

**Exhibit 1**

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
Board Meeting Agenda  
Tuesday, Oct. 24 – 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 6:02 p.m.
2. Arian Smedley did Roll Call.

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

(No roll call necessary) Administrative Staff in Attendance:

Kevin Davis	Superintendent
Becky Martin	Director of Education
Steve Kramer	Director of Finance
Gwen Brooks	Director of Human Resources
Tristin Lawrence	SSA Manager
Autumn Brown	ATCO Transition Manager
Butch Withem	Facilities and Transportation Manager
Katie Evens	Medicaid Manager
Arian Smedley	Executive Assistant to the Superintendent

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

3. Margaret Hutzel read the Mission Statement.
4. Hutzel made a motion to approve Agenda.

MOTION#: 10-24-01  
MOTION: HUTZEL  
SECOND: JOLLEY  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

5. New Business:
  - a. Allen made a motion to approve Sept. 26, 2017, Regular Board Meeting Minutes, with necessary changes (Exhibit 1, Pages 1-6).

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The minutes needed to be corrected to reflect Demko was in fact present. She was inadvertently listed as absent in the Roll Call section.

MOTION#: 10-24-02  
MOTION: ALLEN  
SECOND: MILLER  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

- b. Jolley made a motion to approve Oct. 9, 2017, Special Board Meeting Minutes (Exhibit 2, Pages 7-8).

MOTION#: 10-24-03  
MOTION: JOLLEY  
SECOND: BOND  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY  
ABSTAIN: MILLER  
CARRIES: YES

- c. Allen made a motion to approve becoming a member of MEORC beginning January 2018. (Exhibit 3, Pages 9-10).

Supt. Davis stated this is something we've been talking about for about a year. He and staff have put in a significant amount of thought, time, and planning into this decision. The process involved interviews with MEORC, SOCOG, and superintendents who are members of both entities.

Supt. Davis referenced the Exhibit, which details out the recommendation. He would recommend we remain a member of SOCOG for the next year, which is \$500. The board will continue to use the SOCOG Investigative Agent services (provided agency wide) and SSA services (provided for one individual).

Supt. Davis added he would recommend also joining MEORC and enrolling in their long list of services. The cost to join MEORC is \$14,335, which the budget is able to handle. He stressed the board should do this in order to move forward in a positive way.

Bond asked if our contract with SOCOG will end at the close of 2017.

Supt. Davis re-stated that we would keep membership with both through 2018.

Allen asked for clarification of the \$6,000 in trainings mentioned in the Exhibit.

Supt. Davis stated the Accreditation Readiness agreement offered a discount for their trainings, if we joined MEORC. However, the full price would be incurred if we chose not to join.

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Kramer added that the agreement with SOCOG is \$500 for the membership fee, plus additional fees for the Investigative Agent services.

Jolley asked if Investigative Agent services are offered by MEORC.

Supt. Davis stated they do offer those services. However, in this particular area, SOCOG provided a superior product. At this time next year, we may reevaluate.

Hutzel asked if the MEORC services, in general, are better.

Supt. Davis stated they are, adding he strongly feels the board would not have been successful with our accreditation without the help of MEORC.

MOTION#: 10-24-04  
MOTION: ALLEN  
SECOND: HUTZEL  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

- d. Miller made a motion to approve transitioning the board's MUI Coordinator from SOCOG to the County Board effective November 1, 2017. (Exhibit 3, Pages 9-10).

Supt. Davis explained that several years ago, the board decided to contract out the MUI Coordinator to SOCOG. He added the MUI Coordinator should not be employed by the same agency that does the investigations, as this could be perceived as a potential conflict of interest. It has not been an issue for the board up until this point. This is an effort to avoid any potential issues in the future. There will be no increased costs for the board.

Kramer stated the cost to the board has been roughly \$80,000 (salary plus all other personnel costs), and that will remain the same under this new arrangement. He added he thinks this arrangement happened due to staff turnover. At the time, the quickest way to re-staff the position was to contract out the services to SOCOG. The arrangement was then never revisited.

Miller asked if all county boards have their own MUI Coordinator.

Supt. Davis stated those of a certain size do.

Miller then asked if they're typically hired by the county board.

Supt. Davis said yes.

MOTION#: 10-24-05  
MOTION: MILLER  
SECOND: JOLLEY  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

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- e. Miller made a motion to approve contract with ATCO, effective January 1, 2018, through December 31, 2018, pending Prosecuting Attorney approval (Exhibit 4, Pages 11-18).

Supt. Davis stated this is the annual contract. This may be our last contract. Although, there is a possibility we'd have a short-term contract after this one.

Kramer stated this is about \$50,000 less than last year.

Demko asked the total amount for the contract.

Supt. Davis stated it's for \$197,600. Last year, it was for \$254,000.

Kramer stated part of the difference had gone to Passion Works, which was the biggest factor, and other decreasing contracts.

MOTION#: 10-24-06  
MOTION: MILLER  
SECOND: ALLEN  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

- f. Miller made a motion to approve policy "Responding to Subpoenas, Search Warrants, Investigations and Other Legal Actions," as recommended in recent CARF accreditation process (Exhibit 5, Pages 19-20).

Supt. Davis stated this was noted in our CARF accreditation report. This has been reviewed and approved by prosecutor's office. He added it's been the practice to offer multiple reads of the policy before it's approved. The other option is to simply approve it now.

Demko stated she read through it, and she had no questions or concerns.

Allen agreed.

MOTION#: 10-24-07  
MOTION: MILLER  
SECOND: HUTZEL  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

- g. Discussion about adjustments to November meeting
  - i. Board training at 6 p.m.
  - ii. Meeting at 7 p.m.

Supt. Davis stated we'd like to offer a training session to board members next month. To be most accommodating to board members' schedules, we'd like to host it at 6 p.m. The official board meeting would then commence at 7 p.m. All board members have been

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notified of where they stand, with regards to their required annual training requirements.

Board members had a brief discussion about their training requirements.

All board members were in agreement of this adjustment. No vote is necessary.

#### **6. Board Reports:**

- a. Superintendent, Kevin Davis (Exhibit 6, Pages 21-31).

Report stands. He wanted to highlight the open forum on the levy hosted last week at Beacon School. We had six people attend; four were related in some way to Supt. Davis. He also announced the second board member training opportunity, which will be on Nov. 15<sup>th</sup> at 6 p.m. at Beacon School. The focus of that training will be on fair housing and individuals with disabilities.

- b. Director of Education, Becky Martin (Exhibit 7, Pages 32-34).

Report stands. Martin highlighted that the first concert of Beacon Singers will be Friday, at 10 a.m. Trick-or-Treat will be at 12:30, followed by the Halloween Party at 1 p.m. They have also started planning their Breakfast with Santa event, which will be Dec. 9, 9 a.m. to noon. This is the school's biggest fundraiser of the year.

- c. Director of Finance and Operations, Steve Kramer (Exhibit 8, Pages 35-45)

Report stands. Kramer added we are one month into the year's final quarter. We have received most of our large revenue. He stated the board is at 50% of our operating budget as carry-forward. He expects that it will decrease over the next few months, as we will see mostly spending through the end of the year. He is anticipating a balanced budget at year's end.

Hutzel asked if he can estimate what the final percent carry over will be at the end of the year.

Kramer said he is not sure, at this time. He added that he is being overly cautious, because this year saw 16 new waivers that have not hit our budget just yet. Once they do, he will be able to better project their impact on the budget.

Hutzel asked if some of those were state waivers.

Kramer added some are, for the foreseeable future.

Supt. Davis added that there is always the chance that could change, with a transition of administration at either the federal or state level.

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Hutzel asked if it has ever changed in the past.

Kramer stated it has not changed in the past, in his experience, but the possibility is always there. What he has seen are certain line items decreasing over the years.

- d. Director of Service and Support, Richard Suehrstedt (Exhibit 9, Page 46).

Report stands. Lawrence was in attendance on Suehrstedt's behalf. She wanted to highlight that the plan of correction, following the accreditation review, was submitted and accepted. This means the board has officially been granted its three-year accreditation status. She also highlighted the fact that effective Oct. 31, everyone from Echoing Meadows will be in their new permanent housing.

Demko asked what will happen to Echoing Meadow.

Supt. Davis stated they have closed, and the building is for sale and possibly close to being purchased. He added that the board should consider this a victory. We philosophically do not support congregate living – 36 people living in the same residential setting. For that to have been slowly dismantled and now closed is a positive thing for anyone who was living there. The SSAs did an incredible job. It took an immense amount of work to do that smoothly.

- e. Director of Employment Options, Doug Mitchell (Exhibit 10, Pages 47-51).

Report stands. He highlighted the positive public relations events, like the Employment Options Open House, the PPAAC fundraiser at Applebees, and the PPAAC 25<sup>th</sup> Anniversary Celebration. He also highlighted that the board has 91 individuals with developmental disabilities regularly working in the community – the highest ever.

Supt. Davis stated we will celebrate when we reach 100 individuals.

- f. ATCO Transition Manager, Autumn Brown (Exhibit 11, Pages 52-56).

She highlighted ATCO's efforts to continue community inclusion, like the Community Halloween Party. Although the Community Inclusion Specialist position has not been filled, those duties have been divided up among ATCO staff members. Their next community project is the Veterans' Day Parade. For this year, the plan is to collaborate with veterans' organizations to have individuals join them. This is instead of hosting an ATCO float. She also highlighted her Good Life training experience. She added it should have a positive impact on the board and the individuals we serve. The Transportation Committee also plans to host community forums. One specifically for individuals with disabilities will be hosted on Nov. 1<sup>st</sup>, at 6:30 at the Athens Public Library.

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Brown added one new item for board consideration. She stated ATCO Idol is slated for April 2018, possibly at Stuart's Opera House, if it's available. After evaluating what staff and individuals would like to do for their next event, it was made evident that ATCO staff will need additional support to successfully plan and organize that event. Traditionally, the event has been karaoke style. For the next time, they want to develop the event into an inclusive performance, where a person with a disability is partnered with a local musician. Brown and her team recommended they enlist the help of a local musician, Chris Biester, to make that happen. Brown shared the proposed contract with the board for their consideration. Biester would support Leslie Perry, the agency's long-time ATCO Idol Coordinator. The main role of Biester would be to develop relationships with local musicians and provide coaching to ATCO staff and to the individuals wishing to perform.

Davis stated he reviewed the contract and supports this effort. He added that with ATCO closing, this is an ideal community outreach event. Even with ATCO winding down, the agency still plans to invest in community events such as ATCO Idol into the future. He stated we will need a system in place that allows us to do that. This is a good first step.

Bond asked if there are plans to host an event this year, specifically in December.

Brown stated that was discussed, but the event and experience they're hoping to create will need the additional time for planning and preparation. This is the reason for scheduling it in April of 2018.

Bond stated she was under the impression it was going to happen this year. She added she'd like to see something put on this year because of the importance of the event to the individuals.

Brown stated if something were to happen in December, it'd have to be early December. Doing this would only allow about 25 working days, not counting holidays in between. Whatever is put on would have to be very small. Brown clarified the event is not hosted every year.

Bond stated it's been annual for the past few years.

Brown stated that hasn't always been the case. It resolves around the individuals' interest and desires to work on the event.

Supt. Davis stated it may not be necessary to talk through the details right now, but he added a small event in December shouldn't be a problem.

Bond stated it does not have to be hosted at Stuart's, that it could be hosted anywhere.

Hutzel suggested ARTSwest.

Davis suggested the ATCO building.

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Bond agreed that any place would be good because it's an event the individuals thoroughly enjoy. She added that the individuals can be convinced of doing anything, which is why they are likely OK with April. But she added she'd like for the staff to do something this year because next year will be the end.

Brown clarified that this is not going to be the last ATCO Idol.

Demko said it was never discussed that this would be the last one.

Brown said this is about making the event sustainable.

Davis confirmed that is true, that this is not expected to be the last ATCO Idol.

Demko stated the details of whether or not a smaller event will happen can be discussed after considering the contract before them.

Brown added that this is not increasing the ATCO budget. These funds are made possible by reallocating funds for the Community Inclusion line item.

Jolley said he's not opposed to the contract. However, philosophically, he is opposed to being presented with new items to consider, without them having been made available for review in advance.

Supt. Davis acknowledged with staff ahead of time that this could be an issue for the board. He stated if the board would prefer, we could table the contract for next month.

Jolley stated if it were important, it would have been provided in advance for review.

Demko stated it would simply delay getting started. She stated she understands his concern. She added this is not a new concept, as this was first discussed about a year ago.

Jolley asked for more information about who Biester is and what he does.

Hutzel stated he is a long-time local musician who has been providing live music at ATCO every Friday.

Brown acknowledged this is a last-minute request, and she explained that was due to the recent realization of their needs as they plan for the event. She reminded the board the Community Inclusion Specialist position, which would have been responsible for this piece, has not been filled since it was vacated over the summer. While current ATCO staff is sharing those duties, a gap still remains. This contract is expected to fill that gap. She added it's OK to table the contract.

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Davis said all that it'll do is push back the timeline and make a December event more difficult.

Bond stated that Leslie Perry could put something together.

Brown stated we'll do an event in December.

Bond added she could get some help.

Demko stated the contract is for \$2,250, which is not a large expense. She added it would result in a significant gain in return in community inclusion and community understanding. She does not see a need to wait to approve the contract.

Miller understands Jolley's concerns; however she is fine with the proposal. The amount is not significant, and it's coming from the ATCO budget. And with the request to have something happen in December, she's even more supportive of approving this contract now. She also stated she appreciates the amount of work events entail, however small.

Hutzel asked to clarify if this is coming from the community inclusion line item.

Brown said yes, that this is repurposing an already existing line item.

Miller went on to say the April event is the key to sustainability for the future of ATCO Idol. She added that the effort to create relationships with local musicians could potentially make this event wildly successful.

After the vote, Supt. Davis stated he understands Jolley's concerns. He had that very conversation with staff before the meeting. He stated he was the one who ultimately decided to bring it to the board and takes responsibility for that. The only reason he did so was for the urgency to get it started. He added staff has never made it a practice of doing this and will not do it again in the future.

Jolley stated it's less about the money. He added that we owe it to the tax payers to be transparent and give them a chance to see these things in advance.

Demko added that had she known it was coming, she could have amended the agenda to add it to the agenda.

MOTION#: 10-24-08  
MOTION: MILLER  
SECOND: HUTZEL  
AYES: ALLEN, BOND, DEMKO, HUTZEL, MILLER  
NAYS: JOLLEY  
CARRIES: YES

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- g. Gwen Brooks, Director of Human Resources (Exhibit 12, Pages 57-62).

Reports stands. Brooks highlighted the annual in-service training, scheduled for Nov. 7. She also stated a guest speaker is coming to ATCO tomorrow to talk about transition services provided at Career Connections.

- h. Director of Facilities and Transportation, Butch Withem (Exhibit 13, Page 63).

Report stands.

Demko stated she saw a news report out of Columbus about a school installing specialized seats in one of the school buses. She was happy to see them highlighting the importance of this sort of enhancement, knowing the board has already done the same at Beacon School.

7. No comments from Visitors relative to the agenda.
8. No comments from Unions relative to the agenda.
9. No comments from the board.
10. Hutzel made a motion to enter into Executive Session per ORC 121.22 (G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

MOTION#: 10-24-09  
MOTION: HUTZEL  
SECOND: JOLLEY  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

11. Hutzel made a motion to return from Executive Session.

MOTION#: 10-24-10  
MOTION: HUTZEL  
SECOND: BOND  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

12. Bond made a motion to enter into a confidential agreement with the Szostek family to cover medical and related expenses as a result of the incidents from October 2016.

MOTION#: 10-24-11  
MOTION: BOND  
SECOND: HUTZEL  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

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13. Bond made motion to adjourn.

MOTION#: 10-24-12

MOTION: BOND

SECOND: MILLER

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

CARRIES: YES