

**DEVELOPMENTAL SERVICES
OF FRANKLIN COUNTY, INC.**

Date: June 4, 2019

Time: 6:00 p.m.

Place: Administrative Building

Board Present: Ms. Barbara Laberer, Ms. Toni Randall, Ms. Sue Wilmesher, Ms. Lyn Havin via Skype. Mr. David Whitlock present at 6:05 pm.

Staff Present: Ms. Darleen Hainline, Ms. Teresa Barylski, Ms. Clara Wilson, Mr. Larry Ley, Mr. Tom Beck

Guest: Ms. Regina Close

Ms. Barbara Laberer, Chairperson, opened the meeting.

Minutes

MOTION was made by Ms. Lyn Havin, seconded by Ms. Sue Wilmesher, to accept the May 7, 2019 regular session board minutes. Motion carried (3-0).

Treasurer's Report and Finance Committee – Mr. Larry Ley presented April 2019 financial reports. Compared to last year during the same time period we are our income is up by 4% and expenses are down by 1%.

MOTION was made by Mr. David Whitlock, seconded by Ms. Toni Randall, to accept the May 2019 financial reports as presented. Motion carried (4-0).

Executive Director's Report – Ms. Darleen Hainline discussed changes to our pharmacy providers in Union, MO. Research was conducted by Ms. Grace Garlock on the EverSpring Pharmacy and the service is highly recommended by MARF members. The new service will include free MARS and home delivery. A one-year agreement is required, and plans are to begin the new services in July. The Zenefits HR software that was implemented in July 2018 is not working as planned. ADP Workforce Now has an HR platform that will fit our needs and implementation is in process, costs to add services to the current ADP HR module will not exceed costs currently incurred using the Zenefits software. The SB40 will not approve the fiscal year 19/20 funding requests until their June 10 board meeting, our final budget will be presented for approval at the July 2019 board meeting

Ms. Hainline proposed that our board members make a request to the SB40 board members for a gift of the Sullivan House and R. Kruse Building properties in lieu of needed maintenance repairs. Ms. Hainline discussed the email scam being sent to her email address book and the need for additional education for staff. A discussion was held on the current vacation accrual policy.

A recruitment update – a change was made to our Missourian advertisement and we have had great success. Interviews and pre-employment screenings have been conducted on six applicants.

We have scheduled our "Bring your dog to the office" day for June 28. Ms. Havin would like to deliver mini-concrete desserts for all dogs and dog-owners at 3:00pm.

Public Comments – Ms. Close recommended creating video testimonials from current employees and conducting group interviews as ways to improve recruitment efforts.

Program Reports –Early Intervention Director, Ms. Clara Wilson, served 62 families in the 3rd quarter. For the 4th quarter the program is serving 48 families due to the loss of three employees. Since we have added a full-time special instructor and are beginning to build her caseload. A new part-time occupational therapist has joined our team and a part-time speech therapist will begin the pre-employment process next week.

Community Relations Report –Mr. Dennis Kramme presented an update on May activities and upcoming events. ABiLITY attended the Four Rivers LPN job fair and we have received one applicant from the event who is in the interviewing process. In March we submitted applications for two Mo DOT federal grants for two accessible vans. We have received an unofficial notification that the grants will be awarded us. No word on the MEHTAP grant to help offset operational expenses for transportation services yet.

Old Business – Succession Planning Progress – Ms. Hainline presented a status update on the Tri-Metric assessments of the executive team. All assessments have been completed and individual debriefing meetings have been conducting by Mr. Hank Epstein. A group meeting will be scheduled with Mr. Epstein and the executive team and an update will be presented at the next board meeting.

New Business – None

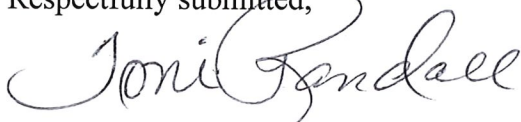
Items for Next Meeting – None

MOTION was made by Ms. Sue Wilmesher, seconded by Mr. David Whitlock, to go into closed session to discuss personnel issue [RSMo 610.021 (3)]. Chair, Ms. Barbara Laberer, conducted a roll call vote to go into closed session. Ms. Toni Randall, Mr. David Whitlock, Ms. Sue Wilmesher and Ms. Lyn Havin voted in favor. Motion carried.

MOTION to adjourn was made by Ms. Lyn Havin, seconded by Ms. Sue Wilmesher. Motion carried (4-0).

Meeting adjourned.

Respectfully submitted,



Ms. Toni Randall

Recorded by,



Ms. Teresa Barylski

ATTACHMENTS

May 2019 Regular Board Meeting Minutes
Financial Statements
ABiLITY Community Relations Report
Three Missourian Publications