

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Board Meeting Minutes
Tuesday, March 28 2017 – 6:00 P.M.
801 W. Union Street, 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 called meeting to order at 6:08 p.m.
2. Ruth Robertson did roll call.

ALLEN	Present
BOND	Absent
DEFOREST	Late
DEMKO	Present
HUTZEL	Present
JOLLEY	Absent
MILLER	Present

Staff in Attendance:

Kevin Davis	Superintendent
Steve Kramer	Director of Finance
Doug Mitchell	Director of Employment Options
Autumn Brown	ATCO Transition Manager
Mark Cullison	Adult Service Director
Dick Suehrstedt	Director of Service and Support
Gwen Brooks	Human Resource Manager
Butch Withem	Facilities and Transportation Manager
Ruth Robertson	Executive Assistant to Superintendent
Katie Evans	Medicaid Manager

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

3. Mission Statement read by: Margaret Hutzel
4. Motion to approve Agenda.

MOTION#	03-28-01
MOTION:	MILLER
SECOND:	ALLEN
AYES:	ALLEN, DEMKO, HUTZEL, MILLER
CARRIES:	YES

5. New Business:
 - a. Motion to approve February 28, 2017 Regular Board Meeting Minutes. (Exhibit 1, Pages 1-6).

MOTION# 03-28-02
MOTION: HUTZEL
SECOND: MILLER
AYES: ALLEN, DEMKO, HUTZEL, MILLER
CARRIES: YES

6. Beth Atherton was asked to lead MUI training for Board Members. Kevin explained there had been a recent incident reported to a board member which was reported correctly and resulted in several MUI's. Kevin wanted to make sure all board members knew the proper procedure if an incident was reported to them. He also stated that we would be working on offering MUI training for families who have individuals in an ICF or do not have service coordinators.

7. Motion to approve acceptance and acknowledgement of a \$10,000.00 donation from Martha Bratton in memory of her late husband, Dr. James K. Bratton. (Exhibit 2, Page 7).

MOTION# 03-28-03
MOTION: MILLER
SECOND: DEFOREST
AYES: ALLEN, DEFOREST, DEMKO, HUTZEL, MILLER
CARRIES: YES

8. Motion to approve applying for a contract with COMcorps to have Americorps staff worker for the 2017-18 year. FANS Progress Report. (Exhibit 3, Pages 8-9).

MOTION# 03-28-04
MOTION: ALLEN
SECOND: MILLER
AYES: ALLEN, DEFOREST, DEMKO, HUTZEL, MILLER
CARRIES: YES

9. Motion to approve contract with Teresa Fulk/Independent Contractor to provide assistance with CARF review and preparation. (Exhibit 4, Pages 10-13).

MOTION# 03-28-05
MOTION: HUTZEL
SECOND: DEFOREST
AYES: ALLEN, DEFOREST, DEMKO, HUTZEL, MILLER
CARRIES: YES

10. Motion to approve \$1,500.00 for the 2017-18 year for the Athens County Community Singers.

Kevin presented a letter to the board from ACCS asking ACBDD to donate \$1,500.00 towards a match grant they are applying for through the Ohio Arts Council to help fund the ACCS for the 2017-18 program year.

MOTION# 03-28-06
MOTION: DEFOREST
SECOND: ALLEN
AYES: ALLEN, DEFOREST, DEMKO, HUTZEL, MILLER
CARRIES: YES

11. Old Business:

a. Update of Employment Navigation Position – Doug Mitchell.

Doug updated the board on information in regards to how much funding there is available to support the Employment Navigator Position through TCM Billing. Doug stated that he had reached out to the Employment Navigation Technical Liaison from OACB to find out how other county boards fund this position and discovered that there is very limited information. Doug stated that he meet with Dick Suehrstedt and Tristin Lawrence and after reviewing the information determined that there is very little billing to sustain the position. Doug stated that he, Dick and Tristin had attended an Employment Navigation Training and felt that even though they did not have one person handling those duties, the model the ACBDD is using is working well and individuals are getting the services they need. Doug felt keeping things as they are and monitoring employment navigation over the next 12 months would be the best solution at this time. Doug felt this would give everyone a chance to see how employment navigation develops, how it would be funded and see what the needs are over the next year.

12. Board Reports:

a. Superintendent, Kevin Davis. (Exhibit 5, Pages 14-22).

Kevin presented a picture of what the new Employment Options Division spaces looks like. He stated that we would be taking over the space on April 1st. He stated that we needed to order new office furniture and the cost would be around \$11,600.00.

Motion to approve spending up to \$15,000.00 to purchase office furniture and incidentals for PersonnelPlus.

MOTION# 03-28-07
MOTION: DEFOREST
SECOND: HUTZEL
AYES: ALLEN, DEFOREST, DEMKO, HUTZEL, MILLER
CARRIES: YES

b. Director of Education, Becky Martin. (Exhibit 6, Pages 23-25). Report Stands.

c. Director of Finance and Operations, Steve Kramer. (Exhibit 7, Pages 26-30), (Exhibit 8, Pages 31-36). Report Stands.

- d. Director of Service and Support, Richard Suehrstedt. (Exhibit 9, Pages 37-39).
Richard stated that everyone has been preparing for the Accreditation review which will take place in September. The staff from MEORC will be coming to meet with ACBDD staff on April 3rd and 4th to do a Pre-Accreditation Survey. Richard stated that the SSA Department would be changing over to the Imagine word program so that the formatting for writing Individual's ISP will all look the same.
- e. Director of Employment Options, Doug Mitchell. (Exhibit 10, Pages 40-45). Report Stands.
- f. ATCO Transition Manager, Autumn Brown. (Exhibit 11, Pages 46-49). Report Stands.
- g. Gwen Brooks, Director of Human Resources. (Exhibit 12, Pages 50-52). Report Stands.
- h. Director of Facilities and Transportation, Butch Withem. (Exhibit 13, Pages 53).
Butch stated that we are entering into the final stages of phase two of the playground project. Butch stated it would cost \$150,000.00 to rubberize the three playgrounds. He stated that we needed to purchase the equipment for the two remaining playgrounds before rubberizing all three playgrounds.

Motion to approve getting estimates up to \$300,000.00 for playground equipment and rubberized matting for Beacon School.

MOTION# 03-28-08
MOTION: DEFOREST
SECOND: ALLEN
AYES: ALLEN, DEFOREST, DEMKO, HUTZEL, MILLER
CARRIES: YES

13. Comments from Visitors relative to the agenda.

14. Comments from Unions relative to the agenda.

15. Comments from the board.

16. Motion to adjourn.

MOTION: 03-28-09
MOTION: DEFOREST
SECOND: HUTZEL
AYES: ALLEN, DEFOREST, DEMKO, HUTZEL, MILLER
CARRIES: YES

Meeting adjourned at 7:54 p.m.