

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Board Meeting Minutes
Tuesday, December 8, 2020 – 6:00 P.M.
801 W. Union Street, Athens, Ohio 45701

**The Mission of the Athens County Board of Developmental Disabilities is to serve our
community with compassion, innovation, and transparency**

1. Dr. Jason Jolley, Board Vice President, called the meeting to order at 6:04 p.m.
2. Arian Smedley did roll call (all attended via Zoom).

ALLEN	Present
BOND	Present
CONNER	Present
DEMKO	Present
JOLLEY	Present
LEWIS	Present
OLIVER	Present

Administrative Staff in Attendance:

Dr. Kevin Davis	Superintendent
Steve Kramer	Director of Finance & Operations
Gwen Brooks	Director of Human Resources
Richard Suehrstedt	Director of Service & Support Administration
Doug Mitchell	Director of Employment Options
Tristin Lawrence	SSA Manager
Scott Zielinski	Medicaid Manager
Arian Smedley	Assistant Superintendent

3. Introductions of other attendees.

Becky Robinette
Annah Korpi
Kris Dunlap

4. Oliver read the Mission Statement.
5. Dr. Lewis motioned to approve agenda.

MOTION#: 12-08-01
MOTION: LEWIS
SECOND: DEMKO

AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, LEWIS, OLIVER

CARRIES: YES

6. New Business:

Items for review and discussion:

- a. Board members recognized SSA Director Dick Suehrstedt on his retirement. Dr. Davis shared we are grateful for the 4 years he served with the ACBDD. Board members expressed their appreciation for his service, as well. A few of his major accomplishments include:
 - Leading ACBDD through two accreditations
 - Moving the SSA department from the bus garage
 - Leading the charge for remote work for his department
 - Clearing all of the county's waiting list issues
 - Helping the agency transition from SOCOG to MEORC
- b. ACBDD's response to COVID-19.
 - General updates – Dr. Davis reminded the board the agency has transitioned back to remote only. Food deliveries have resumed.
 - Updates related to Beacon School – School is also remote-only. Plan at the moment is to revisit this after the start of the New Year. In-person (4 days/week) instruction will tentatively resume Jan. 11. There was brief discussion about when parents can expect to be notified of the plan for return to in-person. Dr. Davis explained it would not be until the first week of January before we know.
 - Updates related to changes in waiver costs since start of pandemic (Exhibit 1, Page 1). Dr. Davis walked the board members through the exhibit in the packet, and he also updated them on new information. The ACBDD has now crossed over into the negative (by about \$25,000), but it is not cause for concern and closer in line to where we would expect to be, had COVID-19 not happened.
- c. Dr. Davis provided a more thorough review of the 2020 Staff Engagement Survey (Exhibit 2, Pages 2-10). Dr. Davis highlighted the results compared to 2019, which showed slight improvement in all six areas measured, and an opportunity for improvement.
- d. Dr. Allen motioned to approve policies for second reading (Batch 8) (Exhibit 3, Page 11, plus digital packet).

MOTION#: 12-08-02

MOTION: ALLEN

SECOND: DEMKO

AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, LEWIS, OLIVER

CARRIES: YES

- e. Board members reviewed policies for first reading (Batch 9) (Exhibit 4, Page 12, plus digital packet).
- f. Board members reviewed the 2020 Managers List (Exhibit 5, Page 13-14).
- g. Board members discussed future remote meetings (Exhibit 6, Page 15).
- h. Board members were reminded of the dates of future meetings/trainings:
 - Organizational meeting: Tuesday, Jan. 26, 6 p.m.
 - Next regular meeting: Tuesday, Jan. 26, 6:15 p.m.
 - Future training: Sunshine Law, early 2021

Motions for vote:

- a. Dr. Lewis motioned to approve October Board Meeting Minutes (Exhibit 7, Pages 16-20).

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

- b. Oliver motioned to approve December Special Board Meeting Minutes, with correction (Exhibit 8, Pages 21-22).

MOTION#: 12-08-04
MOTION: OLIVER
SECOND: ALLEN
AYES: ALLEN, CONNER, DEMKO, JOLLEY, LEWIS, OLIVER
ABSTAIN: BOND
CARRIES: YES

- c. Demko motioned to approve legal services contract with Haynes Kessler Myers & Postalakis, Incorporated, pending Prosecuting Attorney's approval (Exhibit 9, Pages 23-25).

MOTION#: 12-08-05
MOTION: DEMKO
SECOND: OLIVER
AYES: ALLEN, CONNER, DEMKO, JOLLEY, LEWIS, OLIVER
ABSTAIN: BOND
CARRIES: YES

- d. Dr. Lewis motioned to approve 2021 FSS allocation (Exhibit 10, Page 26).

Discussion: Dr. Davis walked the board members through the exhibit in the packet. He added the state will not be matching any FSS funds for 2021. He is proposing to maintain the same amount of FSS as in previous years, but have it all come from local funding. He also added that the remaining FSS funds for 2020 will be used to purchase either a turkey or ham for Beacon School families for the holidays.

MOTION#: 12-08-06
MOTION: LEWIS
SECOND: OLIVER
AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, LEWIS, OLIVER
CARRIES: YES

- e. Dr. Lewis motioned to approve 2021 operating budget (Exhibit 11, Page 27).

Discussion: Dr. Davis walked the board members through the exhibit in the packet. He also updated the board on the waiver reserve and the capital accounts. He reminded the board that state legislation allows up to 40% of our annual operating budget be saved in the waiver reserve account. Due to the agency's financial health, he proposes moving \$500,000 into the waiver reserve account, increasing it from \$1.9 million to \$2.4 million. Based on our agency's budget, we are able to have \$4 million in the waiver reserve account. Dr. Davis stressed these funds will be needed in the future. In addition, also based on the agency's financial health, we are able to replenish the capital account by \$500,000, after a series of projects from the past year. Dr. Davis and board members praised Steve Kramer and his team for their diligence and good planning, as it has been their hard work that has helped us be in this position.

MOTION#: 12-08-07
MOTION: LEWIS
SECOND: DEMKO
AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, LEWIS, OLIVER
CARRIES: YES

7. Board Reports – *Written reports only this month; no in-person updates:*

- a. Superintendent, Dr. Kevin Davis (Exhibit 12, Pages 28-34).
Report stands.
- b. Director of Finance and Operations, Steve Kramer (Exhibit 13, Pages 35-44).
Report stands.
- c. Director of Human Resources, Gwen Brooks (Exhibit 14, Pages 45-48).
Report stands.

- d. Director of Facilities and Transportation, Butch Withem (Exhibit 15, Page 49).
Report stands.
 - e. MUI Coordinator, Katie Evans (Exhibit 16, Page 50).
Report stands.
 - f. Director of Service and Support, Richard Suehrstedt (Exhibit 17, Page 51).
Report stands.
 - g. Director of Education, Becky Martin (Exhibit 18, Pages 52-53).
Report stands.
 - h. Director of Employment Options, Doug Mitchell (Exhibit 19, Pages 54-58).
Report stands.
 - i. Director of Integrate Athens, Autumn Brown (Exhibit 20, Pages 59-61).
Report stands.
- 8. No comments from Visitors relative to the agenda.
 - 9. No comments from Unions relative to the agenda.
 - 10. Dr. Lewis expressed appreciation for our ability to provide the turkey or ham to Beacon families. She added she is proud to serve as a board member. Dr. Allen and Dr. Jolley agreed with that sentiment.
 - 11. Bond motioned to adjourn at 7:02 p.m.

MOTION#: 12-08-08

MOTION: BOND

SECOND: OLIVER

AYES: ALLEN, BOND, CONNER, DEMKO, JOLLEY, LEWIS, OLIVER

CARRIES: YES