

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
Board Meeting Minutes  
Tuesday, Nov. 28<sup>th</sup> – 7:00 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 7:00 p.m.
2. Arian Smedley did Roll Call.

ALLEN	Present
BOND	Present
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
Richard Suehrstedt	Director of Services & Support Administration
Doug Mitchell	Director of Employment Options
Gwen Brooks	Director of Human Resources
Autumn Brown	ATCO Transition Manager
Butch Withem	Facilities and Transportation Manager
Arian Smedley	Executive Assistant to the Superintendent

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

3. Rebecca Miller read the Mission Statement.
4. Allen made motion to approve Agenda.

MOTION#: 11-28-01  
MOTION: ALLEN  
SECOND: HUTZEL  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

5. New Business:
  - a. Miller made motion to approve Oct. 24, 2017, Regular Board Meeting Minutes (Exhibit 1, Pages 1-11), with the necessary changes. Brooks was inadvertently left off the list of Administrative Staff in attendance.

MOTION#: 11-28-02

MOTION: MILLER  
SECOND: BOND  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

- b. Allen made motion to approve changes to Administrative Policy 57, Title XX Policy (Exhibit 2, Pages 12-13).

Dr. Davis stated this could be a first reading, or it can be approved if everyone is comfortable with the changes. He went on to say the policy simply adds in language that better reflects how we use the funds. The additions do not change practice. It only updates to policy to reflect what has been our practice.

Demko asked for any questions, or if anyone wanted this to be the first reading.

Neither Dr. Jolley and Miller felt the need to make this a first reading.

MOTION#: 11-28-03  
MOTION: ALLEN  
SECOND: MILLER  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

- c. Bond made motion to re-approve spending up to \$50,000 to purchase a new or used Sprinter Van to add to the Transportation fleet (Exhibit 3, Page 14).

Dr. Davis explained the board approved this in July 2016. At this point, we have been looking for this vehicle, yet we still have not found one. Since the motion is now over one year old, we thought the responsible thing to do would be to update the board on where this stands and also ask for another motion.

Withem added he is still looking.

Dr. Davis said he did not want to be in a situation where we found what we needed, but that the motion is 15 months old. He stated he felt more comfortable with a current motion.

Dr. Jolley asked why this is so difficult.

Withem stated the Ohio Department of Education allows us to use up to a nine-passenger vehicle (or less), not including driver. They stopped making the model in 2006. Finding a used one would be ideal. If that does not work out, he would like the ability to buy a new one.

Dr. Davis clarified that a vehicle was not purchased last year. This motion will have us using the original funds we had set aside for this purchase.

Bond asked if we had ever received the recalls.

Withem said yes.

Demko agreed it is preferable to have a more current motion.

MOTION#: 11-28-04

MOTION: BOND  
SECOND: ALLEN  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

- d. Jolley made motion to approve replacing the tile floors in Beacon Cafeteria, and expending up to \$11,094.40 (Exhibit 4, Pages 15-16).

Dr. Davis explained the tile in the Beacon Cafeteria is the same flooring from over 20 years ago, and it needs to be replaced. The plan would be to do the work over the Winter break. He referenced the estimates in the board packet. One is for roughly \$11,000; the other is for roughly \$7,000. Both quotes are from the same business. The \$7,000 flooring is the same material we have now. The \$11,000 quote is for a material that looks like hard wood flooring, which is the preferred option. Dr. Davis went on to say the preferred flooring has matching carpet, which we want to replace next. It is estimated the carpet is roughly the same age as the tile flooring. Carpet replacement would likely happen during Spring break.

Dr. Jolley asked if it is possible to do both projects this year and use our carry forward.

Dr. Davis said it would not be a problem to use carry forward. The question is whether the company can do it during that time frame. If the board would like us to explore doing them both, he said we can ask the company.

Dr. Davis stated we would like a motion for the \$11,000 material. But if the board would prefer that we select the more affordable option, we can replace with the same material we have now.

Demko stated what we have now has a more institutional feel. The new material is warmer.

Hutzel asked how much is being replaced.

Dr. Davis stated it would include the cafeteria and the hallways, to the back door.

Bond asked if there are grooves in the new material.

Dr. Davis said yes, and that he had a conversation with Withem about that and whether that would be difficult to maintain.

Dr. Allen added tile isn't a perfectly smooth surface either.

Demko added the new material is now frequently used in hospitals.

Dr. Jolley said he had heard the new material is successfully used in vet offices and other places with lots of spills.

Dr. Davis stated we would prefer a motion for the new material. We can also look to see about getting a quote for the carpet.

Demko stated it might make more sense to do it all at once, if they can.

Miller asked if we need to mention a higher amount in the motion to allow for flexibility, in the event the business can do both projects.

Dr. Davis asked for a motion on the tile flooring project and a second one addressing the carpet.

Kramer asked if we already had an estimate.

Withem said he did not know.

Bond asked if the carpet goes into the rooms.

Martin said it does not go into rooms, but it does go into her office.

Dr. Davis added that the administration part of the building does not need to be replaced, just the high-traffic areas.

MOTION#: 11-28-05  
MOTION: JOLLEY  
SECOND: BOND  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

- i. Allen made motion to authorize seeking and accepting a bid for carpet replacement, if the business is able to complete project in during the same timeframe as the tile replacement project (No Exhibit).

MOTION#: 11-28-06  
MOTION: ALLEN  
SECOND: JOLLEY  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

- e. Hutzel made motion to approve contract with ESC for OT services during 2017-2018 school year, pending Prosecuting Attorney's approval (Exhibit 5, Page 17).

Dr. Davis said this is an annual contract. This year's contract is an increase, because we have more students who need these particular services. The contract allows for up to 35 students for \$52,500 for the academic year.

Demko asked if the ESC covers the cost of benefits.

Dr. Davis said yes.

Martin stated the ESC staff person will still do sensory evaluations at no cost, unless she ends up serving the student.

MOTION#: 11-28-07  
MOTION: HUTZEL  
SECOND: MILLER  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

- f. Allen made motion to approve the 2018 Operating Budget (Exhibit 6, Page 18).

Dr. Davis stated we are required by Ohio Revised Code to approve an operating budget before the year starts. He and Kramer presented before the Athens County Commissioners today, and

that meeting went well. Kramer has presented a balanced budget for next year. He welcomed any questions or suggestions on how to review the budget. He reminded everyone that changes can be made throughout the year, as needed.

Dr. Jolley asked if this is a new requirement.

Dr. Davis said we do this every year.

Kramer stated he always prefers to prepare a balanced budget. He said in a perfect world, we expend all of our revenues. But we just passed a term levy that will last eight years. He stressed the importance of making those funds last those eight years. If not, he said we will have to ask for additional money.

Dr. Allen asked if there is anything in the budget that is significantly different from last year.

Kramer said last year, we had extraordinary items. We had two cost report settlements, which resulted in our receiving around \$250,000 unexpectedly. We also had some flow-through expenditures and revenues, which inflate our numbers. If those numbers are netted out, last year's budget is very similar to this year's budget.

Dr. Davis added that one of our biggest expenditures (outside of salaries) is our Medicaid Waiver Match at \$2.7 million. This only represents 40% of the total cost, as the federal government pays 60% percent. This means a little over \$6 million is going into the local economy for agencies and providers to provide services for individuals with disabilities.

Kramer stressed the importance of the waiver account. It shows the roughly \$511,000 that is paid quarterly. The fifth invoice is considered a "true up" and that is paid in July. We also have one of our individuals moving out of supported living into a waiver situation, and so he has accounted for that. The last two quarterly payments have been increased to nearly \$640,000, because we added waivers last year. While we do not know at this time how they will impact the budget, he said he has tried to be very conservative in preparing the budget to take on those new expenditures.

MOTION#: 11-28-08  
MOTION: ALLEN  
SECOND: JOLLEY  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

g. Review and discuss 2018 Technology Plan (Exhibit 7, Pages 19-27).

Dr. Davis stated this was something required by CARF. Kris Dunlap, the board's IT Manager, was invited to the meeting to answer any specific questions about the plan itself.

Dunlap described the document as a strategic plan for technology. It does not commit the board to certain expenditures. It simply outlines plans and goals, like updating laptops and exploring options around a new phone system.

Dr. Davis explained this is for informational purposes only; a motion is not needed. We are simply required to have one.

Demko said it was a lot of work to get it together and thanked him.

h. Discuss board member seat vacancies.

Dr. Davis stated we will have two board vacancies. The terms for both DeForest and Miller will end in December. Both have asked that their terms not be renewed so that they may devote their time to other activities. DeForest has already resigned and was not present today. He presented a gift to Miller to show the board's appreciation for her time, energy, and dedication to the board.

Demko also thanked her for her service to the board.

Miller stated it has been an honor to serve on the board and that she admires all the work of board members and staff. And she thanked the board for allowing her to serve.

Dr. Davis reminded the board there was some discussion about inviting a person with disabilities on the board. In our conversations with the Athens County Commissioners (the appointing authority for these two vacancies), they encouraged us to seek out board members with public administration, education, or business experience. This is because we already have more than the required number of board members representing either an individual with a disability or a family member of an individual with a disability. We do have some candidates in mind, and we will be recommending those candidates to the commissioners.

Dr. Allen asked for clarification on whether one of the new candidates will be a family member of an individual with a disability.

Dr. Davis stated the two new candidates will not be a family member or an individual with a disability. We currently have four board members who fit that description. Ohio Revised Code requires that we have three. Both candidates will be community members. He acknowledged this was not the direction that we discussed among the board members, but this is the direction the commissioners are recommending. Dr. Davis agrees with their assessment.

Dr. Davis added that in the past, we would not know who the appointed person would be until receiving the letter from the commissioners. We have been making efforts to correct that going forward, so that we can be more involved and helpful in their selection process.

Dr. Jolley asked when the appointment would happen.

Dr. Davis stated they can make the appointment now, but the term would not start until January 2018.

Dr. Jolley asked if we are in any danger by having two board vacancies.

Dr. Davis said no, as long as we have five members.

Demko shared a story from years ago when we learned of a new board member by the person simply showing up to a board meeting one day. She said the experience was very difficult, and the person did not last long. She said we do not have control over who is appointed.

Dr. Davis stated we are trying to correct that by staying in regular contact with the commissioners' office and repair the relationship so that we can avoid any surprises in the future. The goal is that both entities respect each other's wishes and work together to find

appropriate candidates. He added that we have a verbal commitment from the commissioner's office that once a slot becomes open, an individual with a disability or family member with an individual with a disability will be considered at that time.

6. Board Reports:

a. Superintendent, Kevin Davis (Exhibit 8, Pages 28-40).

Report stands. He highlighted a flyer passed out to all board members. The flyer announced the annual staff appreciation breakfast, and he invited all board members to attend. He also provided a handout that highlighted accomplishments from 2017. (See scanned handout) He stressed that these are above and beyond what we normally do. He went on to say the list is not comprehensive and does not acknowledge the hard work of other departments (HR, Fiscal, and Transportation) that are necessary to make everything run smoothly. He said the board should feel proud of what was accomplished in 2017. He concluded by saying he will be on vacation during the latter part of December.

Demko said everyone should be congratulated, because everything on that list was a team effort.

b. Director of Education, Becky Martin (Exhibit 9, Pages 41-43).

Report stands. She highlighted that Breakfast with Santa is on Saturday, Dec. 9<sup>th</sup>, from 9-noon, and all are invited. She said she is thankful for all of the donations that have come in for the chance auction. She added the school had a successful active shooter drill. She also thanked the board for the approval to replace the flooring with the new material.

c. Director of Finance and Operations, Steve Kramer (Exhibit 10, Pages 44-56)

Report stands. He highlighted a few items. For the month of October, we spent \$400,000 more than we brought in. This is expected, as we have received all the revenue we will receive for the year. At the end of October, the board stood at about 46% carryover. That will go down as we face expenditures through the end of the year. He estimates the budget will be very close to what was originally projected.

Demko asked if the money from carryover will be used to pay for the new flooring and carpet.

Kramer said we can. He said we could spend out of capital funds, but it does not necessarily count as capital improvement. Flooring is more repairing than a capital asset. Still, he said he does not anticipate having any issues covering the costs for both projects in 2017.

d. Director of Service and Support, Richard Suehrstedt (Exhibit 11, Page 57).

Report stands. Suehrstedt highlighted the productivity numbers. He noted there is conversation ongoing statewide about the possibility of standardizing the calculation for productivity. At present, the calculation varies widely. If that should happen, we may see fluctuations with that number, and he wanted the board to be prepared to see that. He

predicts they will remain productive; the number may simply change slightly. He reminded the board the target for productivity in his department is 60% (they're currently at 77%).

Demko said they are grateful to have a number at all. This was not the case in the past.

e. Director of Employment Options, Doug Mitchell (Exhibit 12, Pages 58-63).

Report stands. Mitchell did add that his division is now up to roughly 91 individuals working in the community. A goal for next year will be to hit 100 employed.

Dr. Davis said that is impressive for a county our size. We serve roughly 600 people each year, and to have nearly 100 employed is a great accomplishment.

Demko asked what the percentage of employment for neighboring or other Appalachian counties.

Mitchell said he does not know, but he will try to find out.

f. ATCO Transition Manager, Autumn Brown (Exhibit 13, Pages 64-69).

Report stands. Brown highlighted there are several events that everyone is invited to attend. For example, the not-so-healthy potluck is the third Wednesday of the month. Dec. 13<sup>th</sup>, 6 p.m. is the ATCO Idol Meet & Greet. She also provided printed invitations for local musicians. Pam Bond and her sister have agreed to help with the fundraiser meal.

Dr. Davis said this came out of the last board meeting. He said it is important to acknowledge the hard work of Bond and Brown within the last month to get this together. We appreciate them, because this will benefit the individuals we serve in a good way.

Bond added she also appreciates everyone's efforts.

Demko asked if there is an age limit to participate.

Brown said there is no age limit.

g. Gwen Brooks, Director of Human Resources (Exhibit 14, Pages 70-72).

Report stands. Brooks highlighted that negotiations with teamsters begins next week. She updated board members on the OPERS change, which stated we could no longer pro-rate the salaries of staff who are not 260-day employees. We learned recently there is pending legislations that may resolve this issue. She stated she will keep the board updated on any developments.

h. Director of Facilities and Transportation, Butch Withem (Exhibit 15, Page 73).

Report stands.



7. No comments from Visitors relative to the agenda.
8. No comments from Unions relative to the agenda.
9. Comments from the board.

Dr. Allen stated he received his re-appointment letter in the mail.

Bond passed out 2018 calendars to everyone.

10. Miller made 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, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing at 7:41 p.m.

MOTION#: 11-28-09  
MOTION: MILLER  
SECOND: BOND  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

11. Hutzel made motion to return from Executive Session at 8:11 p.m.

MOTION#: 11-28-10  
MOTION: HUTZEL  
SECOND: BOND  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

12. Jolley made motion to approve a committee of Board members to hear any formal complaints, as per ACBDD Policy 18(H)3(C). The committee shall be comprised of Margaret Demko, Rebecca Miller, and Leonard Allen.

MOTION#: 11-28-11  
MOTION: JOLLEY  
SECOND: BOND  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
CARRIES: YES

13. Bond made motion to adjourn at 8:15 p.m.

MOTION#: 11-28-12  
MOTION: BOND  
SECOND: MILLER  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, MILLER  
CARRIES: YES