Bill Alexander at 6:01 pm

Bill and the rest of the board introduced themselves to the two new case managers at Lawrence County Case Management, Regina Romo and Ashly Hutton. The two new case managers introduced themselves to the board.

The board then reviewed the minutes from the October 19th meeting. Patricia Childress made the motion to accept as written, Ellis Motley seconded the motion. All in favor, no opposed, motion passed.

The treasurer's report for September and October 2023 was read by vice-chair, Patricia Childress, as the treasurer was absent for this meeting. The motion to accept was made by Ellis Motley, seconded by Martha Pettegrew. All in favor, no opposed, motion passed.

Bill talked about the Thanksgiving meal held at the board office for interested consumers that was held on November 14th. It was well attended by consumers, full house, plenty of food, and smiles all around.

Kerri Watson, TCM Supervisor, gave a TCM update. She explained about the consistent turnover of case managers over the last 36 months. She discussed the new case managers appear invested and wanting to be there and are learning how to do the job and are asking many questions. Regina Romo, new case manager, will be taking over her caseload as of 12/1. She talked about what an asset senior case manager, Suzanne Depriest, has been over the last 36 months. She also informed that the last TCM audit went well and the last TCM/Regional Office call on October 24th went well with no issues reported by the regional office. She then discussed attending the Crisis Intervention Team (CIT) meeting on the first Monday of November, and that she will be the speaker at the next CIT meeting on December 11th at the Monett Police Department. She discussed her plan to try to develop and implement a crisis intervention program to help local law enforcement, EMS and fire departments when they go out on a call and encounter an individual with special needs, they can contact us and we can go out and help assist with the special needs individual while they take care of the reason for the emergency.

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Bill then talked about how the Clark Center, led by Brad Ridenour, is going to utilize a part of the old Cox Hospital building in Monett as a shelter for a place for individuals with developmental disabilities and mental health individuals as they often are in hospitals and jails longer than necessary as they have no other place to go for adequate shelter. Bill also explained that Mr. Ridenour may be coming to the board at some point to request some assistance in the form of a grant.

The updated personnel manual was presented and discussed. Changes include the following: an attachment of the LCBDD driving policy, delegation of authority, states that LCBDD/LCCM is a "free will" business, the board will make decisions on termination of employment and the steps required to lead up to that, and the new disciplinary form is included as an attachment. Ellis Motley made a motion to accept the personnel manual as updated, Blenda seconded. All were in favor, no oppose, motion passed.

Bill then discussed that all board members have lcbdd.com emails assigned to them and they are being paid for. If they have not got theirs set up, they are to talk to Bill and he will assist them in where to go and the temporary password to use to get started.

Bill then presented the resolution for the chairman to have the authority to sign and execute 2024 contracts. Debbie Bowles made the motion to accept, Lana seconded. All in favor, no opposed, motion passed.

Bill then discussed the proposed 2024 budget. (See attached). The Administrative budget was discussed first. Bill went line by line to explain each line and the amount requested for each line. The total for the proposed Administrative budget, which includes a $2.00 raise for the two community center employees, comes to $240,924.00. The Targeted Case Management (TCM) proposed budget was then discussed line by line. The total proposed budget, which includes a $2.00 raise for the administrative assistant and $1.00 raise for case managers, comes to $538,400.00. Lana Moore made the motion to increase the add and recruitment total to $4000.00 and have it include resources to get the word out about LCBDD/LCCM services to the community, and accept the two budgets with that change. Martha Pettegrew seconded the motion with the change. All in favor, no opposed, motion passed.

Bill then discussed the Partnership for Hope contract with the Department of Mental Health. The board requested 15 slots, for a total of $185,430.00. Ellis Motley made a motion to accept, Blenda Moore seconded. All in favor, none opposed, motion passed.

Bill then discussed the Related Services Funds. He explained what the funds have been used for in the past. And that it is for consumers that have case management services to utilize if they wish. Last year, it was budgeted as $300.00 per family. Bill would like to increase that amount to $500.00 per family. This would be a total of $66,000.00 requested. Blenda Moore made the motion to accept, Lana Moore seconded. All were in favor, none opposed, motion passed.

Bill then discussed that the budget also included a $90,000.00 emergency fund. He explained money from last year's emergency fund was utilized when a water pipe burst and required payment of a large water bill and replacement of the floor in the board office's office and the executive director's office. Patricia Childress made a motion to accept and it was seconded by Blenda Moore. All in favor, none opposed, motion passed.

At this time, grant requests were discussed. First off, Bill discussed that the sheltered workshop (SWI) received $75,000.00 in 2023 and is requesting $76,000.00 for 2024. Ellis Motley made the motion to approve the request, Patricia Childress seconded, all in favor, no opposed, motion passed.

OATS transportation representative, Jeff Robinson, presented their grant request. He discussed that the grant is broken up into two sections, trips to and from the workshop in Monett, and the rural services. He discussed that the amount requested per hour was increased from $40.00 an hour, to $46.00 an hour. He also discussed that the amount that is being requested is approximately $7,765.00 less than last year as the amount requested for the rural side of the grant has decreased as case management has been able to get more of the rural services put on Medicaid waivers. The grant being requested totals to $71,693.00. Patricia Childress made the motion to pass, Martha Pettegrew seconded. All were in favor, none opposed, motion passed.

Linda Painter, Director of the Barry Lawrence Developmental Center, presented her grant request. She discussed that they are going to move some furniture next week. The goal is to be able to move December 18th and open in the new facility January 8th. She explained the age range currently is 2 ½ to 5 years old and that she currently has 18 children between Barry and Lawrence counties. She reported that the new playground will be put in March 11, 2024 and is fully paid for. She is requesting $40,000.00 to assist with operational expenses. Lana Moore made a motion to approve, Martha Pettegrew seconded the motion. All were in favor, none opposed, motion passed.

Susan Miles, director of Champion Athletes, made her grant request. She reported that they are playing Pickleball, bowling and basketball now. She stated that the rates for bowling have increased so she has asked for an increase in the grant to help cover that cost. She also stated that the individuals involved with Champion Athletes also have community volunteering opportunities that help them learn social skills, communication, and vocational skills. The requested grant was for $5,000.00 The motion was made by Ellis Motley to accept, seconded by Lana Moore. All were in favor, none opposed, motion passed.

Michael Cassidy from music, art and dance therapy made his grant request. He is requesting $107,727.00 for music, $26,000.00 for dance and $29,000.00 for art therapy, for a total grant request of $164,012.00, which is a $16,000.00 increase from the 2023 request. He went on to explain that the increase would help fund a $5.00 raise for the music therapists, from $45.00 an hour to $50.00. Discussion was held as board members had questions about the increase and the assurance that the therapists would actually receive the stated raise. Michael also had stated that they were finally able to hire a Registered Art Therapist and that individual would be utilized as supervisor to help bring the current "art educators" into more of true 'art therapy'. Patricia Childress inquired if all this time the individuals were not actually getting "art therapy". Michael then informed the board that there were no registered art therapists in this area when this program was put in place in 2014. This particular one he has found just recently moved to Springfield from the east coast. Lana Moore discussed she believes that the increase should be approved. When other members of the board asked where that amount of an increase would come from in the budget, she stated that it could be pulled from the emergency fund that was agreed upon earlier in the meeting. Bill asked if the Barry County SB40 board approved the increase. Michael stated they did not. They agreed to approve the same amount that was requested for 2023. Lana Moore made the motion to approve with the increase, Martha Pettegrew seconded the motion. Some of the other board members expressed they were not sure about that move. Chairman Bill Alexander called for a roll call vote. Blenda Moore, Martha Pettegrew and Lana Moore voted yes, Sharee Trout abstained as she did not feel she knew enough about the programs as she is still somewhat new, to make an informed decision, and Debbie Bowles, Ellis Motley, and Patricia Childress voted no. Chairman Alexander made the deciding vote of no. The motion did not pass. Ellis Motley made the motion to approve a grant for the same amount that was approved for 2023 ($147,129.00). Debbie Bowles seconded the motion. Martha Pettegrew voted no. Ellis Motley, Sharee Trout, Debbie Bowles, and Patricia Childress voted yes. Motion passed. Patricia Childress requested to revisit this issue later to know more exactly where the money goes.

Patricia Childress, vice chair, discussed the need to fill the executive director position. She discussed that during the 4 weeks of accepting applications, only two applicants were qualified based on the description presented in the job description, Kerri Watson and Amanda Bradshaw. She then discussed that only one of the applicants met all the designated qualifications, Kerri Watson. She recommended that Kerri Watson be voted in as executive director of the Lawrence County Board for the Developmentally Disabled. Lana Moore and Blenda Moore talked about Amanda Bradshaw, as she is someone that they currently work with at Mt. Vernon School. Her qualifications were discussed compared to Kerri Watson's. Bill Alexander tried to explain that her qualifications working with the Department of Elementary and Secondary Education and school work in special education and working with the Department of Mental Health and adult services were "apples and oranges". Kerri Watson was able to state she has been with case management and working with this population for the last 7 ½ years, and has a good working relationship with the consumers, their families, providing agencies and the regional office. More discussion about the differences between the two applicants was made. Patricia Childress made the motion to accept Kerri Watson as the next executive director and Ellis Motley seconded the motion. Because of all the discussion, Bill asked for a roll call vote. Debbie Bowles, Ellis Motley, Patricia Childress and Sharee Trout voted yes, Lana Moore and Blenda Moore abstained. The motion passed.

Bill then discussed that under the present budget, the executive director salary was budgeted for $53,190.00 and the Case Management Supervisor salary was budgeted for $58,650.00. Bill asked that the two salaries be reversed so that the executive director have the salary of $58,650.00 and the case management supervisor have the salary of $53,190.00. Patricia Childress made the motion to approve, Martha Pettegrew seconded the motion. All in favor, none opposed, motion passed.

The next meeting is scheduled for February 15, 2024 at 6 pm at the Board office.

Ellis Motley made the motion to adjourn, Martha Pettegrew seconded the motion. All were in favor, none opposed. The meeting was adjourned at 8:10 pm.

Lawrence County Board for the Developmentally Disabled
Opening Doors Through Coordinating Services

On December 14, 2023, Lawrence County Board for the Developmentally Disabled Chairman, Bill Alexander, TCM Supervisor Kerri Watson, and Michael Cassidy from Music Therapy Services, Inc. met at 1 pm at the Lawrence County Board office.

Mr. Cassidy explained that he felt due to age and some health reasons, he is going to retire effective December 31, 2023. He stated he mailed the letter to the board on Tuesday 12/12/23. He stated that he was talking to "Deanna" who has worked with him for many years as one of the therapists, and she is excited about the idea of taking the program over from him. He went on to say that he was "pretty sure" she has an LLC due to her private practice. Mr. Cassidy also stated that they are looking to reopen after the holidays on January 2, 2024.

He confirmed with Bill that the two county boards, Barry and Lawrence, paid for all the instruments they were using. He stated that he has an electric keyboard in his office that is his personal one, but all other instruments were purchased with money from the two boards.

Bill asked him about the lease on the current building, and that it was in Mr. Cassidy's name and who would be taking the lease over. Mr. Cassidy stated he thought that the Lawrence County Board would like to take over the lease so "it could not be arbitrarily closed" at any time. Bill explained that the board could not afford to take over the lease and assist with funding the program. Kerri reminded them that the building is on the Barry county side of Monett.

Mr. Cassidy informed Bill that Music Therapy Services was officially declining the proposed and agreed upon grant for 2024. He asked if it could just be rolled over to "Deanna" should she take over officially. Bill stated that he was not in the position to make that call and that he would present the information to the board, once the official letter was received, and it would be up to the board on how they proceed.

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