

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Board Meeting Minutes
Tuesday, April 23 – 6:00 P.M.
801 W. Union Street, Athens, Ohio 45780

**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 6:03 p.m.
2. Arian Smedley did roll call.

ALLEN	Present
BOND	Present (arrived by 6:09, after roll call)
DEMKO	Present
HUTZEL	Present
JOLLEY	Present
OLIVER	Present

(No roll call necessary) Administrative Staff in Attendance:

Dr. Kevin Davis	Superintendent
Becky Martin	Director of Education
Steve Kramer	Director of Finance
Doug Mitchell	Director of Employment Options
Autumn Brown	ATCO Transition Manager
Richard Suehrstedt	Director of Service & Support
Gwen Brooks	Director of HR
Butch Withem	Director of Transportation
Arian Smedley	Assistant Superintendent

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

3. Oliver read the Mission Statement.
4. Dr. Jolley motioned to approve the agenda.

MOTION#:	04-23-01
MOTION:	JOLLEY
SECOND:	HUTZEL
AYES:	ALLEN, DEMKO, HUTZEL, JOLLEY, OLIVER
CARRIES:	YES

5. New Business:
 - a. Demko introduced guest speaker, Dara Walburn, who serves at the Southeast Ohio Representative on the Ohio Governor's DD Council. In her presentation, she shared what it means to her to be a self-advocate and to serve as a member of the DD Council. She also shared information about the DD Council's grant program.

Items for review and discussion:

- b. Board members reviewed and discussed the 2018 Annual Report.
- c. Board members reviewed and discussed the 2018 MUI Annual Stakeholder Data (Exhibit 1, Pages 1-16). Dr. Davis shared this is a report we are required to do every year. It is intended to help us identify trends and patterns. He highlighted a few areas in the report. The report is shared with the board for informational purposes. He also shared Scott Zielinski is officially our new MUI Coordinator.
- d. Board members reviewed and discussed results of the staff engagement survey (Exhibit 2, Pages 17-22). Dr. Davis reminded the board about the stakeholder engagement survey that was conducted last year, around this time. Stakeholders included individuals served, staff, and the community at large. One of the outcomes of that survey was to also conduct a staff engagement survey. He walked the board members through the report and results, which identified our strengths and opportunities for improvement. Overall, the results were positive. He shared this will be conducted annually. This first year will serve as our baseline. Lastly, he shared the leadership team has identified strategies to help improve some of our lower numbers.
- e. Board members reviewed and discussed 2018-2019 Academic Hours & Make Up Schedule (Exhibit 3, Page 23).
- f. Board members discussed the technology around surveillance footage, a discussion revisited from the February meeting. Dr. Davis reminded the board that there was a question about our capacity for storing surveillance footage. Specifically, it was asked if footage from every camera for an entire day at Beacon School could be stored. It was decided to ask Kris Dunlap, IT Manager, to review our options and share his findings with the board. Dunlap shared with the board the process we were using would have made it difficult and very time consuming to store footage from all cameras at Beacon School for an entire day. He has since learned of a new process that will allow us to do this without a problem. Dr. Jolley said he was glad to know we now have this capacity. He added that if there are areas to improve the agency's surveillance system, he would advocate that we do so. Dr. Davis suggested we do an agency wide assessment of our surveillance system. He said this will be prepared and presented to the board at a future board meeting.
- g. Board members reviewed and discussed the food services bid (Exhibit 5, Pages 36-37).

Discussion: Dr. Davis walked the board through the exhibit in the board packet. Steve Kramer, Finance Director, added bids must be submitted by May 10.
- h. Board members reviewed and discussed the 2019-2020 program calendars (Exhibit 6, Pages 38-40).
- i. Board members reviewed the in-service training requirements (Exhibit 7, Pages 41-44).

Discussion: Dr. Davis walked the board members through the exhibit in the board packet. There was brief discussion about our plans for offering in-person training. The training schedule, which was approved in January, will be included in the May board meeting materials as a reminder.

- j. Board members discussed how to make up the March board meeting. The possibility of having the Organizational meeting count toward the minimum of 10 meetings was discussed and considered. It was decided to table a vote until the May meeting to research if this is possible.

Motions for vote:

- k. Dr. Jolley motioned to approve Administrative Policy 26, and Personnel Policies 2-6, 2-2, 2-4, and 3-1 (Exhibit 4, Pages 24-35).

Discussion: Both Dr. Davis and Gwen Brooks, HR Director, walked the board through the new vs. the old policies. There was brief discussion about the new surveillance policy.

MOTION#: 04-23-02
MOTION: JOLLEY
SECOND: ALLEN
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OLIVER
CARRIES: YES

- l. Oliver motioned to approve Feb. 26, 2019, Regular Meeting Minutes (Exhibit 8, Pages 45-50).

MOTION#: 04-23-03
MOTION: OLIVER
SECOND: ALLEN
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OLIVER
CARRIES: YES

- m. Dr. Jolley motioned to approve FANs COMCorps application request (Exhibit 9, Page 51).

Discussion: Dr. Davis walked the board members through the exhibit in the packet.

MOTION#: 04-23-04
MOTION: JOLLEY
SECOND: HUTZEL
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY
ABSTAIN: OLIVER
CARRIES: YES

- n. Dr. Allen motioned to approve the Camp Director job description (Exhibit 10, Page 52).

Discussion: Dr. Davis explained that due to time constraints, the position was already posted. However, an offer would not be made until the board formally approved the position.

MOTION#: 04-23-05
MOTION: ALLEN
SECOND: OLIVER
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OLIVER
CARRIES: YES

- o. Bond motioned to approve the access controls project for the ACBDD's facilities (Exhibit 11, Pages 53-70).

Discussion: Dr. Davis provided an updated proposal as a handout. The updated proposal included the price for access controls for all of the ACBDD's facilities. He walked the board through the handout and went over details about the project, including equipment and costs.

MOTION#: 04-23-06
MOTION: BOND
SECOND: OLIVER
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OLIVER
CARRIES: YES

- p. Dr. Allen motioned to authorize the Superintendent to teach one college-level course per semester outside the scope of his ACBDD duties.

MOTION#: 04-23-07
MOTION: ALLEN
SECOND: OLIVER
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OLIVER
CARRIES: YES

- q. Hutzel motioned to approve the funding request from HAPCAP for the Athens Public Transit Route 7 expansion pilot project (Exhibit 12, Page 71).

Discussion: Dr. Davis reminded the board this had been presented before the board about a year ago, but we did not yet have a specific dollar amount requested until now. He explained this funding would help support the Line 7 pilot project, which would expand the bus route to Albany and Nelsonville.

MOTION#: 04-23-08
MOTION: HUTZEL
SECOND: BOND
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OLIVER
CARRIES: YES

- r. Dr. Jolley motioned to approve proposal to add a preschool classroom (Exhibit 13, Page 72-75).

Discussion: Dr. Davis said there is a need for this in the county, but he also acknowledged this is a service county boards of DD are not required to provide. Becky

Martin, Director of Education and Beacon Principal, walked the board through the proposal in the board packet.

Discussion included the following areas:

- Addressing the gap between Early Intervention services and school-age services.
- Providing specialized services to the children with the highest needs.
- Further discussion this is not a service we are mandated to do.
- Concern about financial sustainability into the future regarding the need to fulfill our mandated services.
- Funding from the Ohio Department of Education.
- The possibility of charging the families of typical students. This will be explored and shared at a future board meeting.

MOTION#: 04-23-09
MOTION: JOLLEY
SECOND: BOND
AYES: ALLEN, BOND, DEMKO, JOLLEY
NOS: HUTZEL, OLIVER
CARRIES: YES

- s. Dr. Jolley motioned to grant July 5, 2019, as a paid day off.

Discussion: Dr. Davis said this has been done in the past when the holiday falls so close to the end or beginning of the week.

MOTION#: 04-23-10
MOTION: JOLLEY
SECOND: OLIVER
AYES: ALLEN, BOND, DEMKO, JOLLEY, OLIVER
NOS: HUTZEL
CARRIES: YES

6. Board Reports:

- a. Superintendent, Dr. Kevin Davis (Exhibit 14, Pages 76-105).

Report stands. He shared that we received eight proposals for the ATCO Legacy Fund. The recommended proposals will be presented at the next board meeting.

- b. Director of Education, Becky Martin (Exhibit 15, Pages 106-109).

Report stands. She highlighted the success of this year's prom. She shared May 17 at 9 a.m. will be the Preschool Graduation and Awards ceremony. She added Friday, May 24, is the last day of school for students.

- c. Director of Finance and Operations, Steve Kramer (Exhibit 16, Pages 110-120).

Report stands. He shared levy funds are starting to come through, and that will be reflected in next month's report.

- d. Director of Service and Support, Richard Suehrstedt (Exhibit 17, Page 121).

Report stands. He shared that he is excited for Tristin Lawrence's return. He also shared that the county's wait list is now under 140. The department continues to make progress.

- e. Director of Employment Options, Doug Mitchell (Exhibit 18, Pages 122-127).

Report stands. He highlighted the fact they are putting extra emphasis on transition-age youth and older students at Beacon School.

- f. Director of Integrate Athens, Autumn Brown (Exhibit 19, Pages 128-131).

Report stands. She highlighted upcoming events: May 8 Athens Connects, 11-2; May 13-25, is the Transit Hop; May 23, is ATCO Idol 6-8 at Stuart's Opera House; May 3 and 4 is the Artisan Co-Op Shop grand opening.

- g. MUI Coordinator, Scott Zielinski (Exhibit 20, Page 132).

Report stands.

- h. Director of Human Resources, Gwen Brooks (Exhibit 21, Pages 133-135).

Report stands. She highlighted the all-staff training day on May 7.

- i. Director of Facilities and Transportation, Butch Withem (Exhibit 22, Page 136).

Report stands. He highlighted the new bus should be arriving soon, and he thanked the board again for approval for that purchase.

- 7. No comments from Visitors relative to the agenda.
- 8. No comments from Unions relative to the agenda.
- 9. Regarding comments from the board, Demko complimented the Beacon School prom and the positive impact it has had on students.
- 10. Hutzel motioned 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.

MOTION#: 04-23-11
MOTION: HUTZEL
SECOND: ALLEN
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OLIVER
CARRIES: YES

11. Bond motioned to return from Executive Session.

MOTION#: 04-23-12
MOTION: BOND
SECOND: OLIVER
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OLIVER
CARRIES: YES

12. Dr. Allen motioned to authorize the Superintendent to finalize negotiations with Chase Brackley.

MOTION#: 04-23-13
MOTION: ALLEN
SECOND: BOND
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OLIVER
CARRIES: YES

13. Oliver motioned to authorize a \$1,100 stipend for Becky Martin to supervise the camp program at Beacon School this summer.

MOTION#: 04-23-14
MOTION: OLIVER
SECOND: HUTZEL
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OLIVER
CARRIES: YES

14. Bond motioned to adjourn.

MOTION#: 04-23-15
MOTION: BOND
SECOND: OLIVER
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OLIVER
CARRIES: YES