

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
Board Meeting Minutes  
Tuesday, August 27 – 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 6:00 p.m.
2. Arian Smedley did roll call.

ALLEN	Present
BOND	Present
DEMKO	Present
HUTZEL	Present
JOLLEY	Present
OLIVER	Present

(No roll call necessary) Administrative Staff in Attendance:

Steve Kramer	Director of Finance
Becky Martin	Director of Education
Richard Suehrstedt	Director of Service & Support
Gwen Brooks	Director of HR
Butch Withem	Director of Facilities and Transportation
Arian Smedley	Assistant Superintendent

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

3. Hutzel read the Mission Statement.
4. Dr. Allen motioned to approve the agenda.

MOTION#: 08-27-01  
MOTION: ALLEN  
SECOND: JOLLEY  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OLIVER  
CARRIES: YES

5. New Business:

**Items for review and discussion:**

- a. Board members reviewed materials from the Ohio Partnership for Excellence in Paraprofessional Preparation (Exhibit 1, Pages 1-16). Discussion: Dr. Davis explained this is part of our partnership with the Athens-Meigs ESC. The purpose of the program is

designed to support paraprofessionals. There is no additional cost for the ACBDD to participate.

- b. Board members reviewed Beacon School Success Report (Exhibit 2, Pages 17-24). Discussion: Dr. Jolley asked to revisit the possible upgrades to the Beacon School gym HVAC system. Dr. Davis said it will be revisited during the September board meeting. Demko requested additional effort be spent getting information about extracurricular activities (either based at Beacon, home school districts, or non-school-affiliated groups/leagues) to Beacon students/families.
- c. Dr. Allen motioned to cover the cost of breakfast and lunch for students during the 2019-2020 academic year (Exhibit 3, Page 25). Discussion: Board members and Dr. Davis discussed overall costs, the contracted agency that provides the food service, potential reimbursed funds, the administration of the funds, the trend toward providing this service for families, and the overall benefit it will be for the students if we do this.

MOTION#: 08-27-02  
MOTION: ALLEN  
SECOND: OLIVER  
AYES: ALLEN, BOND, DEMKO, HUTZEL, OLIVER  
ABSTAIN: JOLLEY  
CARRIES: YES

- d. Hutzel motioned to approved changes, with the noted change to Policy 18, to the Personnel and Administrative Policies provided in the Board packet (Exhibit 4, Pages 26-64). Discussion: Brooks and Smedley walked the board through the changes outlined in the packet. Smedley noted one correction (an inverted OAC code number) to Policy 18. A corrected version was provided as a handout. Dr. Davis stated this policy follows the OAC rule. He shared a memo prepared by the ACBDD's attorney explaining "State Rule has the force and effect of law and governs the complaint resolution policy for both the Board and individuals served by the Board ... Ohio law requires the Board to follow the provisions of the State Rule. The Policy complies with the State Rule." He shared the memo as a handout.

MOTION#: 08-27-03  
MOTION: HUTZEL  
SECOND: ALLEN  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OLIVER  
CARRIES: YES

- e. Dr. Jolley motioned to approve the parking expansion project at Beacon School (Exhibit 5, Page 65). Discussion: Dr. Davis stated we are already running out of parking spots in the Beacon School parking lot. This is due to the increase in the number of ESC paraprofessionals this year and the expansion of our Preschool program. The proposal in the board packet would create an additional 10 parking spots, which is sufficient for our

new needs. Board members briefly discussed creating more than 10 spots, but it was explained 10 are all that is needed at the moment.

MOTION#: 08-27-04  
MOTION: JOLLEY  
SECOND: OLIVER  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OLIVER  
CARRIES: YES

- f. Board members reviewed the updated Managers' List (Exhibit 6, Page 66).
- g. Board members reviewed reminders on future meetings/trainings:
  - i. Next training – Sept. 24, 5 p.m. at Beacon
  - ii. Next meeting – Sept. 24, 6 p.m. at Beacon

**Motions for vote:**

- h. Dr. Jolley motioned to approve the May 2019 Regular Meeting Minutes (Exhibit 7, Pages 67-78).

MOTION#: 08-27-05  
MOTION: JOLLEY  
SECOND: OLIVER  
AYES: ALLEN, BOND, JOLLEY, OLIVER  
ABSTAIN: DEMKO, HUTZEL  
CARRIES: YES

- i. Dr. Jolley motioned to approve the June 2019 Regular Meeting Minutes, with noted change (Exhibit 7, Pages 67-78). Discussion: Bond noted the date at the top of the meeting minutes needed updated.

MOTION#: 08-27-06  
MOTION: JOLLEY  
SECOND: BOND  
AYES: ALLEN, BOND, DEMKO, JOLLEY  
ABSTAIN: HUTZEL, OLIVER  
CARRIES: YES

- j. Dr. Jolley motioned to approve the contract with Athens-Meigs Educational Service Center for Occupational Therapy services, pending Prosecuting Attorney approval (Exhibit 8, Page 79).

MOTION#: 08-27-07  
MOTION: JOLLEY  
SECOND: ALLEN  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OLIVER  
CARRIES: YES

- k. Oliver motioned to approve contract with Melany Schoolcraft, former Beacon School paraprofessional, pending Prosecuting Attorney approval (Exhibit 9, Pages 80-82).

MOTION#: 08-27-08  
MOTION: OLIVER  
SECOND: JOLLEY  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OLIVER  
CARRIES: YES

- l. Hutzel motioned to approve plans for ATCO Legacy Fund fall 2019 funding cycle (Exhibit 10, Page 83). Discussion: Oliver asked that a few additional clarifications be added to the fall RFP. Jesse Stock of the Athens County Foundation will be consulted before finalizing the RFP.

MOTION#: 08-27-09  
MOTION: HUTZEL  
SECOND: OLIVER  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OLIVER  
CARRIES: YES

- m. Hutzel motioned to approve spending \$545.00 to help cover funeral expenses for the Barnhart family. Discussion: Dr. Davis stated we had a student who passed away unexpectedly. The total cost for his funeral and burial will be approximately \$5,500.00. The ACBDD would like to help cover some of those costs. If so approved by the board, the ACBDD would like to grant the family the equivalent of their remaining FSS funds (\$45.00) for 2019 and full allotment of FSS funds for 2020 (\$500.00) for a total of \$545.00 to help with funeral expenses.

MOTION#: 08-27-10  
MOTION: HUTZEL  
SECOND: JOLLEY  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OLIVER  
CARRIES: YES

- n. Hutzel motioned to approve forming a committee of Board Members Hutzel and Demko for any complaints that reach Step 3, as dictated in Administrative Policy 18, Administrative Resolution of Complaints. Discussion: Dr. Davis stated this is in preparation of a complaint that is going through the process now. Board members discussed the three options the board has, as outlined in the Policy.

MOTION#: 08-27-11  
MOTION: HUTZEL  
SECOND: BOND  
AYES: ALLEN, BOND, DEMKO, HUTZEL, JOLLEY, OLIVER  
CARRIES: YES

6. Board Reports:

- a. Superintendent, Dr. Kevin Davis (Exhibit 11, Pages 84-108).  
Report stands. Demko asked for a ridership data on Athens Public Transit's Line 7 Pilot Project through Albany and Nelsonville. Dr. Davis said we will try to have those numbers for the September meeting.
- b. Director of Education, Becky Martin (Exhibit 12, Pages 109-111).  
Report stands. Martin thanked the board for the support for the Barnhart family. The school will release early on Friday so that staff can attend the funeral. She provided an update on the new preschool, which is close to maximum enrollment.
- c. Director of Finance and Operations, Steve Kramer (Exhibit 13, Pages 112-133).  
Report stands. He highlighted this quarter's waiver match figure, which is lower than it has been in the past. This is due to the adjustment for Tax Equity Subsidy and 501 Subsidy, which are put against the waiver match, making it less. Dr. Davis shared news about two changes in the state budget, which are of benefit to county boards. One was the increase in pay for DSPs. The other change now allows county boards of DD to have up to 40% of their annual expenditures set aside in a waiver account. These funds are protected from any potential "roll back" of levy funds.
- d. Director of Service and Support, Richard Suehrstedt (Exhibit 14, Pages 134-135).  
Report stands. He also gave a great deal of praise to his team. The SSA department has dealt with a number of challenging situations this past summer, and the team has managed those situations well. He added the DSP staffing crisis is contributing to these challenging situations. Lastly, he shared the department is making good progress on the transitional wait list – down to 93 as of the date of the board meeting. There are 36 to complete this year. The remaining assessments will be completed in 2020.
- e. Director of Employment Options, Doug Mitchell (Exhibit 15, Pages 136-141).  
Report stands.
- f. Director of Integrate Athens, Autumn Brown (Exhibit 16, Pages 142-145).  
Report stands. Dr. Davis provided an update on Passion Works. The organization has decided to part ways with Creative Foundations. Passion Works expects to evolve into a community art space for everyone.
- g. MUI Coordinator, Scott Zielinski (Exhibit 17, Page 146).  
Report stands.
- h. Director of Human Resources, Gwen Brooks (Exhibit 18, Pages 147-149).  
Report stands. She added the ABEA contract was approved unanimously by the union. The contract will be on the agenda next month.
- i. Director of Facilities and Transportation, Butch Withem (Exhibit 19, Pages 150-151).  
Report stands.

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. Bond motioned to adjourn at 7:20 p.m.

MOTION#: 08-27-12

MOTION: BOND

SECOND: OLIVER

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

CARRIES: YES