

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
Board Meeting Minutes  
Tuesday, April 24<sup>th</sup>, 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 Hutzel, Board Vice President, called the meeting to order at 6:01 p.m.
2. Arian Smedley did roll call.

ALLEN	Absent
BOND	Present
DEMKO	Absent
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 Mitchell	Director of Employment Options
Autumn Brown	ATCO Transition Manager
Gwen Brooks	Director of Human Resources
Arian Smedley	Executive Assistant to the Superintendent

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

3. Oliver read the Mission Statement.
4. Bond motioned to approve the agenda.

MOTION#: 04-24-01  
MOTION: BOND  
SECOND: OESTRIKE  
AYES: BOND, HUTZEL, JOLLEY, OESTRIKE, OLIVER  
CARRIES: YES

5. New Business:

- a. Oestrike motioned to approve March 27, 2018, Meeting Minutes (Exhibit 1, Pages 1-7).

MOTION#: 04-24-02  
MOTION: OESTRIKE  
SECOND: OLIVER

AYES: BOND, JOLLEY, OESTRIKE, OLIVER  
ABSTAIN: HUTZEL  
CARRIES: YES

- b. Dr. Jolley motioned to approve resolution expressing appreciation to the SSA Division for their commitment to participating in the first-ever multi-county Good Life CPT Pilot Program for SSAs (Exhibit 2, Page 8).

Discussion: Dr. Davis explained several staff members of our SSA division agreed to participate in this program. CPT stands for Concepts, Principles, and Tools. It is designed to train staff to implement the Good Life techniques into their work life. Athens, Morgan and Ross Counties are participating. He said he thinks it's an important endeavor and wanted to express our appreciation through this resolution.

MOTION#: 04-24-03  
MOTION: JOLLEY  
SECOND: OESTRIKE  
AYES: BOND, HUTZEL, JOLLEY, OESTRIKE, OLIVER  
CARRIES: YES

- c. Bond motioned to approve resolution expressing appreciation to Amber Deardorff for her years of providing exceptional fire inspection services to the board (Exhibit 3, Page 9).

Discussion: Dr. Davis explained Deardorff has provided this service to the board since 2011, and she has never charged us. He wanted to pass this resolution recognizing her for her efforts.

MOTION#: 04-24-04  
MOTION: BOND  
SECOND: JOLLEY  
AYES: BOND, HUTZEL, JOLLEY, OESTRIKE, OLIVER  
CARRIES: YES

- d. Review and discuss changes to Administrative Policies 10, 18, 18a, and 34; and Personnel Policy 1-9 – clean versions and redline versions included (Exhibit 4, Pages 10-67).

Discussion: Brooks shared this is part of the larger effort to update all Personnel and Administrative Policies over the next several months. This is the latest batch. She briefly reviewed the recommended adjustments to each policy. Dr. Davis reminded the board these are for review this month and to be considered for approval next month.

- e. Oestrike motioned to approve changes to Personnel Policies 1-4, 1-5, 1-7, 1-8, 1-10, and 1-11 (Exhibit 5, Pages 68-80).

Discussion: Brooks reminded the board this is the second review. This batch was first reviewed last month. Provided this month is the final versions of each.

MOTION#: 04-24-05  
MOTION: OESTRIKE  
SECOND: OLIVER  
AYES: BOND, JOLLEY, OESTRIKE, OLIVER  
ABSTAIN: HUTZEL  
CARRIES: YES

- f. Bond motioned to table a vote on the Facilities Options Report & Recommendation (Exhibit 6, Pages 81-108).

Discussion: Dr. Davis reviewed the various options outlined in the board packet, which includes estimated costs and pros/cons. He then went over his official recommendation, which listed out the seven most important points of interest.

There was brief discussion about whether the legal opinion required the commissioners to give the board fair market value or if this is an option. Dr. Davis clarified the board can decide to surrender the property.

Dr. Davis stated the board can decide tonight or take additional time to think about the option and their ultimate decision.

Other items discussed:

- The pros and cons of additional investment in Harper Street and potential resale value
- Eagerness to get a decision made, given the staff needs
- Reviewing Harper Street's capacity, which is a larger space than what is being used now, would give staff more room, and provides conference room space
- The board's financial future and being fiscally responsible
- Waiver projections and the impact those may have on this decision

Several board members preferred to have a full board, or closer to full board, when making this decision. It was ultimately decided to table the decision until next month.

MOTION#: 04-24-06  
MOTION: BOND  
SECOND: OLIVER  
AYES: BOND, HUTZEL, JOLLEY, OESTRIKE, OLIVER  
CARRIES: YES

- g. Review and discuss Beacon School Calamity Day Designation (Exhibit 7, Pages 109-110).

Discussion: Martin updated the board on the new academic schedule, due to the harsh winter.

- h. Review and discuss ATCO and Beacon Program Calendars (Exhibit 8, Pages 111-113).

Discussion: Martin handed out an updated Beacon calendar, which included professional development days.

- i. Review and discuss 2017 MUI Annual Stakeholder Data (Exhibit 9, Pages 114-125).

Discussion: Dr. Davis walked the board through the report provided in the packet. After doing so, Dr. Jolley complimented Beth Atherton, the board's MUI Coordinator, for her professionalism. He asked if there was a way to know minor vs. adult MUI. Dr. Davis said he would follow up.

- j. Review and discuss food services bid (Exhibit 10, Pages 126-128).

Discussion: Kramer explained we are in the fifth year of a five-year contract, and so it is time to go out for bid again. The notices have already been published. Questions can be submitted by May 2<sup>nd</sup>. May 18<sup>th</sup> is when bids will be opened.

- k. Review and discuss quarterly update on goals for 2018 (Exhibit 11, Page 129).

Discussion: Dr. Davis provided brief updates on each of the items listed in the board packet.

- l. Reminder: May board meeting to be held jointly with ATCO Board, at ATCO, 6 p.m.

Discussion: Dr. Davis reminded this board this is an annual tradition to have a joint ATCO and ACBDD board meeting in the spring. The Passion Works presentation will be during the ATCO board meeting. Dr. Jolley asked that a reminder be sent out about the change in location.

## 6. Old Business

- a. Motion to approve Jan. 23, 2018, Organizational Meeting Minutes (Exhibit 12, Pages 130-132).

Discussion: Addressed below

- b. Motion to approve Jan. 23, 2018, Regular Meeting Minutes (Exhibit 13, Pages 133-139).

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 14, Pages 140-154).  
Report stands. He highlighted the fact that the teamster negotiations are at an impasse and parties have requested a mediator. He also highlighted the meeting with Passion Works. More will be shared during their presentation. Lastly, he highlighted the strategic planning process and that the Stakeholder Survey will be released tomorrow.

- b. Director of Education, Becky Martin (Exhibit 15, Pages 155-158).  
Report stands. Martin added there will be a surprise paraprofessional appreciation event tomorrow. She highlighted the preschool SUTQ rating and the annual prom. She also shared with the board a few upcoming events – Special Olympics, upcoming art show/ice cream social, and awards/graduation ceremony. Hutzel shared she appreciated being able to take advantage of the prom decorations for the spring community dance.
- c. Director of Finance and Operations, Steve Kramer (Exhibit 16, Pages 159-170)  
Report stands. Kramer reminded the board we are no longer doing the VRP3 grant. He said we are doing a similar program focused on transitional youth. This new opportunity required local match, which can be seen in this month's transactions. Dr. Jolley asked about the refund items. Kramer explained that is a one-time waiver refund from prior years' adjustments. Hutzel asked about the difference in the quarterly waiver match from last year to this year. Kramer explained it went down but costs increased elsewhere to make up for that difference.
- d. Director of Service and Support, Richard Suehrstedt (Exhibit 17, Pages 171-172).  
Report stands. Suehrstedt highlighted the DODD director coming to the area to host a training session. He also mentioned the next forum will focus on the upcoming changes to the waiver list. Lastly, he thanked the board for the SSA resolution.
- e. Director of Employment Options, Doug Mitchell (Exhibit 18, Pages 173-177).  
Report stands. Mitchell offered more detail about the new funding opportunity Kramer briefly mentioned. He said it will give the board new opportunities to reach transitional-age youth.
- f. ATCO Transition Manager, Autumn Brown (Exhibit 19, Pages 178-181).  
Report stands. Brown highlighted the open forum, which will provide an update on the ATCO transition in addition to the waiver list changes. She also highlighted the Good Life pilot project. It is an opportunity to have a positive impact on the individuals we assist. It is also an opportunity to have an impact on a statewide initiative. Lastly, she highlighted her work with the Athens City Disabilities Commission.
- g. MUI Coordinator, Beth Atherton (Exhibit 20, Page 182).  
Report stands. Dr. Davis walked the board through the year-to-date report provided by our MUI Coordinator.
- h. Director of Human Resources, Gwen Brooks (Exhibit 21, Pages 183-185).  
Report stands. Brooks highlighted the board's several open positions.
- i. Director of Facilities and Transportation, Butch Withem (Exhibit 22, Page 186).  
Report stands. Dr. Davis offered to take questions on Withem's behalf. Dr. Jolley said he was glad to see Beacon School and ATCO going to the zoo. Dr. Davis said it will be the first time the school is going, and it's hopeful to be a tradition.

Dr. Davis had a few other updates he wanted to share. He reminded the board of an earlier discussion about developing mini-grants for provider agencies. He said this would be an ideal way to transition way from ATCO as a facility and toward an opportunity that continues to support adult services in the county. He said he will be meeting with the Athens County Foundation to gauge their interest in helping to manage the grant program. He will report back when he has more information. Lastly, he wanted to take a moment to thank Katie Evans for her service to the board. Her last day will be in early May.

8. Comments from Visitors relative to the agenda.

Margaret Casey thanked the board for their recognition of the SSA department. She also thanked the board for taking the time to weigh their options around facilities.

Kramer added it is discouraging that most of the options are over \$1 million. He said it makes this difficult. He added Dr. Davis' recommendation is the right one, given the options we have.

9. No comments from Unions relative to the agenda.

10. Comments from the board.

Pam Bond shared her brother Paul Coe will be having a retirement party April 26<sup>th</sup>. He is celebrating 20 years of working at Quidel, and all are welcome.

11. Bond motioned to adjourn at 7:15 p.m.

MOTION#: 04-24-07

MOTION: BOND

SECOND: OLIVER

AYES: BOND, HUTZEL, JOLLEY, OESTRIKE, OLIVER

CARRIES: YES