

Exhibit 1

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Board Meeting Minutes

Tuesday, Feb. 27th, 2018 – 7:00 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 the meeting to order at 7:10 p.m.
2. Smedley did Roll Call.

ALLEN	Present
BOND	Present
DEMKO	Absent (but arrived later during meeting)
HUTZEL	Present
JOLLEY	Present
OESTRIKE	Present
OLIVER	Present

(No roll call necessary) Administrative Staff in Attendance:

Kevin Davis	Superintendent
Becky Martin	Director of Education
Steve Kramer	Director of Finance
Richard Suehrstedt	Director of Service & Support
Doug Mitchel	Director of Employment Options
Autumn Brown	ATCO Transition Manager
Gwen Brooks	Director of Human Resources
Butch Withem	Director of Facilities and Transportation
Arian Smedley	Executive Assistant to the Superintendent

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

3. Dr. Jolley read the Mission Statement.
4. Dr. Jolley made motion to approve Agenda, with switching the order of items “d” and “e”.

MOTION#: 02-27-01
MOTION: JOLLEY
SECOND: ALLEN
AYES: ALLEN, BOND, HUTZEL, JOLLEY, OESTRIKE, OLIVER
CARRIES: YES

5. New Business:
 - a. Dr. Davis introduced ACBDD’s two new board members – Sherri Oliver and Michelle Oestrike). He shared a brief bio for each. He thanked them both for their service to the board. Hutzel also welcomed them to the board.

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- b. Dr. Allen made to motion table approval of the Jan. 23, 2018, Organizational Meeting Minutes (Exhibit 1, Pages 1-3).

Discussion:

Without sufficient number of board members to approve, the board decided to table the approval of these minutes and the next minutes. Roll call listed under next item.

- c. Dr. Allen made motion to table the approval of the Jan. 23, 2018, Regular Meeting Minutes (Exhibit 2, Pages 4-10)

MOTION#: 02-27-02

MOTION: ALLEN

SECOND: JOLLEY

AYES: ALLEN, BOND, HUTZEL, JOLLEY, OESTRIKE, OLIVER

CARRIES: YES

- d. Dr. Davis took a moment to recognize Jennifer DeForest for her service to the board. He shared DeForest was a board member for two terms, 2010-2013 and again from 2014-2017. He and the other board members thanked her for her dedication.
- e. Dr. Kevin Davis introduced Glenda Murray, who provided an insightful and educational presentation focused on her experiences growing up in Athens, as an individual who is employed in the community, and as someone who has a disability.
- f. Dr. Jolley made motion to approve the Option 2 hourly rate increase for substitute instructors and assistants (Exhibit 3, Pages 11-13).

Discussion:

Dr. Davis explained this was brought to administration for consideration. For background information, he shared pay increases were given to these two groups in 2015, when substitute instructors went from \$12.50/hr. to \$15/hr. and substitute instructor assistants went from \$8.50/hr. to \$10/hr. He then referenced and explained the exhibits provided in the board packet.

Martin added we have three substitute teachers for the school. She went on to say it can be very difficult to manage absences and professional development opportunities with only three subs. An increase in pay, she stated, may offer an incentive for individuals to apply and be available to sub.

Hutzel asked if there are instances when we do not have the subs we need. Martin said yes. Hutzel also asked if there is difficulty filling both roles. Martin said yes.

Dr. Jolley said this is a good time to review this, and he added it is especially important given these positions are not included in the union contracts and subject to automatic increases.

Dr. Davis asked the board to consider Option 1 and Option 2, as outlined in the exhibit.

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MOTION#: 02-27-03
MOTION: JOLLEY
SECOND: ALLEN
AYES: ALLEN, BOND, HUTZEL, JOLLEY, OESTRIKE, OLIVER
CARRIES: YES

- g. Bond made motion to approve contract with Steve Koch, for the purposes of supporting and assisting PPAAC members and ACBDD staff, pending Prosecuting Attorney's approval (Exhibit 4, Pages 14-16).

Discussion:

Dr. Davis said this is a big year for the PPAAC and *PersonnelPlus*, given it is a 30th anniversary. He said he supported this contract because Koch has provided the necessary support to sustain and grow the PPAAC.

Dr. Jolley asked if this was consistent with last year. Dr. Davis said yes.

MOTION#: 02-27-04
MOTION: BOND
SECOND: JOLLEY
AYES: ALLEN, BOND, HUTZEL, JOLLEY, OESTRIKE, OLIVER
CARRIES: YES

- h. Dr. Allen made motion to approve using MEORC for our 2019-2021 Strategic Planning process (Exhibit 5, Pages 17-18).

Discussion:

Dr. Davis said he interviewed MEORC about this particular service and would like to use them this year. He then referenced the exhibit provided in the board packet.

Hutzel asked if the cost included data analysis. Dr. Davis said yes.

MOTION#: 02-27-05
MOTION: ALLEN
SECOND: BOND
AYES: ALLEN, BOND, HUTZEL, JOLLEY, OESTRIKE, OLIVER
CARRIES: YES

- i. The board reviewed and discussed the Passion Works Studio's funding request (Exhibit 6, Pages 19-20). Dr. Davis said Passion Work presented this to the board for consideration. He then referenced the exhibit provided in the board packet, which requests funding to cover rent for the next two years. This is in addition to what the board has already committed to this year. Dr. Davis offered up things to consider – 1) the board does not do this for other providers in the county and 2) Passion Works is actively looking for other spaces and could potentially move their programming out of the space.

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Hutzel stated it would be helpful if she had additional information about what they are doing before making a decision. She would like to know the number of people they are serving and their goals. Oestrike added she would like to know what other funding they are receiving or pursuing. Dr. Jolley said he is concerned with a two-year commitment. Dr. Jolley also echoed the statement that the board does not do this for other agencies. Bond said perhaps we shorten the timeframe to three months. Oliver said perhaps we add a clause stating rental support would be for spaces used for programming.

Once more information is gathered, it will be brought to the board.

- j. Dr. Jolley made motion to approve renewed ACBDD and HAPCAP Participation Agreement (Exhibit 7, Page 21).

Discussion:

Dr. Davis said this is a renewal of an annual agreement. He stated he supports it, as it benefits the board, HAPCAP, and individuals we serve.

MOTION#: 02-27-06
MOTION: JOLLEY
SECOND: ALLEN
AYES: ALLEN, BOND, HUTZEL, JOLLEY, OESTRIKE, OLIVER
CARRIES: YES

- k. Bond made motion to approve partnering with OU's Kids on Campus for a second summer camp at Beacon School (Exhibit 8, Pages 22-24).

Discussion:

Dr. Davis stated the KOC proposal is an increase from last year. He added there is room in the budget for this increase. He said the increase is partly because KOC is hiring additional staff this year. He also pointed out this proposal is one week shorter and will be only for students who are eligible for board services. He referenced the exhibit provided in the board packet.

Dr. Jolley asked for clarification on whether this will be in integrated. Dr. Davis said it will not, because this is a transitional year for KOC, and they do not have the resources to make it integrated. There is interest in making it integrated again next summer.

Hutzel asked how many students the board serves attended last year. Dr. Davis said around 46 students.

There was discussion about the various benefits of the summer camp.

MOTION#: 02-27-07
MOTION: BOND
SECOND: OESTRIKE
AYES: ALLEN, BOND, HUTZEL, JOLLEY, OESTRIKE, OLIVER
CARRIES: YES

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- l. The board reviewed and discussed changes to Personnel Policies 1.1, 1.2, 1.3, 1.4, and 1.6 (Exhibit 9, Pages 25-41). Dr. Davis said the board should expect to see a collection of policies every month to review. This is the first batch. The goal is to review and update all policies over the next 18 months. Brooks stated she would prefer the board to review and discuss and approve next month. She then walked the board through all of the proposed changes, as outlined in the board packet.
 - m. Dr. Davis shared brief information about Employment Options' new grant opportunity (Exhibit 10, Page 42). Mitchell provided more details about the grant and walked the board through the exhibit provided in the board packet. He added this new grant will provide roughly the same amount of money received from the previous grant.
 - n. The board reviewed and discussed in-service training requirements, as outlined by DODD (Exhibit 11, Page 43). Dr. Davis stressed we will manage this; this is simply a reminder to the board of their requirements and the expectations for this year.
6. Old Business
- a. Committee Assignments:
 - i. Dr. Allen made motion to elect Demko, Bond, and Oliver to serve on the Ethics Committee, which will meet when issues arise that require review from such entity (Exhibit 12, Page 44).

Discussion:
Dr. Davis said Ethics Committee meets infrequently.

MOTION#: 02-27-08
MOTION: ALLEN
SECOND: JOLLEY
AYES: ALLEN, BOND, HUTZEL, JOLLEY, OESTRIKE, OLIVER
CARRIES: YES
 - ii. Bond made motion to elect Hutzel, Dr. Allen, and Oestrike to serve on the Finance/Personnel Committee, and committee will meet as deemed necessary (Exhibit 12, Page 44).

Discussion:
Dr. Davis said Finance/Personnel Committee did not meet at all last year.

MOTION#: 02-27-09
MOTION: BOND
SECOND: JOLLEY
AYES: ALLEN, BOND, HUTZEL, JOLLEY, OESTRIKE, OLIVER
CARRIES: YES
7. Board Reports:
- a. Superintendent, Dr. Kevin Davis (Exhibit 13, Pages 45-58). Report stands. He highlighted our march on Court Street scheduled for Thursday morning. He added this Friday the

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board is sponsoring one of Good Works' Friday Night Life meals. Tuesday, March 20th, is our disability festival. He added this is our biggest night of the year. He welcomed the board members to attend all of these events.

- b. Director of Education, Becky Martin (Exhibit 14, Pages 59-61). Report stands. She again thanked the board for the flooring upgrades.
- c. Director of Finance and Operations, Steve Kramer (Exhibit 15, Pages 62-73). Report stands. He added the new board members are welcome to talk with him any time, if they're interested in learning more about finances. Dr. Davis added Katie Evans is another good resource.
- d. Director of Service and Support, Richard Suehrstedt (Exhibit 16, Pages 74-75). Report stands. Dr. Davis shared the fact that we have successfully complied with a new rule as part of our accreditation. Once that was complete, the board received many compliments from the DODD.
- e. Director of Employment Options, Doug Mitchell (Exhibit 17, Pages 76-79). Report stands. He shared information about Celeste Salzman. He also highlighted they now have 81 employed. The goal is to reach 100 before the end of the year.
- f. ATCO Transition Manager, Autumn Brown (Exhibit 18, Pages 80-84). Report stands. She highlighted the Open Forum on Feb. 20th. She also highlighted the success of the Amore dinner on Feb. 16th. She reminded everyone that ATCO Idol is planned for April 5th at Stuart's Opera House. Dr. Davis also highlighted the work of the Outplacement Committee, which exists to help staff through the ATCO transition. Hutzel stated the Amore event was great.
- g. Director of Human Resources, Gwen Brooks (Exhibit 19, Pages 85-87). Report stands. She highlighted the Wellness Incentive Plan for employees, as provided by Katie Evans, the board's wellness coordinator.
- h. Director of Facilities and Transportation, Butch Withem (Exhibit 20, Page 88). Report stands.

Demko arrived.

8. No comments from Visitors relative to the agenda.
9. No comments from Unions relative to the agenda.
10. Comments from the board: Dr. Allen stated he is impressed with the board's administrative staff. He said the superintendent is wonderful, and the staff is professional. He said he appreciates everyone's work as a board member.

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11. Demko made motion to enter into Executive Session per ORC 121.22 (G)(2) to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit- for-use property in accordance with section 505.10 of the Revised Code.

MOTION#: 02-27-10
MOTION: DEMKO
SECOND: JOLLEY
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OESTRIKE, OLIVER
CARRIES: YES

12. Motion to return from Executive Session.

MOTION#: 02-27-11
MOTION: DEMKO
SECOND: BOND
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OESTRIKE, OLIVER
CARRIES: YES

13. Oestrike made motion to explore the use of an architect to renovate the ATCO building for SSAs and administrators, with the possibility of sharing space with the commissioners; and also to contact realtors to explore other space options for the SSAs and administration.

MOTION#: 02-27-12
MOTION: OESTRIKE
SECOND: OLIVER
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OESTRIKE, OLIVER
CARRIES: YES

14. Dr. Allen made motion to adjourn at 8:30 p.m.

MOTION#: 02-27-13
MOTION: ALLEN
SECOND: JOLLEY
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OESTRIKE, OLIVER
CARRIES: YES