

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Board Meeting Minutes
Tuesday, Sept. 26, 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. Call to Order – Margaret Demko, Board President.
2. Roll Call – Arian Smedley.

ALLEN	Absent
BOND	Present
DEFOREST	Present
DEMKO	Present
HUTZEL	Present
JOLLEY	Present
MILLER	Present (arrived just after roll call)

(No roll call necessary) Administrative Staff in Attendance:

Kevin Davis	Superintendent
Becky Martin	Director of Education
Steve Kramer	Director of Finance
Dick Suehrstedt	Director of Service and Support
Autumn Brown	ATCO Transition Manager
Butch Withem	Facilities and Transportation Manager
Mark Cullison	Adult Service Director
Katie Evens	Medicaid Manager
Arian Smedley	Executive Assistant to the Superintendent

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

3. Margaret Demko read Mission Statement.
4. Motion to approve Agenda.

MOTION#:	09-26-01
MOTION:	JOLLEY
SECOND:	DEFOREST
AYES:	BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER
CARRIES:	YES

5. New Business:

- a. Motion to approve Aug. 22, 2017, Regular Board Meeting Minutes (Exhibit 1, Pages 1-7).

MOTION#:	09-26-02
MOTION:	MILLER
SECOND:	HUTZEL

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

- b. Motion to approve contract with Steve Koch, pending Prosecuting Attorney approval (Exhibit 2, Page 8).

Davis provided a handout with additional details of Koch's contract. He stated we currently have a contract with him for a maximum of 100 hours. Koch has worked nearly 75. Davis added it's anticipated he'll need an additional 40 hours to finish the year. Davis added Koch is doing an amazing job. Koch is hosting regular PPAAC Council Meeting, was present at the booth at the Athens County Fair, hosted two fundraisers that generated nearly \$1,000 for the PPAAC. He's re-energized the council. The next big event is the council's 25th anniversary, which is scheduled in October.

Demko added that Koch is doing an exceptional job. She added Koch started the council 25 years ago.

MOTION#: 09-26-03
MOTION: HUTZEL
SECOND: DEFOREST
AYES: BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER
CARRIES: YES

- c. Motion to approve contract with Sally Biancone, pending Prosecuting Attorney approval (Exhibit 3, Pages 9-11).

Davis stated this request is similar to Koch's. He provided a handout with details of Biancone's contract. He added that she has been an invaluable resource for the Board. She worked for a long time as the Executive Assistant to the Superintendent, and she now helps by taking photographs and creating the Beacon School yearbook.

Martin added she's attends nearly every school event.

Davis stated we had a maximum of 100 hours of her time written into the contract. We'd like to increase her hours and put the contract on the academic calendar, effective July-June.

Miller asked if both positions would be needed long term.

Davis stated we can't know with certainty. He stated it is likely that the contract with Koch would be longer term, as long as he's willing to continue with the Board. Biancone's contract may not be. With Smedley employed with the Board now, it's very possible for her to take on some of those responsibilities. But, he added, we'd like to have one more year with Biancone.

MOTION#: 09-26-04
MOTION: DEFOREST
SECOND: JOLLEY
AYES: BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER
CARRIES: YES

- d. Discussion on agency's flood insurance renewal (Exhibit 4, Pages 12-14).

Kramer stated this policy was originally purchased in 2013 for \$5,500. The next year, it increased to \$7,000, and then to \$8,200. Last year, we contacted the County Commissioners if we could avoid

renewing. They indicated they would prefer we continue coverage. Kramer then shopped for a new plan, and he found a much better deal costing the Board \$2,900. He assured the Board this is still an adequate plan that's tied to FEMA. The renewal presented to the Board is a renewal of the most recent plan, at a cost of \$2,787.

Demko pointed out the renewal runs through November 2018. Given this is coverage for the ATCO building, she asked if there's concern that there would be one month with no coverage to the building for one month (ATCO closes in December 2018).

Davis stated we still don't have final plans for what will happen to the building after December 2018. It's still possible the Board will remain in that building for a period of time after December 2018. The option at that point would be to renew again for one year or partial year.

MOTION#: 09-26-05
MOTION: MILLER
SECOND: DEFOREST
AYES: BOND, DEFOREST, DEMKO, HUTZEL, JOLLEY, MILLER
CARRIES: YES

e. Discussion and update on the agency's accreditation.

Davis reminded the Board we've been preparing all year for accreditation review, and it has been completed. He complimented Suehrstedt on his management of the process.

Suehrstedt stated the Plan of Correction is due next week. He added it was a very positive experience. The surveyors were especially impressed with the entrance conference. The SSA team should be commended for their efforts in getting that together.

Suehrstedt added we did receive four citations.

- 1) The first was somewhat of a combined citation: Surveyors were concerned about how an individual's plan described use of sharp instruments at home versus at work (ATCO). At home, individual was restricted. But at ATCO, there were no restrictions. Surveyors asked that we address that discrepancy.

They would also like to address outcomes in our new plans. Suehrstedt stated that this point is part of the growing pains of transitioning to IMAGINE. Surveyors would like us to make sure we're going beyond maintenance goals. The SSA team should help individuals identify and meet new goals.

- 2) This one was specifically around a behavioral support plan for an individual who uses a gait belt. Surveyors would like us to better explain the role of staff and when to use the belt. Surveyors recommend more clarity.
- 3) This is related to citation Number 2. Surveyors also recommended we remove language about how the belt is also used to help keep individual steady. This is not a behavioral element and not necessary to document as such.
- 4) Lastly, surveyors recommend that ATCO improve their service delivery documentation. They stated it's clear when an individual comes to work. It's unclear what individuals do once there.

Davis added with close to 600 people we serve each year and to only receive four citations is impressive. Those four are minor and easily fixable. In addition, it is expected we will receive our three years of

accreditation, which is the highest the state will approve. The surveyors were happy and complimentary. MEORC stated it was the most inspiring entrance conference they had ever seen. The Board should be proud of what we were able to accomplish.

Demko congratulated everyone on their hard work.

- f. Set dates for November and December meetings.

Davis reminded the board that we're only required to meet 10 times in a year. We did not meet during the month of July. And to meet our obligation, we're only expected to meet in October and then one more time. Traditionally, we've combined the November and December meetings. He stated the Board must decide if they'd like to do that again, and if so, what day.

After brief discussion, Board members decided to host their final meeting of 2017 on Nov. 28th, the same day as the regular board meeting. There will be no December meeting, unless there is a need.

6. Board Reports:

- a. Superintendent, Kevin Davis (Exhibit 5, Pages 15-28).

Davis stated in a span of just a few weeks, we've had the playground unveiling, accreditation review and the Personnel *Plus* Open House. That's impressive. Those are all positive things that resulted in great press.

Davis provided update on the levy committee's activities.

He mentioned OACBs membership dues increase. This is the first increase in many years. It will go up by 3%, which translates into a \$270 increase.

Lastly, Davis mentioned that the October meeting will be the last meeting before his performance evaluation will be due. Smedley will help coordinate. We'll also likely schedule an executive session for next meeting. After brief discussion, Board members decided to schedule a Special Meeting before next board meeting. Demko added that it'll be imperative to complete before November for two reasons. The first, the evaluation is due in November. The second, if she wins her Board of Election seat, she may have to step down from board. Her preference is to complete evaluation before General Election.

- b. Director of Education, Becky Martin (Exhibit 6, Pages 29-32).

Martin praised the Early Intervention team on their performance during accreditation. The EI team had no citations. Surveyors went out of their way to say how impressed they were with our EI team.

Martin added they hosted the Friends, Family and Grandparents Day on the 22nd. They had a great turnout.

Martin also highlighted the playground unveiling, which had great attendance. We had representatives from city, county and state government, school districts, Beacon alumni, and community members. Martin passed out to each board member "thank you" cards made by Beacon students.

Martin also presented a collage that was gifted to the school from Holly Brooks of Kids on Campus. She passed it around for everyone to see.

Lastly, she pointed out the beautiful fall decorations outside. This was done by Cindy's classroom.

- c. Director of Finance and Operations, Steve Kramer (Exhibit 7, Pages 33-44).

Kramer stated that by the end of August, we stood at about 26% carryover. We've received the remainder of our levy funds. We expect a little more from the state, likely this month. If everything goes according to plan, we will stay very close to the beginning budget numbers.

He added that he met our health care broker this week. We will see no increase this year. Also, our claims over premium are around 70%. Historically, it's been much higher at 105%. This reduction is good news. The statewide average is 85%. We also have a reserve of about \$260,000.

- d. Director of Service and Support, Richard Suehrstedt (Exhibit 8, Page 45).

Suehrstedt said accreditation was primary focus. Report stands.

Demko added it's good to see staff productivity stands at 72%. Davis added this is impressive, because 7-8 months ago, we couldn't measure productivity at all. When measurements were in place, it was very low. To see it above expectation is impressive.

- e. Director of Employment Options, Doug Mitchell (Exhibit 9, Pages 46-49).

Report stands.

- f. ATCO Transition Manager, Autumn Brown (Exhibit 10, Pages 50-53).

Brown stated that with Nancy Epling's move to Passion Work, other staff at ATCO have stepped up to cover her role as Inclusion Specialist. She stated she's thankful for their efforts.

She added that as transition committee has been re-purposed to work with agency providers, she had identified other items that need addressed, like rehoming community partners. She hosted the first Community Outreach Workgroup meeting on Sept. 20th. The meeting went very well, and she anticipates it will help our existing partners as well as the Board.

Brown will be attending the Good Life Facilitator's Training. An SSA is going, as well. She is looking forward to sharing what she's learned.

She also presented a plaque that was given to us from Passion Works. The plaque marks the official transition of Passion Works to Creative Foundations.

Davis added the Board is very proud of this milestone. He stated the transition started in 2016. From there, hit every target and met every deadline. We must credit Brown for all the work she did.

- g. Gwen Brooks, Director of Human Resources (Exhibit 11, Pages 54-56).

Davis stated so far this year, we've only had 2 grievances. Give we have over 100 employees and three unions, this is impressive. One grievance was informal and was resolved quickly. He said that says a lot about the management team.

h. Director of Facilities and Transportation, Butch Withem (Exhibit 12, Page 57).

Report stands.

Demko added that he should be commended for having zero accidents and or breakdowns.

Withem thanked the board again for the new bus. He brought it by Beacon School bus for board members to give it a tour after the meeting, if they wished.

7. Comments from Visitors relative to the agenda.
8. Comments from Unions relative to the agenda.
9. Comments from the board.
10. Motion to adjourn. 6:40 p.m.

MOTION: BOND

SECOND: DEFOREST