

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Board Meeting Minutes
Tuesday, January 24, 2017 – 6:00 P.M.
801 W. Union Street, Athens, OH 45701

The Mission of the Athens County Board of Developmental Disabilities is to enhance the quality of life for individuals by encouraging integration and independence, fostering partnerships, and advocating for individual rights.

1. Margaret Demko called meeting to order at 6:00 p.m.
2. Ruth Robertson did roll call.

ALLEN	Present
BOND	Present
DEFOREST	Present
DEMKO	Present
HUTZEL	Present
JOLLEY	Present
MILLER	Present

Staff in Attendance:

Kevin Davis	Superintendent
Becky Martin	Director of Education
Steve Kramer	Director of Finance
Doug Mitchell	Director of Employment Options
Autumn Brown	ATCO Transition Manager
Mark Cullison	Adult Service Director
Dick Suehrstedt	Director of Service and Support
Butch Withem	Facilities and Transportation Manager
Ruth Robertson	Executive Assistant to Superintendent
Gwen Brooks	Director of Human Resources
Katie Evans	Medicaid Manager
Carol Janes-Tinkham	Business Clerk/Administrative Assistant

*See sign-in sheet for full list of attendees.

3. Mission statement read by : Rebecca Miller
4. Motion to approve Agenda.

MOTION#	01-24-01
MOTION:	ALLEN
SECOND:	JOLLEY
AYES:	ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER
CARRIES:	YES

5. Motion to approve December 6, 2016 Regular Board Meeting Minutes. (Exhibit 1, Pages 1-5).

MOTION# 01-24-02
MOTION: MILLER
SECOND: HUTZEL
AYES: ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER
CARRIES: YES

6. Motion to approve ABEA Union contract effective February 22, 2017 through February 21, 2019 pending approval from Prosecuting Attorney. (Exhibit 2, Pages 6-77).

Gwen Brooks presented a summary sheet to board members so they could see what changes had been made to contract. Kevin explained that the changes were small and procedural. He noted that section 8.01 and 8.03 explained the wage increase for 2017 and 2018. The other section on of importance was 8.14.D Severance Pay. Kevin stated that this contract will carry us through the closing of ATCO in 2018. Staff members who stay through the 2018 closing will receive 90 days severance pay as well as health insurance. There was one staff member who was short 10 months of being able to retire so the bargaining unit agreed to let that person work the additional 10 months so they could receive their retirement. That person will not be eligible for the 90 day severance package. In section 10.06 the contract was changed so that any new staff person hired at PersonnelPlus after 11/15/16 will work a 260 day contract instead of a 227 day contract. Autumn stated that management and labor groups agreed to form a committee to assistant staff in helping them with their transition.

MOTION# 01-24-03
MOTION: ALLEN
SECOND: MILLER
AYES: ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER
CARRIES: YES

7. Motion to approve OACB membership dues. (Exhibit 3, Pages 78-79).

MOTION# 01-24-04
MOTION: JOLLEY
SECOND: DEFOREST
AYES: ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER
CARRIES: YES

8. Motion to approve short term admission contract with GDC. (Exhibit 4, Page 80).

MOTION# 01-24-05
MOTION: MILLER
SECOND: DEFOREST
AYES: ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER

CARRIES: YES

9. Motion to approve Superintendent Professional Development Plan. (Exhibit 5, Page 81).

MOTION# 01-24-06

MOTION: JOLLEY

SECOND: HUTZEL

AYES: ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER

CARRIES: YES

10. Motion to approve moving cost for PersonnelPlus to move to the Market on State. (Exhibit 6, Page 82).

Kevin stated the cost to renovate the space at the Market on State would be \$25,000.00. The \$25,000 for renovations will consist of a glass store front for confidentially purposes, 2 office spaces in the back, a conference room, new flooring and new office space lights. Jason Jolley asked if the funds had been budgeted. Steve stated that there had been \$400,000 moved into the capital improvement fund last year and there was still enough money to cover the cost of the renovations. It was felt that paying for the renovations up front would be the best and this would help keep the monthly rent cost down.

MOTION# 01-24-07

MOTION: JOLLEY

SECOND: MILLER

AYES: ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER

CARRIES: YES

11. Motion to approve SOCOG contract pending approval from Prosecuting Attorney. (Exhibit 7, Pages 83-89).

Kevin stated that we currently use SOCOG for certain services. The cost has gone down this year due to hiring of a different MUI Coordinator. Kevin brought up the possibility of switching to another agency to provide services called Mid-East Ohio Regional Council (MEORC). He stated that SOCOG and MEORC provide the same kind of services. It is not that we are not happy with the services that SOCOG is providing it just that MEORC is much more advanced in the services they provide. Kevin stated that over the next year we are going to explore the transition from SOCOG to MEORC.

MOTION# 01-24-08

MOTION: MILLER

SECOND: DEFOREST

AYES: ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER

CARRIES: YES

12. Motion to approve contract with Tanya Chiles, Benefits Consultant from January 1, 2017 through June 30, 2017. (Exhibit 8, Pages 90-95).

MOTION# 01-24-09
MOTION: BOND
SECOND: JOLLEY
AYES: ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER
CARRIES: YES

13. Motion to approve \$2,683,170 in Medicaid expenditures. (Exhibit 9, Page 96).

MOTION# 01-24-10
MOTION: ALLEN
SECOND: JOLLEY
AYES: ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER
CARRIES: YES

14. Motion to approve contract for Accreditation Services with Mid-East Ohio Regional Council pending approval from Prosecuting Attorney. (Exhibit 10, Pages 97-106).

Kevin stated this was our year to go through accreditation. The accreditation team that comes will be here for 6 to 7 days reviewing files with the accreditation probably taking place sometime in July. It was felt with all the new staff in the different departments that utilizing the accreditation services that MEORC offers would be beneficial. MEORC would come sometime in February or March to do a mock review. MEORC staff will highlight our weakness and will work with us until the time of the review. During our actual accreditation review there will be a team from MEORC on site.

MOTION# 01-24-11
MOTION: MILLER
SECOND: DEFOREST
AYES: ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER
CARRIES: YES

15. Employment Navigation Position. (Exhibit 11, Pages 107-110).

Doug Mitchell proposed that the ACBDD would like to implement a new full-time Employment Navigation Position which would be titled Employment Options Coordinator. This person would need to have a SSA Certification. This would be a neutral position and this individual's roll would be to help coordinate employment services for individuals from start to finish regardless of which vendor they selected. The person would need to have knowledge of the specific employment related support services. The position is able to be funded under the billable function under targeted case management. It is felt that the position would be best placed under the Employment Options division instead of the SSA Department. The board had concerns

about how much billing we could draw down to help with the cost of this position. The board would like to make sure we are not missing funds that are billable and also not taking funds away from others areas. The board asked Doug to find a county that is close to the size of our county to see what kinds of funds they are able to draw down. The board also asked that Doug get reports from both unions on any concerns. Once the information has been obtained the board would like Doug to report back.

16. Waiver Kick off updates. (No exhibits) – Katie Evans

Katie stated that in 2017 we would be forming a Waiver Work Group. It will be a series of four sessions with the goal of reviewing where we are, where we've been and where we are headed. The first session will be an overview on where we are, where we've been. The next three will cover three inter related areas; our waiting list, how we enroll an allocate waivers and our non-wavier supported living accounts. The hope is to come away with outcomes and direction, an office guide of policy and procedures and decision for 2017 and moving forward. The committee is open to all our stakeholders, board members, parents, and family members. It is very important that we have a unified front on how we allocate waivers and to help the community and families to understand what the options are available and how the waiting list and supported living works. The first meeting will take place sometime in February.

17. Board Reports:

a. Superintendent, Kevin Davis. (Exhibit 12, Pages 111-126).

Kevin presented a drawing of a few additional items that were not covered in the original bid for the new entry way and parking lot that was already board approved. The following items to be added are lights for the parking lot, a catch basin and an additional 16 parking spaces. This will give us a total of 32 parking spaces. Kevin asked that the board accept the revised estimate as the new plan.

Motion to approve estimated cost for parking construction and entryway.

MOTION# 01-24-12
MOTION: MILLER
SECOND: ALLEN
AYES: ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER
CARRIES: YES

Kevin updated on the Kids on Campus Summer Program. He stated that it is a five week summer program and the KOC has agreed to hold fifty spots for the students who attend Beacon School. KOC would use beacon school to serve around 100 students total. The students would be provided with 2 meals, snacks and transportation. Kevin stated that it would cost around \$1000.00 for each beacon student to attend. Kevin stated that there are a lot of details still to be worked out.

b. Director of Education, Becky Martin. (Exhibit 13, Pages 127-134). Report Stands.

- c. Director of Finance and Operations, Steve Kramer. (Exhibit 14, Pages 135-139, Exhibit 15, Pages 140-145, Exhibit 16, Pages 146-150). Steve gave a detailed explanation of the revenue and expenditures for the year. Steve stated we ended the year with a 29% carryover.
- d. Director of Service and Support, Richard Suehrstedt. (Exhibit, 17, Pages 151-152) Report Stands.
- e. Director of Employment Options, Doug Mitchell. (Exhibit 18, Pages 153-160). Report Stands.
- f. ATCO Transition Manager, Autumn Brown. (Exhibit 19, Pages 161-164). Autumn updated that they have received 11 RDP letters of intent in regards to who will take over as host of Passion Works. There will be an informational form held for all applicants who submitted a letter of intent in early February. Final Proposal will be due in late February. The ATCO Board along with a screening committee will review all proposals and hope to make the final decision by April 1st.
- g. Director of Facilities and Transportation, Butch Withem. (Exhibit 20, Page 165). Report Stands.

18. Comments from Visitors relative to agenda.

19. Comments from Unions relative to agenda.

20. Comments from Board relative to agenda.

Margaret Demko stated that registration was open for anyone interested in attending the DD Advocacy and Awareness day on March 8th at the Statehouse. Margaret Hutzel stated she has been asked to sit on the State of Ohio DD Council. Her name was sent last fall to the Grosvenor's office and she should know by their March meeting if she has been accepted.

21. Motion to enter into Executive Sessions per ORC 121.22 (G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of public employee or official.

MOTION# 01-24-13
 MOTION: ALLEN
 SECOND: JOLLEY
 AYES: ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY
 CARRIES: YES

Entered into executive session at 7:48 p.m.

22. Motion to return from Executive Session.

MOTION# 01-24-14
 MOTION: DEFOREST
 SECOND: JOLLEY
 AYES: ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY
 CARRIES: YES

Returned from executive session at 8:25 p.m.

23. Motion to approve a 4% increase in annual salary for non-union employees who were employed on or before October 1, 2016. The raise will be effective on the first day of the next pay period. This will affect non-union employees, administrative assistants, managers, janitorial, transportation, building services and mechanics with the exception of the Superintendent.

MOTION# 01-24-15
MOTION: JOLLEY
SECOND: ALLEN
AYES: ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY
CARRIES: YES

24. Motion to adjourn.

MOTION# 01-24-16
MOTION: BOND
SECOND: JOLLEY
AYES: ALLEN, BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY
CARRIES: YES

Meeting adjourned at 8:30 p.m.