



CITIZENS SUMMARY

Findings in the audit of the Stone County Developmental Disability Board

Sunshine Law	The Stone County Developmental Disability Board did not always ensure compliance with the Sunshine Law. The Board's Operations and Finance committees did not prepare meeting minutes; did not always provide notice of the time, date, and place of each meeting; and did not prepare or provide tentative agendas. The Board did not always discuss allowable topics in closed meetings. The Board discussed and voted to increase the Executive Director's salary from \$90,000 to \$125,000 annually in the December 21, 2023, closed meeting, which is a specifically prohibited closed meeting topic under the Sunshine Law.
Building Construction	The Board did not comply with state law when procuring a construction manager for construction of a facility to house all Board operations, including programs supporting the developmentally disabled and administrative functions. The Board solicited proposals from construction managers for the facility using the construction manager-at-risk method outlined in Section 67.5050, RSMo, and in March 2024, awarded a contract to a construction manager for a guaranteed maximum price of \$2.75 million. However, Section 67.5050(2), RSMo, allows this procurement method only for building projects that exceed \$3 million.
Electronic Communication Policy	The Board's records policy does not include all forms of electronic communication in compliance with the Missouri Secretary of State Records Services Division guidance, as approved by the Missouri Local Records Commission. The Board's policy covers email, but does not cover text messages or other electronic communications.

In the areas audited, the overall performance of this entity was **Fair**.*

*The rating(s) cover only audited areas and do not reflect an opinion on the overall operation of the entity. Within that context, the rating scale indicates the following:

- Excellent:** The audit results indicate this entity is very well managed. The report contains no findings. In addition, if applicable, prior recommendations have been implemented.
- Good:** The audit results indicate this entity is well managed. The report contains few findings, and the entity has indicated most or all recommendations have already been, or will be, implemented. In addition, if applicable, many of the prior recommendations have been implemented.
- Fair:** The audit results indicate this entity needs to improve operations in several areas. The report contains several findings, or one or more findings that require management's immediate attention, and/or the entity has indicated several recommendations will not be implemented. In addition, if applicable, several prior recommendations have not been implemented.
- Poor:** The audit results indicate this entity needs to significantly improve operations. The report contains numerous findings that require management's immediate attention, and/or the entity has indicated most recommendations will not be implemented. In addition, if applicable, most prior recommendations have not been implemented.



Recommendations in the audit of the Stone County Developmental Disability Board

Sunshine Law

The Board of Directors:

- 1.1 Ensure minutes are prepared for all Board committee meetings and notices and agendas are provided to the public as required by state law.
- 1.2 Ensure only topics allowed by state law are discussed in closed meetings.

Building Construction

The Board of Directors ensure compliance with state law when procuring building construction.

**Electronic Communication
Policy**

The Board of Directors update the records policy to address all forms of electronic communications management and retention to comply with Missouri Secretary of State Records Services Division electronic communications guidelines.