

**FRANKLIN COUNTY SB40  
RESOURCE BOARD**

Date: December 14, 2020  
Time: 7:00 pm  
Place: meeting held via telephone

Board Present via phone conference: Mr. Walter Murray Jr., Mr. Larry Sikes, Ms. Colleen Kuenzel, Ms. Laura Conley, Ms. Elaine Holladay, Mr. Paul LaVigne, Mr. Steve Wilmesherr

Board Present in-person: Ms. Linda Sentivany

Board Absent: none

Staff Present in person: Ms. Kimberlyn MacDonald, Ms. Anne Barry, Ms. Amanda Sammet

**Agenda**-MOTION was made by Mr. Larry Sikes, seconded by Mr. Steve Wilmesherr, to approve the agenda. Motion carried (7-0).

**Public Comments**-None

**Minutes**-MOTION was made by Ms. Linda Sentivany, seconded by Mr. Paul LaVigne, to approve the November 9, 2020 meeting minutes. Motion carried (7-0)

**Treasurer's Report**- Ms. Amanda Sammet, Accountant, presented the November financial reports.

MOTION was made by Ms. Laura Conley, seconded by Mr. Steve Wilmesherr, to accept the Treasurer's report as presented. Motion carried (7-0).

**Executive Director's Report**-Ms. Kimberlyn MacDonald reported that the MACDDS Exploration Committee continues to discuss the benefits and challenges of a partnership with the Missouri Association of Rehabilitation Facilities. Ms. MacDonald also reported that COVID liability protection will be discussed further in legislature. Ms. MacDonald reported the on the COVID statistics in the Developmental Disability population, updates on vaccine progress, updates on CARES Act funding, and waiver statistics. Ms. MacDonald announced that the Franklin County Resource Board is participating in the Festival of Trees at St. Peter's UCC and that Henniges Automotive has sponsored two families for Christmas.

**Audit Report**- Mr. Kevin Tochtrop of Tochtrop & Associates presented the audited financial statements for fiscal year 2021.

MOTION was made by Ms. Colleen Kuenzel, seconded by Ms. Linda Sentivany, to accept the auditor's report as presented. Motion carried (7-0).

**Agency Comments/Presentations-** Empac, Mr. Colleen Himmelberg, Executive Director of Empac Employment Services

Mr. Eric Giebler, CEO of Empac Group announced that Mr. Tim Poepsel will assume the role of CEO of Empac Group beginning in January. Mr Giebler reported on the effect that COVID-19 has had on Empac including added expenses, loss of employees, and decreases in referrals. Mr. Geibler also reported that Empac has begun providing transportation services that are billable through the Department of Mental Health. Mr. Giebler reported that Empac has moved to a 100% digital system to include records, training, and virtual capabilities.

**Record Retention Policy and Procedure-**Ms. Kimberlyn MacDonald presented a Record Retention Policy.

MOTION was made by Ms. Laura Conley seconded by Mr. Larry Sikes to approve the Record Retention Policy and Procedure. Motion carried (7-0).

**Funding Applications-**Ms. MacDonald presented changes to the current funding application including that an organization must be an established corporation with a board of directors, has been in business for at least one year, and that an individual receiving funding must reside within Franklin County.

MOTION was made by Mr. Steve Wilmesherr, seconded by Mr. Paul LaVigne to approve the funding application. Motion carried (7-0).

**Old Business-**

- a. Scanning Services Price Revision-Ms. MacDonald presented a revised bid from IMS in the amount of \$20,512.00. Mr. Steve Wilmesherr reported that IMS was able to go through the containers and come up with solutions to reduce the cost. Ms. MacDonald reported that she has worked with IMS to cross reference retention schedules from the Missouri County Boards Records Manual, DMH, and DOR's Regulations. This process reduced the overall total.

MOTION was made by Mr. Paul LaVigne, seconded by Mr. Steve Wilmesherr, to amend the budget to increase the contingency account from \$10,000.00 to \$60,000.00. Motion carried (7-0).

MOTION was made by Ms Linda Sentivany, seconded by Ms. Laura Conley to approve the final payment of \$20,512.00 to complete the IMS scanning project. Motion carried (7-0).

**New Business-none**

MOTION was made by Ms. Linda Sentivany, seconded by Ms. Elaine Holladay, to perform a roll call vote to move into Closed Session per RSMO 610.021 subsection (3) Personnel. Mr. Walter Murray, Jr. performed a roll call vote. Mr. Larry Sikes yes, Ms. Colleen Kuenzel yes, Ms. Laura Conley yes, Ms. Elaine Holladay yes, Mr. Paul LaVigne yes, Mr. Steve Wilmesherr yes, Ms. Linda Sentivany yes.

MOTION passed.

MOTION was made by Ms. Linda Sentivany, seconded by Mr. Paul LaVigne to adjourn the meeting. Motion carried (7-0).

Meeting adjourned.

Respectfully submitted,



Ms. Colleen Kuenzel

Recorded by,



Ms. Anne Barry

**ATTACHMENTS**

November Financial Reports  
Executive Director Report  
Audit Report  
Record Retention Policy  
Funding Applications  
IMS Scanning Bid  
Missourian Publications