

Exhibit 6

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
Board Meeting Minutes  
Tuesday, November 12 – 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 6:01 p.m.
2. Arian Smedley did roll call.

ALLEN	Present
BOND	Present
DEMKO	Present
JOLLEY	Absent
OLIVER	Present

(No roll call necessary) Administrative Staff in Attendance:

Kevin Davis	Superintendent
Steve Kramer	Director of Finance
Becky Martin	Director of Education
Richard Suehrstedt	Director of Service & Support
Doug Mitchell	Director of Employment Options
Autumn Brown	Director of the Office of Integrate Athens
Gwen Brooks	Director of Human Resources
Arian Smedley	Assistant Superintendent

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

3. Dr. Allen read the Mission Statement.
4. Bond motioned to approve amended agenda, with the removal of Executive Session.

MOTION#: 11-12-01  
MOTION: BOND  
SECOND: OLIVER  
AYES: ALLEN, BOND, DEMKO, OLIVER  
CARRIES: YES

5. New Business:

**Items for review and discussion:**

Exhibit 6

- a. Oliver motioned to approve changes to the Personnel and Administrative Policies (Exhibit 1, Pages 1-14).

Discussion: Brooks walked the board members through the exhibit in the packet.

MOTION#: 11-12-02  
MOTION: OLIVER  
SECOND: ALLEN  
AYES: ALLEN, BOND, DEMKO, OLIVER  
CARRIES: YES

- b. Board member discussed new board member updates. Dr. Davis shared the letter issued by the Athens County Commissioners announcing Jesse Stock as our newest board member. His term will begin January 1, 2020. He also shared Judge Stewart is in support of our plan to create a board member selection committee to find an appropriate person to fill our last vacancy.
- c. Dr. Davis highlighted to the board our current relationship with Advanced Medical Staffing. Beacon School is currently using this staffing agency to fill a temporarily vacant school therapist position. The employee is currently on unpaid leave, and we will be using the staffing agency temporarily. The cost for the agency is nearly the same as the cost of the employee. This information has been included in board reports, but Dr. Davis made a point to highlight it so board members fully understood the situation.
- d. Dr. Allen motioned to make the following adjustments to the ATCO Legacy Fund – issue RFPs once per year and increase the funding amount to up to \$20,000.00 per RFP.

Discussion: Dr. Davis updated the board on the results of the first year's funding cycles. Spring generated approximately eight applications. Fall only generated one application. For this reason, Dr. Davis is proposing future funding cycles be limited to one per year and the funding amount be increased to \$20,000.00 per RFP (as opposed to \$10,000.00 twice per year).

MOTION#: 11-12-03  
MOTION: ALLEN  
SECOND: OLIVER  
AYES: ALLEN, BOND, DEMKO, OLIVER  
CARRIES: YES

- e. Board members were reminded of future meetings:
  - i. Last meeting of the year: Dec. 3, 6 p.m. at Beacon (will include festive meal)
  - ii. First meeting of 2020:
    - 1. Organizational Meeting: Tuesday, Jan. 28, 6 p.m., Beacon
    - 2. Regular Meeting: Tuesday, Jan. 28, 6:15 p.m., Beacon

**Motions for vote:**

Exhibit 6

- f. Dr. Allen motioned to approve the September 2019 Regular Meeting Minutes (Exhibit 2, Pages 15-19).
- MOTION#: 11-12-04  
MOTION: ALLEN  
SECOND: OLIVER  
AYES: ALLEN, BOND, DEMKO, OLIVER  
CARRIES: YES
- g. The approval of the October 2019 Regular Meeting Minutes (Exhibit 3, Pages 20-24) was postponed due to not having enough votes.
6. Board Reports:
- a. Superintendent, Dr. Kevin Davis (Exhibit 4, Pages 25-33).  
Report stands.
- b. Director of Education, Becky Martin (Exhibit 5, Pages 34-35).  
Report stands. She also highlighted upcoming dates for special events happening at Beacon School.
- c. Director of Finance and Operations, Steve Kramer (Exhibit 6, Pages 36-44).  
Report stands. He highlighted the carryover will be less than projected.
- d. Director of Service and Support, Richard Suehrstedt (Exhibit 7, Page 45).  
Report stands. He highlighted some updates on individuals currently at GDC.
- e. Director of Employment Options, Doug Mitchell (Exhibit 8, Pages 46-50).  
Report stands.
- f. Director of Integrate Athens, Autumn Brown (Exhibit 9, Pages 51-53).  
Report stands. She highlighted the efforts to recruit six to eight individuals to attend a locally hosted Project STIR training. ACBDD is collaborating with Vinton County Board of DD on this, which Demko said she appreciated.
- g. MUI Coordinator, Scott Zielinski (Exhibit 10, Page 54).  
Report stands. Dr. Davis walked the board members through the exhibit in the packet.
- h. Director of Human Resources, Gwen Brooks (Exhibit 11, Pages 55-59).  
Report stands. She highlighted the successful all staff in service. She also highlighted that early in 2020, we will be starting up a committee to discuss potential cost saving measures for health insurance. The agency is facing a 6% cost increase this year. She is hopeful the committee will come up with ways to potentially reduce the incline in cost. The committee will have representation from all unions and all staff groups.

Exhibit 6

- i. Director of Facilities and Transportation, Butch Withem (Exhibit 12, Page 60).  
Report stands. Dr. Davis walked the board members through the exhibit in the packet.
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 6:27 p.m.

MOTION#: 11-12-05  
MOTION: BOND  
SECOND: ALLEN  
AYES: ALLEN, BOND, DEMKO, OLIVER  
CARRIES: YES