

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
Board Meeting Minutes  
Tuesday, February 23, 2020 – 6:00 P.M.  
Remotely via Zoom

**The Mission of the Athens County Board of Developmental Disabilities is to serve our  
community with compassion, innovation, and transparency**

1. Margaret Demko, Board President, called the meeting to order at 6:02 p.m.
2. Arian Smedley did roll call (all attended via Zoom).

ALLEN	Present
BOND	Present
CONNER	Present
DEMKO	Present
JOLLEY	Present
LEWIS	Present
OLIVER	Present

Administrative Staff in Attendance:

Dr. Kevin Davis	Superintendent
Steve Kramer	Director of Finance
Gwen Brooks	Director of Human Resources
Scott Zielinski	Medicaid Services Coordinator
Tristin Lawrence	Director of Service & Support
Becky Martin	Director of Education
Doug Mitchell	Director of Employment Options
Autumn Brown	Director of Integrate Athens
Arian Smedley	Assistant Superintendent

3. Introductions of other attendees.

Barb North-Moss

4. Dr. Lewis read the Mission Statement.
5. Dr. Jolley motioned to approve agenda.

MOTION#: 2-23-21-01  
MOTION: JOLLEY  
SECOND: OLIVER  
AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, LEWIS, OLIVER  
CARRIES: YES

6. New Business:

**Items for review and discussion:**

- a. ACBDD's response to COVID-19.
- General updates (including Vaccination Summary document) (Exhibit 1, Pages 1-5). Dr. Davis walked the board members through the exhibit in the packet.
  - Updates related to Beacon School. Dr. Davis shared that in-person instruction continues to go well. He also shared that it has been decided to continue remote learning every Wednesday through the end of the year and to make up any calamity days at the end of the year.
  - Updates related to changes in waiver costs since start of pandemic (Exhibit 2, Page 6). Dr. Davis walked the board members through the exhibit in the packet. He also shared this will be the last month of providing this update, unless requested.
- b. Dr. Allen motioned to approve Batch 10 of the updated policies (Exhibit 3, Page 7, plus digital packet).

MOTION#: 2-23-21-02

MOTION: ALLEN

SECOND: LEWIS

AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, LEWIS, OLIVER

CARRIES: YES

- c. Items for First Reading: Updated Policies Batch 11 Summary Page (Exhibit 4, Page 8, plus digital packet).
- d. Managers List for 2021 (Exhibit 5, Page 9).
- e. Board members discussed the next regular meeting, scheduled for Tuesday, March 23, 6:00 p.m.

**Motions for vote:**

- a. Oliver motioned to approve Organizational Meeting Minutes (Exhibit 6, Pages 10-13).

MOTION#: 2-23-21-03

MOTION: OLIVER

SECOND: LEWIS

AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, LEWIS, OLIVER

CARRIES: YES

- b. Dr. Allen motioned to approve January Regular Meeting Minutes (Exhibit 7, Pages 14-18).

MOTION#: 2-23-21-04  
MOTION: ALLEN  
SECOND: OLIVER  
AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, LEWIS, OLIVER  
CARRIES: YES

- c. Dr. Lewis motioned to approve recommendation from Finance & Personnel Meeting, which was to approve a 2.5% cost-of-living increase for all managers and administrative assistants (all non-bargaining unit staff) who were employed in their current role on or before Nov. 15, 2020, to be retroactive to Jan. 1, 2021. (Handout).

MOTION#: 2-23-21-05  
MOTION: LEWIS  
SECOND: OLIVER  
AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, LEWIS, OLIVER  
CARRIES: YES

- d. Bond motioned to approve resolution thanking the Athens City-County Health Department for successfully administering vaccinations to individuals served by the ACBDD and eligible members of our workforce (Exhibit 8, Page 19).

MOTION#: 2-23-21-06  
MOTION: BOND  
SECOND: OLIVER  
AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, LEWIS, OLIVER  
CARRIES: YES

- e. Dr. Jolley motioned to approve administration to explore the possibility of hosting a Beacon School Summer Camp, in partnership with Ohio University, dependent on health and safety protocols in place at the time (Exhibit 9, Page 20).

MOTION#: 2-23-21-07  
MOTION: JOLLEY  
SECOND: LEWIS  
AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, LEWIS, OLIVER  
CARRIES: YES

- f. Bond motioned to approve annual HAPCAP Participation Agreement (Exhibit 10, Pages 21).

MOTION#: 2-23-21-08  
MOTION: BOND  
SECOND: ALLEN  
AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, LEWIS, OLIVER  
CARRIES: YES

- g. Dr. Jolley motioned to approve administrative analysis of all formal complaints from 2020 (Exhibit 11, Pages 22).

MOTION#: 2-23-21-09  
MOTION: JOLLEY  
SECOND: LEWIS  
AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, LEWIS, OLIVER  
CARRIES: YES

7. Board Reports – *Written reports only this month; no in-person updates:*

- a. Superintendent, Dr. Kevin Davis (Exhibit 12, Pages 23-40).  
Report stands. Dr. Davis highlighted the virtual events for Developmental Disabilities Awareness Month.
- b. Director of Finance and Operations, Steve Kramer (Exhibit 13, Pages 41-51).  
Report stands.
- c. Director of Human Resources, Gwen Brooks (Exhibit 14, Pages 52-54).  
Report stands.
- d. Director of Facilities and Transportation, Butch Withem (Exhibit 15, Page 55).  
Report stands.
- e. MUI Coordinator, Katie Evans (Exhibit 16, Page 56).  
Report stands.
- f. Director of Service and Support, Tristin Lawrence (Exhibit 17, Pages 57-58).  
Report stands. Dr. Jolley expressed appreciation for the work of the SSA Department in helping those who were impacted by the recent power outage.
- g. Director of Education, Becky Martin (Exhibit 18, Pages 59-61).  
Report stands. Martin updated her report to share again the change in how calamity days will be made up.
- h. Director of Employment Options, Doug Mitchell (Exhibit 19, Pages 62-66).  
Report stands.
- i. Director of Integrate Athens, Autumn Brown (Exhibit 20, Pages 67-70).

Report stands.

8. No comments from Visitors relative to the agenda.
9. No comments from Unions relative to the agenda.
10. No comments from the Board. A few managers expressed appreciation for the 2.5 COLA increase for non-union staff. Dr. Davis added that he is also grateful, particularly because this is the best group he has had the privilege of working with. Lastly, Dr. Davis alerted board members that we will again attempt a board photo (screenshot). It is hopeful all board members will be on camera at that time.
11. Bond motioned to adjourn at 6:48 p.m.

MOTION#: 2-23-21-10

MOTION: BOND

SECOND: OLIVER

AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, LEWIS, OLIVER

CARRIES: YES