

**Madison County Service Coordination, Inc. (MCSC) Board of Directors met in an open meeting on Thursday, August 24, 2017 at 5:30 P.M. The meeting was held at MCSC's building located at 610 S Chamber Drive, Suite B, Fredericktown, MO 63645.**

**CALL TO ORDER**

Dennis Siders called the meeting to order at 5:30 P.M. A verbal roll call was taken.

**Present:** Dennis Siders, Mindy Moore, Shawnett Williams, Anna Berkbuegler, Irvine Rudasill, Jeremiah Dietiker, and Renee' Sargent-Harrison

**Absent:** Eric Hovis and Debby Boone (Board members contacted the office to report they would not be able to attend.)

**Other individuals in attendance:** Eric Giebler (Sullivan Workshop Consultant), Clyde Clifton (Madison County Council for the Developmentally Disabled-MCCDD Director), Frankie Hahn (Madison County Sheltered Workshop -MCSW Director), Steve Head (MCSW President), and Beth Baugh (MCSC Director)

Quorum was established.

**AGENDA**

No additions or deletions to the agenda. Motion was made by Renee' Sargent-Harrison and a seconded by Jeremiah Dietiker to approve August 24, 2017 agenda. No one opposed. Motion approved.

**PRESENTATION BY ERIC GIEBLER**

Eric introduced himself and gave history about his workshop. Eric said his visit at MCSW was good and he was able to observe that all the staff was engaged in their work. Eric believes you need to have profitability and sustainability in the workshop. Eric noticed MCSW was trying to get too much done with not enough staffing, but he did notice that buyers were investing into MCSW and the quotes looked reasonable.

Five recommendations:

1. An organize marketing plan
2. Sales person
3. Set yourself apart (ISO)
4. Investing in management training
5. Clean up areas of processing

**TOUR OF MCSW**

Tuesday, September 5, 2017 at 12 P.M. Board members will take a tour of MCSW.

**MINTUES**

July 18, 2017 minutes were reviewed. A motion was made by Anna Berkbuegler and a seconded by Shawnett Williams to approve the minutes. No one opposed. Motion approved.

**FINANCIAL REPORT**

Financial report was presented by Renee' Sargent-Harrison, Treasurer. Report was reviewed from July 1, 2017 to July 31, 2017. Motion was made by Mindy Moore and seconded by Jeremiah Dietiker to approve the financial report.

**LEASE AGREEMENT**

MCSC presented a lease agreement to MCCDD. The agreement was for MCSC to pay \$2,000 a month for 5 years which included utilities, trash, lawn care, and office space. MCCDD's board requested a change in the lease agreement by increasing the rent to \$3,250 a month and having an annual lease agreement. MCCDD also suggested that should the MCSC Board want to continue to pay \$2,000 per month, they could move to the old side of the building. Dennis Siders discussed his review of the lease agreement with the board members and it was decided that he will attend MCCDD's board meeting August 31, 2017 to respond to the requested changes. Board members agreed that anyone with a key to MCSC will sign a HIPAA/Confidentiality form and an extra key will be put in the lock box outside MCCDD for emergency personnel. Board members also agreed that the landlord will sign a HIPAA/Confidentiality form and requested that walk throughs be done by appointment.

**Missouri Association of County Developmental Disabilities Services (MACDDS)**

All Service Coordinators (SC) and Board Members can attend the MACDDS annual conference on October 26, 2017 in Osage Beach, MO. Last day for registration is September 20, 2017. Any Board Member and SC who would like to attend needs to inform Beth Baugh in email or by phone by September 11, 2017, so registration and hotel accommodations can be made.

**FUNDING POLICY AND FORMS**

Dennis Siders tabled the review and approval of the funding policy and forms to the next meeting.

**TCM REPORT**

Beth Baugh presented the TCM report. She informed the board members starting July 2018, the TCM contract will no longer require TCM's to serve individual without Medicaid. TCM cannot bill clients that do not have Medicaid. The state will allow intake and eligibility, but they will not provide services for them. The Board will need to decide if these services will be invoiced to the SB40 board to reimburse the TCM program for these services.

**FUTURE MEETING**

The next board meeting is scheduled for Thursday, September 21, 2017 at 5:30 P.M. at 610 S Chamber Drive, Suite B, Fredericktown, MO 63645.

A motion was made by Anna Berkbuegler and a seconded by Renee' Sargent-Harrison to adjourn the meeting.

Meeting was adjourned at 7:45 P.M.

Chairmen Signature: 

Secretary Signature: 