

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Board Meeting Minutes
Tuesday, December 3 – 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 6:09 p.m.
2. Arian Smedley did roll call.

ALLEN	Present
BOND	Present
DEMKO	Present
JOLLEY	Present
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. Dr. Jolley motioned to approve amended agenda, with addition of a motion related to a contract/least with Morrison-Gordon Elementary School.

MOTION#:	12-03-01
MOTION:	JOLLEY
SECOND:	OLIVER
AYES:	ALLEN, BOND, DEMKO, JOLLEY, OLIVER
CARRIES:	YES

5. New Business:

Items for review and discussion:

- a. Dr. Jolley motioned to approve the updates to the policies included in the board packet (Exhibit 1, Pages 1-26). Dr. Davis and Suehrstedt walked the board members through the policies in the packet and briefly described the changes made to each.

MOTION#: 12-03-02
MOTION: JOLLEY
SECOND: ALLEN
AYES: ALLEN, BOND, DEMKO, JOLLEY, OLIVER
CARRIES: YES

- b. Board members reviewed the 2020 Technology Plan (Exhibit 2, Pages 27-35). Dr. Davis explained this is something that is updated annually and is simply included in the packet for informational purposes only. He also shared we conducted for the first time a technology survey asking staff members about their technology needs. He added this is something the Board will do on a regular basis. Board members had no questions or comments about the plan or the survey.

- c. Board members reviewed the completed 2019 Managers' List (Exhibit 3, Page 36). Dr. Davis said all of the items on the list were accomplished or near accomplished for the year. Demko praised the team for seeing those items through.

- d. Board members reviewed reminders on future meetings/trainings:

i. 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:

- e. Dr. Jolley motioned to approve the October 2019 Regular Meeting Minutes (Exhibit 4, Pages 37-41).

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

- f. Dr. Jolley motioned to approve the November 2019 Special Meeting Minutes (Exhibit 5, Pages 42-43).

MOTION#: 12-03-04
MOTION: JOLLEY
SECOND: ALLEN

AYES: ALLEN, BOND, DEMKO, JOLLEY, OLIVER
CARRIES: YES

- g. Dr. Allen motioned to approve the November 2019 Regular Meeting Minutes (Exhibit 6, Pages 44-47).

MOTION#: 12-03-05
MOTION: ALLEN
SECOND: OLIVER
AYES: ALLEN, BOND, DEMKO, OLIVER
ABSTAIN: JOLLEY
CARRIES: YES

- h. Oliver motioned to approve new logo and mascot for Beacon School (Exhibit 7, Page 48-49). Dr. Davis provided a brief overview of the selection process. Martin added the Beacon School PTA voted that evening to pay for the mascot costume.

MOTION#: 12-03-06
MOTION: OLIVER
SECOND: JOLLEY
AYES: ALLEN, BOND, DEMKO, JOLLEY, OLIVER
CARRIES: YES

- i. Dr. Jolley motioned to approve funding proposal for the 2019 Fall ATCO Legacy Fund funding cycle (Exhibit 8, Page 50). Dr. Davis shared one application was received for this funding cycle. He added the selection committee reviewed the proposal and found it a worthy project.

MOTION#: 12-03-07
MOTION: JOLLEY
SECOND: ALLEN
AYES: ALLEN, BOND, DEMKO, JOLLEY, OLIVER
CARRIES: YES

- j. Oliver motioned to approve resolution for guest speakers James Mahoney and Bob Garbo for donating their time to the ACBDD during the November in-service training (Exhibit 9, Pages 51-52).

MOTION#: 12-03-08
MOTION: OLIVER
SECOND: JOLLEY
AYES: ALLEN, BOND, DEMKO, JOLLEY, OLIVER
CARRIES: YES

- k. Dr. Jolley motioned to approval legal services contract with Haynes Kessler Myers & Postalakis, Incorporated, pending Prosecuting Attorney's approval (Exhibit 10, Pages 53-55).

MOTION#: 12-03-09
MOTION: JOLLEY

SECOND: OLIVER
AYES: ALLEN, BOND, DEMKO, JOLLEY, OLIVER
CARRIES: YES

- l. Dr. Jolley motioned to approve HIPPA Services proposal (Exhibit 11, Pages 56-65). Kramer stated the Board's current plan is outdated, and this proposal would help us modernize what we have in place.

MOTION#: 12-03-10
MOTION: JOLLEY
SECOND: ALLEN
AYES: ALLEN, BOND, DEMKO, JOLLEY, OLIVER
CARRIES: YES

- m. Dr. Jolley motioned to approve 2020 FSS allocation (Exhibit 12, Page 66). Dr. Davis explained we are hoping to do the same allocation in 2020 as in 2019. Demko asked what happens to the funds that are not spent in a given year. Kramer explained it remains in this line item for the next year. Kramer added that almost all of the funds are used each year.

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

- n. Dr. Jolley motioned to approve the 2020 operating budget (Exhibit 13, Page 67). Dr. Davis walked the board members through the budget included in the packet. Dr. Jolley asked where can we expect fluctuations in either revenue or expenses. Kramer said revenues are rather static. In terms of expenses, payroll, health insurance, and waiver match expenses can be unpredictable. He added the team has been keeping a close eye on these expenses. Dr. Davis added that waiver match is the most unpredictable expense and that board members should pay close attention to it going forward.

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

- o. Dr. Allen motioned to approve Morrison-Gordon contract/lease (Handout). Dr. Davis walked the board members through the handout provided that evening. He added the school is requesting using of a small section of land owned by the Board to use for recess. He added the Board does not use that space and supports allowing them to use it during their construction.

MOTION#: 12-03-13
MOTION: ALLEN
SECOND: OLIVER

AYES: ALLEN, BOND, DEMKO, JOLLEY, OLIVER
CARRIES: YES

6. Board Reports:

- a. Superintendent, Dr. Kevin Davis (Exhibit 14, Pages 68-86).
Report stands.
 - b. Director of Education, Becky Martin (Exhibit 15, Pages 87-90).
Report stands. She added that Saturday, Dec. 14, is the Breakfast with Santa event. The PTA is also contributing to the purchase of gifts for the students. Lastly, the Help Me Grow Holiday Party is tomorrow.
 - c. Director of Finance and Operations, Steve Kramer (Handout).
Report stands. He said since it was a short month, he was not able to prepare it in time for the board packet. For this reason, he provided it as a handout.
 - d. Director of Service and Support, Richard Suehrstedt (Exhibit 16, Page 91).
Report stands. He highlighted the progress made in Wait List assessments.
 - e. Director of Employment Options, Doug Mitchell (Exhibit 17, Pages 92-96).
Report stands.
 - f. Director of Integrate Athens, Autumn Brown (Exhibit 18, Pages 97-98).
Report stands. She highlighted her participation in the regional CIT training. Dr. Davis also highlighted that Integrate Athens is almost one year old. He also thanked the board for supporting its creation.
 - g. MUI Coordinator, Scott Zielinski (Exhibit 19, Page 99).
Report stands.
 - h. Director of Human Resources, Gwen Brooks (Exhibit 20, Pages 100-102).
Report stands.
 - i. Director of Facilities and Transportation, Butch Withem (Exhibit 21, Page 103).
Report stands. He highlighted the water heater was successfully installed at Beacon. He added some repairs in the Beacon pool will be needed. Dr. Davis added that an update on the HVAC proposal is expected in January.
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. Dr. Allen 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 at 6:45 p.m.

MOTION#: 12-03-14
MOTION: ALLEN
SECOND: JOLLEY
AYES: ALLEN, BOND, DEMKO, JOLLEY, OLIVER
CARRIES: YES

11. Dr. Allen motioned to return from Executive Session at 7:46 p.m.

MOTION#: 12-03-15
MOTION: ALLEN
SECOND: OLIVER
AYES: ALLEN, BOND, DEMKO, JOLLEY, OLIVER
CARRIES: YES

12. Dr. Allen motioned to have the Finance and Personnel Committee to meet to review the ACBDD's administrative and management pay scales.

MOTION#: 12-03-16
MOTION: ALLEN
SECOND: OLIVER
AYES: ALLEN, BOND, DEMKO, JOLLEY, OLIVER
CARRIES: YES

13. Bond motioned to adjourn at 7:47 p.m.

MOTION#: 12-03-17
MOTION: BOND
SECOND: OLIVER
AYES: ALLEN, BOND, DEMKO, JOLLEY, OLIVER
CARRIES: YES