

Exhibit 1

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Ethics Committee Meeting
Tuesday, June 27 2017 – 5:30 P.M.
801 W. Union Street, Athens, Ohio 45701

1. Margaret Demko called meeting to order at 5:30 p.m.
2. Ruth Robertson did roll call.

| | |
|----------|---------|
| BOND | Present |
| DEFOREST | Present |
| DEMKO | Present |

Staff in Attendance:

| | |
|----------------|---|
| Kevin Davis | Superintendent |
| Ruth Robertson | Executive Assistant to Superintendent |
| Arian Smedley | Executive Assistant to Superintendent in training |

*See check list for additional details.

Members of the Ethics Committee met to discuss the agency's contract with Jason Licht, as his contract is up for renewal. Committee members supported approving his contract, as they saw no ethical issues or concerns.

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Board Meeting Minutes
Tuesday, June 27 2017 – 6:00 P.M.
801 W. Union Street, Athens, Ohio 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.

3. Margaret Demko called meeting to order at 6:00 p.m.
4. Ruth Robertson did roll call.

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|----------|---------|
| ALLEN | Present |
| BOND | Present |
| DEFOREST | Present |
| DEMKO | Present |
| HUTZEL | Absent |
| JOLLEY | Present |
| MILLER | Present |

Staff in Attendance:

| | |
|---------------|--------------------------------|
| Kevin Davis | Superintendent |
| Becky Martin | Director of Education |
| Steve Kramer | Director of Finance |
| Doug Mitchell | Director of Employment Options |
| Mark Cullison | Adult Service Director |

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|---------------------|---|
| Dick Suehrstedt | Director of Service and Support |
| Gwen Brooks | Human Resource Manager |
| Butch Withem | Facilities and Transportation Manager |
| Ruth Robertson | Executive Assistant to Superintendent |
| Carol Janes-Tinkham | Business Clerk |
| Arian Smedley | Executive Assistant to Superintendent in-training |

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

5. Mission Statement was read by Rebecca Miller.

6. Motion to approve Agenda.

MOTION#: 06-27-01
MOTION: JOLLEY
SECOND: ALLEN
AYES: ALLEN, BOND, DEFOREST, DEMKO, JOLLEY, MILLER
CARRIES: YES

7. Presentation by Steve Koch on Personnel *Plus* Advisory and Advocacy Council. Reference the presentation slides.

8. New Business:

a. Motion to approve May 23, 2017, joint ATCO/ACBDD Annual Meeting (Exhibit 1, Pages 1-2).

MOTION#: 06-27-02
MOTION: JOLLEY
SECOND: ALLEN
AYES: ALLEN, BOND, DEMKO, JOLLEY, MILLER
CARRIES: YES

b. Motion to approve May 23, 2017, Regular Board Meeting Minutes. (Exhibit 2, Pages 3-7).

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

c. Motion to approve 3-year contract with Memory Book Company, beginning Aug. 1, 2017. (Exhibit 3, Pages 8-12).

Kevin stated this company creates our school yearbook. This is a three-year contract. Last year, the board expended \$865. We generated \$480 in sales. This translates into the board investing only \$385 in the year book, which he stated is a good investment. Margaret Demko agreed.

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MOTION#: 06-27-04
MOTION: HUTZEL
SECOND: JOLLEY
AYES: ALLEN, BOND, DEFOREST, DEMKO, JOLLEY, MILLER
CARRIES: YES

- d. Motion to approve contract with Jason Licht for one year, beginning June 1, 2017.
(Exhibit 4, Pages 13-15)

Kevin stated the board had a chance to meet Jason during the PPAAC presentation. He is employed by the board providing computer training at ATCO. The Ethics Committee met prior to board meeting and supported approving his contract, as they saw no ethical issues or concerns. Last year, the board expended \$95. He works as he is available and as he is needed.

MOTION#: 06-27-05
MOTION: ALLEN
SECOND: MILLER
AYES: ALLEN, BOND, DEFOREST, DEMKO, JOLLEY, MILLER
CARRIES: YES

- e. Motion to enter into an agreement with Adrienne Nagy for physical therapy services for period of one year, beginning July 1, 2017. (Exhibit 5, Pages 16-18)

Kevin stated these services are vital for the agency. Becky added part of her time is spent working with Help Me Grow. In this past, this time spent working with HMG has been paid for by HMG. However, HMG is not able to pay for this time in the coming year. As a result, the number of hours in the contract between Adrienne and the agency will increase by 60 hours, to account for this time.

MOTION#: 06-27-06
MOTION: DEFOREST
SECOND: JOLLEY
AYES: ALLEN, BOND, DEFOREST, DEMKO, JOLLEY, MILLER
CARRIES: YES

- f. Motion to approve Ohio University College of Health Sciences and Professions Clinic Education Agreement. (Exhibit 6, Pages 19-25)

Kevin stated this agreement allows the agency to bring in nursing students, who assist with some day-to-day tasks while earning educational credit. This comes at no cost to the agency. We anticipate receiving two students per year (one each semester).

MOTION#: 06-27-07
MOTION: ALLEN
SECOND: DEFOREST
AYES: ALLEN, BOND, DEFOREST, DEMKO, JOLLEY, MILLER
CARRIES: YES

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- g. Motion to approve participating in Ohio Department of Education (ODE) Title VI.B Transition Grant for State FY 17, to receive available funds. (Exhibit 7, Page 26)

Kevin stated these are services the agency already provides. This would allow the board to seek reimbursement for those costs. Margaret Demko asked for a motion to approve this item and the next together at the same time.

- h. Motion to submit a request to participate in ODE's Early Childhood Special Education Grant for FY 17 to receive available funds. (See Exhibit 7)

MOTION#: 06-27-09
MOTION: MILLER
SECOND: DEFOREST
AYES: ALLEN, BOND, DEFOREST, DEMKO, JOLLEY, MILLER
CARRIES: YES

- i. Motion to abolish Administrative Policy 19a due to redundancy in Administrative Policy 85. (Exhibit 8, Pages 27-32)

Dick stated he has been reviewing existing policies in preparation for accreditation. In doing so, he learned policy 19a is duplicated and outdated. Policy 85, which already exists, is the same policy and reflects current rules in place for the state of Ohio.

MOTION#: 06-27-10
MOTION: JOLLEY
SECOND: MILLER
AYES: ALLEN, BOND, DEFOREST, DEMKO, JOLLEY, MILLER
CARRIES: YES

- j. Motion to approve hiring full-time Secretary to provide support to the SSA and Transportation Departments. (Exhibit 9, Page 33)

Kevin stated this has been discussed for several months. We have been contracting with Career Connections to provide this service. This posting will create an internal position with salary, benefits, and health insurance. It will cost the agency about \$54,000/year. This has been added into the budget and is something the agency can manage going forward. The Transportation Department, which has gone without administrative support for about five years, will also benefit from this position. Dick added it's been very helpful to have the position. It has freed up other staff members to devote time to more sophisticated tasks. There was brief discussion about changing the title from Secretary to the more modern title of Administrative Assistant.

MOTION#: 06-27-10
MOTION: JOLLEY
SECOND: MILLER
AYES: ALLEN, BOND, DEFOREST, DEMKO, JOLLEY, MILLER
CARRIES: YES

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- k. Approval to enter into contract with Hylant Insurance for property, violence, auto, and liability insurance, for period of one year, beginning July 1, 2017.

Kevin stated this is the best rate the agency can get at this time.

MOTION#: 06-27-11
MOTION: MILLER
SECOND: JOLLEY
AYES: ALLEN, BOND, DEFOREST, DEMKO, JOLLEY, MILLER
CARRIES: YES

- l. Motion to approve extending the Fourth of July holiday to include July 3rd, for all ACBDD 260-day employees.

Kevin stated this is something the board can do to give back to staff. The Fourth of July holiday falls on a Tuesday this year. 48 employees will be affected by this decision.

MOTION#: 06-27-12
MOTION: ALLEN
SECOND: DEFOREST
AYES: ALLEN, BOND, DEFOREST, DEMKO, JOLLEY, MILLER
CARRIES: YES

- m. Motion to cancel July 25th Board Meeting.

Kevin stated the board is only required to have 10 meetings each year. With it being summertime, there is very little happening. Nothing would require having a board meeting. The plan would be to combine the November and December meetings. There was a brief discussion about whether the start of school would require any board action. Kevin did not think so, but he assured the board they would be notified should something come up.

MOTION#: 06-27-13
MOTION: MILLER
SECOND: BOND
AYES: ALLEN, BOND, DEFOREST, DEMKO, JOLLEY, MILLER
CARRIES: YES

9. Old Business

- a. Motion to place the term levy on the Fall 2017 ballot with changed language, as provided in Board Packet.

Kevin reminded the board that we had wanted to initially combine all four levies. After consulting with the prosecutor's office, we learned we cannot combine continuing and term levies. As a result, he recommends placing a renewal term levy on this ballot this November. He also recommended updating the levy language, as reflected in the write-up included in the board packet. Kevin added a Levy Committee will be created soon. Any board member is welcome to participate.

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MOTION# 06-27-14
MOTION: JOLLEY
SECOND: MILLER
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY
CARRIES: YES

- b. Kevin added an item for discussion related to the Passion Works contract. He distributed a page from the legal agreement, which includes language limiting the creation of Passion Flowers to only Athens County. However, the new owner, Creative Foundations, would like to make them at other sites. The ATCO board wanted ACBDD board's input before signing the contract allowing this. Kevin added that, from the agency's perspective, we cannot control what Creative Foundations does once the contract is signed. After some discussion, the board decided that Creative Foundations should have full control over when and where they create Passion Flowers. It was suggested that any flower made in Athens be identified in a special way.
- c. Kevin added the CARF accreditation went well. There were a handful of small citations. Other than those, the reviewers spoke highly of the agency and the staff. Margaret Demko echoed the same and congratulated the staff.

10. Board Reports:

- a. Superintendent, Kevin Davis (Exhibit 12, Pages 54-66). Report Stands.
- b. Director of Education, Becky Martin (Exhibit 13, Pages 67-69).
- c. Director of Finance and Operations, Steve Kramer (Exhibit 14, Pages 70-74), (Exhibit 15, Pages 75-80). Report Stands.
- d. Director of Service and Support, Richard Suehrstedt (Exhibit 16, Pages 81).
- e. Director of Employment Options, Doug Mitchell (Exhibit 17, Pages 82-86). Report Stands.
- f. ATCO Transition Manager, Autumn Brown (Exhibit 18, Pages 87-90). Report Stands.
- g. Gwen Brooks, Director of Human Resources (Exhibit 19, Pages 91-93). Report Stands.
- h. Director of Facilities and Transportation, Butch Withem (Exhibit 20, Pages 94). Report Stands.

11. Comments from Visitors relative to the agenda. None.

12. Comments from Unions relative to the agenda. None.

13. Comments from the board.

- a. Jason asked to be reminded of the board's continuing education opportunities. Ruth mentioned we will have one scheduled soon and offered to resend information about the mandatory trainings. Kevin reminded the board of the online training opportunities.

14. Motion to adjourn at 7:15 p.m.

MOTION#: 06-27-15
MOTION: BOND

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SECOND: ALLEN

AYES: ALLEN, BOND, DEFOREST, DEMKO, JOLLEY, MILLER

CARRIES: YES