

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
Board Meeting Minutes  
Tuesday, August 22, 2017 – 6:00 P.M.  
801 W. Union St., 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 Hutzel called meeting to order at 6:05 p.m.
2. Carol Janes-Tinkham performed roll call.

ALLEN	Present
BOND	Present
DEFOREST	Present
DEMKO	Absent
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
Mark Cullison	Adult Service Director
Dick Suehrstedt	Director of Service and Support
Autumn Brown	ATCO Transition Manager
Gwen Brooks	Human Resource Manager
Butch Withem	Facilities and Transportation Manager
Katie Evens	Medicaid Manager
Carol Janes-Tinkham	Business Clerk

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

3. Rebecca Miller read Mission Statement.
4. Motion to approve Agenda.

MOTION#:	08-22-01
MOTION:	ALLEN
SECOND:	DEFOREST
AYES:	ALLEN, BOND, DEFOREST, HUTZEL, JOLLEY, MILLER
CARRIES:	YES

5. New Business:

- a. Motion to approve June 27, 2017, Regular Board Meeting Minutes (Exhibit 1, Pages 1-7).

MOTION#:	08-22-02
MOTION:	JOLLEY

SECOND: DEFOREST  
AYES: ALLEN, BOND, DEFOREST, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

- b. Motion to approve Admission Agreement with GDC (Exhibit 2, Pages 8-15).

Kevin added this is a standard agreement that we enter into every year. The agency uses the GDC on a rare occasion, when we have individuals who are in need of respite, have extensive needs, or if the current setting is unable to properly care for an individual.

MOTION#: 08-22-03  
MOTION: MILLER  
SECOND: DEFOREST  
AYES: ALLEN, BOND, DEFOREST, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

- c. Motion to approve ABEA-ACBDD Memorandum of Understanding (Exhibit 3, Pages 16-17).

Gwen added that before this current contract, contracts were for three years and followed the school schedule, August to August. However, at one point, the contract was approved for 2.5 years, which had it ending in the middle of the school year. This created havoc and confusion on the part of staff and administration. We worked with ABEA on this MOU, which will extend the current contract through August, with the same ending year (2019). This will put us back on the regular academic schedule. To do this, we've agreed to a rate increase by half a percent for that half the year, but not a step increase. Gwen stated this move back to the academic calendar will save the agency time and money in the long run.

A board member asked how we got on this alternate schedule. It was stated that it's unclear how we got to that point. Kevin added the union has been involved with this process since the beginning.

MOTION#: 08-22-04  
MOTION: JOLLEY  
SECOND: MILLER  
AYES: ALLEN, BOND, DEFOREST, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

- d. Motion to approve proposed changes to the ACBDD MUI Policy and Procedure (Exhibit 4, Pages 18-70).

Kevin added this police was last updated in 2014. Our current MUI Coordinator has updated the policy to be in compliance with current rules and regulations.

MOTION#: 08-22-05  
MOTION: JOLLEY  
SECOND: DEFOREST

AYES: ALLEN, BOND, DEFOREST, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

- e. Motion to approve providing \$3,000 as local match toward the 2018 Mobility Management Grant, managed by HAPCAP (Exhibit 5, Pages 71).

Kevin added the agency has supported this grant for several years. He recommended we continue to support it, because so many of the individuals we serve use Athens Public Transit. Our matching dollars help sustain the program's existence.

MOTION#: 08-22-06  
MOTION: BOND  
SECOND: JOLLEY  
AYES: ALLEN, BOND, DEFOREST, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

- f. Motion to approve raising the hourly rate of all current and new Substitute Van Drivers/Custodians from \$10 to up to \$13.50, to assist with recruitment (Exhibit 6, Pages 72-73).

Kevin referenced the handout in the packet, noting where our hourly rate has stood in comparison to other counties. He highlighted the fact that the posting has been up since June 16, and we have received no applications. The proposed increase will hopefully have an impact. If it does not, we'll reevaluate.

The initial motion asked for an increase from \$10 to \$12. A board member asked if we could authorize up to \$13 or \$13.50. He stated this could give the staff some flexibility. Other board members agreed.

Kevin and Gwen added that would be helpful. There was additional discussion about internal equities.

The motion was updated to include the following language, "up to \$13.50."

MOTION#: 08-22-07  
MOTION: JOLLEY  
SECOND: MILLER  
AYES: ALLEN, BOND, DEFOREST, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

- g. Motion to approve Personnel Policy 4.5 Staff Training & Professional Development, which replaces and combines the following policies - 4.4 Training, 4.5 Staff Ongoing Training, and 6.7 Professional Leave (Exhibit 7, Pages 74-79).

Gwen added this combines and simplifies the three policies into one. She provided a "clean" version to board members as a handout.

MOTION#: 08-22-08  
MOTION: DEFOREST  
SECOND: JOLLEY

AYES: ALLEN, BOND, DEFOREST, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

- h. Motion to approve contract with Buckeye Community Services (Exhibit 8, Pages 80-90).

Kevin added this is an annual contract. The agency provides BCS four slots per year for their individuals who live in an ICFMR and come to our day program. They reimburse us for those services. We've had a small increase this year.

MOTION#: 08-22-09  
MOTION: MILLER  
SECOND: ALLEN  
AYES: ALLEN, BOND, DEFOREST, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

- i. Discussion on agency's accreditation

Kevin added that before the board meets again, we will have gone through our accreditation.

Dick added there are many moving parts. We received our final sample in late July. The sample includes 16 individuals. Of those, three are from Early Intervention. The rest are adults. There are five individuals who have intensive behavioral support requirements. This is a focal point for the department, as they want to ensure we're monitoring restrictions properly. They also want to go out and meet with individuals who are employed in the community, given the focus on Employment First. Dick stated we have a good story to tell there. He added he continues to work with the SSA staff and others to fine tune the documents. He's also working on preparing for the entrance meeting, which will include numerous presentations and a video montage. A significant piece to our preparation was ensuring all of the individuals in the sample were transitioned to the Imagine ISP process. That is complete. A roadmap for how the rest will be transitioned has been finalized. MEORC has been very helpful in getting us ready.

Kevin added MEORC's first assessment was not very positive. The second assessment was much better.

- j. Discussion on agency's MEORC and SOCOG

Kevin added this has been an ongoing discussion. We are still not ready to make a recommendation. We've met with a few additional staff members, from both MEORC and SOCOG. By October, we'll have a recommendation. Kevin said the priority is to identify the organization that will best meet our needs, while still being fiscally responsible. It is clear that MEORC will be substantially more expensive. But their services may be a higher quality.

- k. Discussion and update on official Ribbon Cutting and Open House

Doug added we would love to have board representation at the event. He said not only is the location more professional, it is also in a better place to be visible to the public.

Kevin added this is an important event, and that we are all excited about the Open House.

I. Tour of playground

Board members took a tour of the three new playgrounds. Kevin added we are incredibly proud of this project. He said he doesn't think people realize how important it is for the students we serve. What we had was not the best, not the safest equipment. Today, the students had the opportunity to play on the equipment for the first time. It was obvious they were thrilled. He added that we felt strongly that the students we serve deserve the best. He said he thinks we now have one of the finest set of playgrounds in all of Southeast Ohio's public or DD schools. He extended a thank you and his appreciation for the support of the board allowing us to proceed with this project. We are all proud to have it.

6. Board Reports:

a. Superintendent, Kevin Davis. (Exhibit 9, Pages 91-104).

Report stands. A board member commented that there are so many positive changes here at the agency.

b. Director of Education, Becky Martin. (Exhibit 10, Pages 105-108).

Report stands. She highlighted the fact that we have struggled to hire and retain educational aids. To help with this issue, the ESC has agreed to raise the starting salary for those by \$2/hour. If staff then complete a particular set of trainings, they will get steps, as well. The hope is that these changes will help attract and retain good people for our students. She added we have good people in place, and that we would like to keep them.

A board member commented that she's glad to hear of this salary increase.

Kevin added that the educational aides are some of the hardest working staff members. For them to receive this pay increase is tremendous.

c. Director of Finance and Operations, Steve Kramer (Exhibit 11, Pages 109-119).

Report stands. He made a few brief comments about pass-through funding, revenue and expenses.

d. Director of Employment Options, Doug Mitchell. (Exhibit 13, Pages 122-128). Report stands.

e. Director of Service and Support, Richard Suehrstedt. (Exhibit 12, Page 120-121).

Report stands. He highlighted the status of the Echoing Meadows transition. He stated that we work collaboratively with the department to do daily drop-in visits at the ICF on Union Street, as they transition their residents to the two six-bed homes. There are still seven individuals at Echoing Meadows. They will be moved into waiver homes by October. Those who have moved out are extremely pleased. Their attitude and environment is positive. If we haven't been to one of the new facilities, he suggested that board members visit. They are all lovely facilities, and the individuals appear to be much happier.

Kevin echoed that the transition has been very positive and the homes are immaculate.

A board member agreed. She also asked if Echoing Meadows will be completely empty after October. Dick confirmed yes, it will be.

- f. ATCO Transition Manager, Autumn Brown. (Exhibit 14, Pages 129-134).

Report stands. She highlighted that Passion Works has officially transitioned to Creative Foundations. There is still some work left to do. We've hit the halfway point for ATCO. She stated she's impressed with the amount of time and effort staff have put into the Passion Works transition. And everything has gone smoothly and is always person-centered. Nancy Epling, who was ATCO Community Inclusion Specialist, was selected to be new director of Passion Works. Autumn noted this is part of the transition plan – ensuring displaced workers have other employment.

Kevin added that we are in the middle of a forced three-year transition. He commended Autumn and her team for doing an exception job with a very difficult task. He said he doesn't think we could have handled this transition any better, and this goes back to leadership of Autumn and Mark. Kevin added that we recognize we could see some tension as the end date gets near, but he is confident in our team.

A board member added it does seem to be going very smoothly. Rebecca Miller added she appreciated that we have paid as much attention to our own personnel as we have the individuals we serve.

- g. Gwen Brooks, Director of Human Resources. (Exhibit 15, Pages 135-137).

Report stands. She highlighted the OPERS change. This will impact a number of our employees. She has made arrangements to meet with the effected staff members to explain and answer any questions. She continues to consult with OPERS to better understand employee options.

- h. Director of Facilities and Transportation, Butch Withem. (Exhibit 16, Page 138).

Report stands. Kevin added KOC finished up and gave kudos to Butch and his team for making that a seamless project. It was very well organized. No transportation issues all summer.

7. Comments from Visitors relative to the agenda.
8. Comments from Unions relative to the agenda.
9. Comments from the Board.
  
10. Motion to enter into Executive Session per ORC 121.22 (G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of public employee or official.

MOTION#: 08-22-10  
MOTION: ALLEN  
SECOND: JOLLEY  
AYES: ALLEN, BOND, DEFOREST, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

11. Motion to return from Executive Session at 7:50 p.m.

MOTION#: 08-22-11  
MOTION: MILLER  
SECOND: JOLLEY  
AYES: ALLEN, BOND, DEFOREST, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

12. Motion to adjust the salary of the Director of HR to an identifiable state average, effective the beginning of the next pay period.

MOTION#: 08-22-12  
MOTION: JOLLEY  
SECOND: BOND  
AYES: ALLEN, BOND, DEFOREST, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

13. Motion to adjourn at 7:55 p.m.

MOTION#: 08-22-13  
MOTION: DEFOREST  
SECOND: JOLLEY  
AYES: ALLEN, BOND, DEFOREST, HUTZEL, JOLLEY, MILLER  
CARRIES: YES