

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Board Meeting Minutes

Tuesday, March 27th, 2018 – 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 Demko, Board President, called the meeting to order at 6:05 p.m.
2. Arian Smedley did roll call.

ALLEN	Present
BOND	Present
DEMKO	Present
HUTZEL	Absent
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 Mitchell	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. Oestrike read the Mission Statement.
4. Bond motioned to approve the agenda with the change of removing the Executive Session.

Discussion: Dr. Davis stated it was no longer needed.

MOTION#: 03-27-01
MOTION: BOND
SECOND: JOLLEY
AYES: ALLEN, BOND, DEMKO, JOLLEY, OESTRIKE, OLIVER
CARRIES: YES

5. New Business:
 - a. Dr. Allen motioned to approve Feb. 27, 2018, Meeting Minutes (Exhibit 1, Pages 1-7).

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

- b. Oestrike made motion to approve FANs COMCorps application (Exhibit 2, Pages 8-14).

Discussion: Dr. Davis stated this is the third year of this program. It is through the Ohio University Heritage College of Osteopathic Medicine, AmeriCorp/COMCorps. The board's match is \$7,520. This program then provides a full-time person for the year to oversee the FANs program (Friends, Allies, and Neighbors). It also provides an individual the opportunity to give back to the community through service work. This is about the same as what was charged to the board last year.

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

- c. Oestrike made motion to approve contract with Athens County Community Singers for the program period of Sept. 1, 2018 – June 30, 2019, pending Prosecuting Attorney's approval (Exhibit 3, Pages 15-16).

Discussion: Dr. Davis stated the cost to the board is \$3,000, which is the same as last year. This is for coordinating the Beacon Singers program and the adult program. It's a very positive program for the individuals and for the board.

MOTION#: 03-27-04
MOTION: OLIVER
SECOND: BOND
AYES: ALLEN, BOND, DEMKO, JOLLEY, OESTRIKE, OLIVER
CARRIES: YES

- d. Review and discuss outcome of recent grievance (Exhibit 4, Pages 17-23).

Discussion: Dr. Davis provided background for the new board members. He then highlighted the fact that the state upheld the board's decision and the entire process from the beginning. He also commended Suehrstedt and his staff for handling the situation professionally from the very beginning.

- e. Dr. Jolley made motion to approve changes to Personnel Policies 1-1, 1-2, 1-3, and 1-6 (Exhibit 5, Pages 24-33).

Discussion: Brooks reminded the board they reviewed this same group of policies last month. She briefly reviewed each of the policies again. There were a few clarifying questions from the board.

MOTION#: 03-27-05
MOTION: JOLLEY
SECOND: ALLEN
AYES: ALLEN, BOND, DEMKO, JOLLEY, OESTRIKE, OLIVER
CARRIES: YES

- f. Review and discuss changes to Personnel Policies 1-4, 1-5, 1-7, 1-8, 1-9, 1-10, and 1-11 (Exhibit 6 for unmarked versions, Pages 34-51. Exhibit 7 for marked versions, Pages 52-81).

Discussion: Dr. Davis reminded the board why these policies are being presented. The goal is over the course of 18 months for the Policy Workgroup to review and update all of our Personnel Policies and then present recommended changes to the board. The board can expect to see these every month going forward. Brooks then provided a brief overview of all the policies up for review this month. There were a few questions and brief discussion. Approval is not expected until next month.

- g. Review and discuss quarterly waiver update, provided by Katie Evans (Exhibit 8, Pages 82-84).

Discussion: Dr. Davis said this is something the board has requested. For background, he stated the board spends about \$2.8 million annually in waiver costs. These are funds that can fluctuate but generally always increase. He then introduced Katie Evans, who would provide an overview of current costs and projected costs through 2025. Evans first provided an updated handout to the board (Page 84). She stated the first pages of Exhibit 8 are from a spreadsheet created by the OACB that is specifically designed to help county's project waiver costs into the future. It is also a tool to help plan ahead when it is necessary to take on a new waiver. She walked the board through Page 82. The focus was on the last line of that page. The line states the projected costs to the board in 2018 is \$2.8 million and is expected to jump to just over \$4 million by 2025. Evans added it can take about two years before the board will experience any cost increase on a new waiver.

Dr. Davis added this is important information for the board to see and understand for planning purposes. He added the projections presented tonight do not take into account new waivers.

Evans will present at least the CB Annual Budget Amount to the board every quarter with the adjusted numbers.

Dr. Jolley asked about the different rates of increase between certain years – some year's increases are significantly larger than other year's increases. Evans stated the 5th invoice, which is listed on page 82, is not consistent year after year.

There was some additional discussion.

Dr. Davis stated that the reason for sharing this information is to better educate the board. It is also to address the perception that the county board is conservative in approving waivers. He said this information may help the board and the community better understand the reasons behind those decisions.

Kramer added the latest levy has secured a fixed amount of funding (roughly) for the next eight years. He stressed the need for the board to be judicious to ensure the funding can cover all costs for that length of time. He added some counties are not planning well and ending up closing non-mandatory services to cover costs.

Demko asked about state-funded waivers. Evans said some of the county's waivers are fully state funded. Those are not represented on the spreadsheet because those do not create a cost to the board. Dr. Davis reminded the board that with the new administration in the Governor's office can bring changes to things like state-funded waivers, and the board should always be prepared for that.

6. Old Business

- a. Motion to approve Jan. 23, 2018, Organizational Meeting Minutes (Exhibit 9, Pages 85-87) was tabled for next month.

Discussion: Addressed below.

- b. Motion to approve Jan. 23, 2018, Regular Meeting Minutes (Exhibit 10, Pages 88-94) was tabled until next month.

Discussion: Due to not having enough voting board members present, these two items were tabled for next month.

7. Board Reports:

- a. Superintendent, Dr. Kevin Davis (Exhibit 11, Pages 95-106).

Report stands. He highlighted a few items – the Athens NEWS Special Edition insert, and the DD Awareness Festival and the positive press that followed. He also provided updates on the following issues:

- Former/current adaptive PE instructor at Beacon School
 - We are still waiting for ODE to complete their hearing. Administration has decided not to bring him back into the building or develop a plan until we have the results of that hearing. This was agreed upon by the union.
- Building plans for SSAs and Admin
 - Our four options:
 - 1. Build new building
 - 2. Renovate ATCO
 - 3. Contact realtor – Echoing Meadows was identified as a possibility

them, we do not have to grant their full requested, which is roughly \$120,000 (\$60,000/year).

- Dr. Davis shared a board member will be doing the PW presentation next month, because the staff are unable to be here that day. The board preferred hearing directly from the staff members, and stated they were willing to postpone the presentation in order to accommodate their schedules.
 - Union negotiations
 - He updated the board that we are very close to concluding negotiations with the Teamsters.
 - Strategic Planning
 - He shared the initial meeting is scheduled, and that we will need a board member to serve on the planning committee. Dr. Allen volunteered.
- b. Director of Education, Becky Martin (Exhibit 12, Pages 107-110).

Report stands. She highlighted the prom, which is scheduled for April 13th from 11-1 at Beacon School. This year, we have more participation from other county schools. She also said two positions at Beacon School are open. Dr. Davis added that prior to posting the positions, an evaluation of student enrollment and class sizes was completed in order to feel confident the positions are indeed needed.

- c. Director of Finance and Operations, Steve Kramer (Exhibit 13, Pages 111-121).

Report stands. He stated the current carry forward is at 19.7%, which is below the preferred amount of 25%. This is expected this time of the year. Levy funds are expected in April, and so the carry forward will increase around that time. Dr. Jolley asked if the carry forward will be impacted by our plans to address our building needs, depending on which way we go. Dr. Davis explained these are different accounts – we have around \$1.2 million in capital improvements, around \$1.5 in a waiver account, and around \$2 million in carry forward. Carry forward does not include the funds in those other accounts.

- d. Director of Service and Support, Richard Suehrstedt (Exhibit 14, Pages 122-123).

Report stands. He highlighted the Fix the List efforts going on statewide. He and others will attend an SSA forum in Columbus specifically on this. It will require educating the community. Postcards with basic information will be mailed out to everyone in the county who is currently on the waiting list. Dr. Davis said board members should be prepared to get questions from community members about this. If they do, board members should direct individuals and families to their SSS.

- e. Director of Employment Options, Doug Mitchell (Exhibit 15, Pages 124-129).

Report stands. He highlighted that the new location for Employment Options/PersonnelPlus continues to serve people better because of its visibility and easy

access. In addition, he has met with OOD about the new funding opportunity. The program itself will be launched within the next few weeks. Lastly, the PersonnelPlus Employer/Employee Gala is Oct. 24th at Baker Center Ballroom. Dr. Davis said he would really like to see board members attend that event and would be willing to consider adjusting board meeting schedule to make that happen.

- f. ATCO Transition Manager, Autumn Brown (Exhibit 16, Pages 130-133).

Report stands. She highlighted the Future Planning section of the board packet, which lists identified needs and items that identified as worth continuing even after the closure of ATCO. She reminded the board the Transition Planning Committee has evolved into the Community Outreach Workgroup. Lastly, ATCO Idol is coming up on April 5, 6-8 at Stuart's Opera House.

- g. MUI Coordinator, Beth Atherton (Exhibit 17, Page 134).

Report stands. Dr. Davis offered to go over this, which is a new report for the board to review. They will see it monthly now. MUI stands for Major Unusual Incident. Any investigation is conducted any time there is an incident that is classified as an MUI. These are to ensure health and safety of individuals.

- h. Director of Human Resources, Gwen Brooks (Exhibit 18, Pages 135-137).

Report stands.

- i. Director of Facilities and Transportation, Butch Withem (Exhibit 19, Pages 138-139).

Report stands.

- 8. No comments from Visitors relative to the agenda.
- 9. No comments from Unions relative to the agenda.
- 10. Comments from the board: Demko stated she was recently appointed to the Family Advisory Council through the Ohio Department of Developmental Disabilities.
- 11. Bond made motion to adjourn at 7:38 p.m.

MOTION#: 03-27-06
MOTION: BOND
SECOND: OESTRIKE
AYES: ALLEN, BOND, DEMKO, JOLLEY, OESTRIKE, OLIVER
CARRIES: YES