

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Board Meeting Minutes
Tuesday, April 27, 2021 – 6:00 P.M.
Remotely via Zoom

**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 (all attended via Zoom).

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

Administrative Staff in Attendance:

Dr. Kevin Davis	Superintendent
Steve Kramer	Director of Finance
Gwen Brooks	Director of Human Resources
Scott Zielinski	Medicaid Services Coordinator
Tristin Lawrence	Director of Service & Support
Becky Martin	Director of Education
Doug Mitchell	Director of Employment Options
Autumn Brown	Director of Integrate Athens
Arian Smedley	Assistant Superintendent

3. Introductions of other attendees.

Jerry Swackhammer
Tina Wilson

4. Dr. Jolley read the Mission Statement.
5. Dr. Jolley motioned to approve the amended agenda, which includes the transfer of property with Athens City Schools and a budget update.

MOTION#: 4-27-21-01
MOTION: JOLLEY
SECOND: LEWIS

AYES: DEMKO, JOLLEY, LEWIS, OLIVER

CARRIES: YES

6. New Business:

Items for review and discussion:

- a. Board members discussed the latest updates on the ACBDD's response to COVID-19. Dr. Davis shared there is not much new to report. The finances are solid. Zero cases of individuals served or of staff since the last board meeting. The agency is still looking to return to close-to-normal operations by late August.
- b. Board members discussed the 2021 Beacon Summer Camp. Dr. Davis recommended making the camp open to Beacon students, eligible siblings, and returning campers (dependent on staffing levels). Board members were in agreement.
 - Week 1: June 21 – June 25
 - Week 2: June 28 – July 2
 - Week 3: July 5 – July 9 (Monday off for holiday)
 - Week 4: July 12 – July 16
- c. Board members reviewed the 2020 DODD Accreditation Letter (Exhibit 1, Page 1). Dr. Davis highlighted the line that read, "You, the Board members, your Superintendent and staff are to be commended for your efforts in achieving this status. Department staff and I are well aware that this accomplishment required considerable commitment of resources and energy." The ACBDD is now accredited through November 30, 2023.
- d. Board members reviewed the 2020 Annual Report (Enclosed). Dr. Davis highlighted the "COVID-Response" section.
- e. Board members reviewed 2020-2021 program calendars (Exhibit 2, Pages 2-4).
- f. Dr. Jolley motioned to approve Batch 12 of the updated policies (Exhibit 3, Page 5, plus digital packet).

MOTION#: 4-27-21-02

MOTION: JOLLEY

SECOND: LEWIS

AYES: DEMKO, JOLLEY, LEWIS, OLIVER

CARRIES: YES

- g. Dr. Lewis motioned to approve Batch 13 of the updated policies (Exhibit 4, Page 6, plus digital packet).

MOTION#: 4-27-21-03
MOTION: LEWIS
SECOND: JOLLEY
AYES: DEMKO, JOLLEY, LEWIS, OLIVER
CARRIES: YES

- h. Oliver motioned to approve posting and accepting bids for a new roof for the ACBDD Admin Building/Beacon School (Exhibit 5, Page 7).

Discussion: Dr. Davis first shared an update about the boiler. May 25 bids will be opened on that project. We should have another update at the next board meeting. He also walked the board through the exhibit in the packet, which demonstrated the condition of the roof. The discussion focused on the need to address. Next steps would be to get a cost estimate for replacement.

MOTION#: 4-27-21-04
MOTION: OLIVER
SECOND: JOLLEY
AYES: DEMKO, JOLLEY, LEWIS, OLIVER
CARRIES: YES

- i. Board members reviewed future meetings/trainings:
- Next Board training: Tuesday, May 25, 5:00 p.m. – Sunshine Law
 - Next regular meeting: Tuesday, May 25, 6:00 p.m.

Motions for vote:

- a. Dr. Jolley motioned to approve March Finance & Personnel Committee Meeting Minutes (Exhibit 6, Page 8).

MOTION#: 4-27-21-05
MOTION: JOLLEY
SECOND: LEWIS
AYES: DEMKO, JOLLEY, LEWIS, OLIVER
CARRIES: YES

- b. Dr. Jolley motioned to approve March Regular Meeting Minutes (Exhibit 7, Pages 9-13).

MOTION#: 4-27-21-06
MOTION: JOLLEY

SECOND: OLIVER
AYES: DEMKO, JOLLEY, LEWIS, OLIVER
CARRIES: YES

- c. Dr. Lewis motioned to approve forming an ad hoc committee, including Oliver, Dr. Allen and Brooks, to work on updating the Superintendent evaluation form.

Discussion: Dr. Davis said Brooks could lead the meeting and would work with the ad hoc committee members to see the evaluation form updates through completion.

In addition, Kramer announced he will be retiring in November 2022. Dr. Davis expressed his appreciation for all his hard, and his thoughtfulness for sharing the news so far in advance, which will allow the agency to plan and prepare for the transition.

Lastly, Dr. Davis provided an update on the agency's finances. He shared county boards of DD statewide are experiencing an unexpected and temporary influx of funding, all related to the pandemic. This is in part due to the increased federal Medicaid match. He added this may give the appearance that the agency is better off financially than it is in actuality. The influx we are experiencing now is being utilized in the agency's 10-year cost projections to help ensure financial sustainability into the future.

MOTION#: 4-27-21-07
MOTION: LEWIS
SECOND: JOLLEY
AYES: DEMKO, JOLLEY, LEWIS, OLIVER
CARRIES: YES

- d. Dr. Jolley motioned to approve recommendations from ATCO Legacy Fund Recommendation Committee (Exhibit 8, Page 14-15).

MOTION#: 4-27-21-08
MOTION: JOLLEY
SECOND: LEWIS
AYES: DEMKO, JOLLEY, LEWIS, OLIVER
CARRIES: YES

- e. Oliver motioned to approve entering into a Payroll Transfer Services Agreement with Career Connections (Exhibit 9, Pages 16-18).

MOTION#: 4-27-21-09
MOTION: OLIVER
SECOND: LEWIS

AYES: DEMKO, JOLLEY, LEWIS, OLIVER

CARRIES: YES

7. Board Reports – *Written reports only this month; no in-person updates:*
 - a. Superintendent, Dr. Kevin Davis (Exhibit 10, Pages 19-24).
Report stands. He added the agency is exploring a partnership with Ohio University’s Kids On Campus to offer an after-school program at Beacon School. It is still preliminary, but the university is pursuing on our behalf. We hope to have an update at the next board meeting.
 - b. Director of Finance and Operations, Steve Kramer (Exhibit 11, Pages 25-33).
Report stands. Kramer added the transfer of funds into the reserve account was completed and will be reflected in next month’s report.
 - c. Director of Human Resources, Gwen Brooks (Exhibit 12, Pages 34-37).
Report stands.
 - d. Director of Facilities and Transportation, Butch Withem (Exhibit 13, Page 38).
Report stands.
 - e. MUI Coordinator, Katie Evans (Exhibit 14, Page 39).
Report stands.
 - f. Director of Service and Support, Tristin Lawrence (Exhibit 15, Pages 40-41).
Report stands.
 - g. Director of Education, Becky Martin (Exhibit 16, Pages 42-44).
Report stands.
 - h. Director of Employment Options, Doug Mitchell (Exhibit 17, Pages 45-49).
Report stands.
 - i. Director of Integrate Athens, Autumn Brown (Exhibit 18, Pages 50-51).
Report stands.
8. No comments from Visitors relative to the agenda.
9. No comments from Unions relative to the agenda.
10. No comments from the Board.
11. Oliver motioned to adjourn.

MOTION#: 4-27-21-10
MOTION: OLIVER
SECOND: LEWIS
AYES: DEMKO, JOLLEY, LEWIS, OLIVER
CARRIES: YES