

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
Board Meeting Minutes  
Tuesday, May 23, 2023 – 6:00 P.M.  
Beacon School – 801 W. Union Street

**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.

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

Staff / Others in Attendance:

Dr. Kevin Davis	Superintendent
Arian Smedley	Assistant Superintendent
Scott Zielinski	Director of Finance
Gwen Brooks	Director of Human Resources
Tristin Lawrence	Director of Services & Support
Chris Linscott	Director of Facilities & Transportation
Becky Martin	Director of Education
Angela Carter	Director of Employment Options
Autumn Brown	Director of Integrate Athens
Doug Mitchell	Transition Coordinator
Jerry Swackhamer	SSA, PGO
Crestlyn Chaney	Instructor Assistant, ABEA

3. Dr. Jolley read the Mission Statement.
4. Oches motioned to approve the agenda.

MOTION#: 5-23-23-1  
MOTION: OCHES  
SECOND: ALLEN  
AYES: ALLEN, BOND, CONNER, JOLLEY, OCHES  
CARRIES: YES

5. New Business:

**Items for review and discussion:**

- a. For the budget update, Dr. Davis shared the agency's YTD Expenses to Budget. He walked the board members through the handout. He highlighted the Supported Living line item, which has historically run over budget due to the needs of individuals served.

In addition, Dr. Davis provided an update on the van bids, which have been received from a state-approved vendor. The bid was not including trade-in. He presented them to the board for their consideration. The wait time is still approximately 12 months.

Dr. Allen motioned to approve the purchase of two new wheelchair accessible vans.

MOTION#: 5-23-23-1  
MOTION: ALLEN  
SECOND: BOND  
AYES: ALLEN, BOND, CONNER, JOLLEY, OCHES  
CARRIES: YES

- b. Board members discussed the Beacon School Yearbook (Enclosed). Board members said it looked great and expressed their appreciation.
- c. Oches motioned to approve updated Administrative Policy 27 Disposal of Property, and Personnel Policies 1-4 Equal Employment Opportunity, 1-7 Americans with Disabilities Act and Pregnant Workers Fairness Act Compliance, 5-3 Employee Schedules, 5-4 Payroll Practices, 5-6 Workers' Compensation Insurance, 9-1 Voluntary Separation, 9-2 Separation Pay (Exhibit 1, Pages 1-16).

MOTION#: 5-23-23-2  
MOTION: OCHES  
SECOND: ALLEN  
AYES: ALLEN, BOND, CONNER, JOLLEY, OCHES  
CARRIES: YES

- d. Board members discussed future meetings/trainings:
- Next regular meeting: Tuesday, June 27, 6:00 p.m.

**Motions for vote:**

- a. Dr. Allen motioned to approve April 2023 Board Meeting Minutes (Exhibit 2, Pages 17-22).

MOTION#: 5-23-23-3  
MOTION: ALLEN

SECOND: OCHES  
AYES: ALLEN, BOND, CONNER, JOLLEY, OCHES  
CARRIES: YES

- b. Oches motioned to approve contract with MBS for consulting service for the agency's Cost Report (Exhibit 3, Pages 23-26).

MOTION#: 5-23-23-4  
MOTION: OCHES  
SECOND: ALLEN  
AYES: ALLEN, BOND, CONNER, JOLLEY, OCHES  
CARRIES: YES

- c. Board members discussed the renewed stipend for ESC Paraprofessionals assigned to Beacon School and decided to postpone a vote until more information is collected (Exhibit 4, Pages 27-28). There was discussion if there was interest or need to increase the stipend.

- d. Bond motioned to approve Peer Selection Procedure for Beacon School Preschool and accompanying educational fee scale (Exhibit 5, Pages 29-31). Dr. Davis shared the school previously enrolled peers in the preschool classroom pre-COVID. The school is ready to resume the practice, specifically for Preschool II. The fee schedule was adopted from the Athens-Meigs ESC. There was also discussion about meals and transportation.

MOTION#: 5-23-23-5  
MOTION: BOND  
SECOND: OCHES  
AYES: ALLEN, BOND, CONNER, JOLLEY, OCHES  
CARRIES: YES

- e. Bond motioned to approve retaining Connie Davis as Part-time Nurse for Beacon School for the 2023-24 school year (Exhibit 6, Pages 32-34).

MOTION#: 5-23-23-6  
MOTION: BOND  
SECOND: ALLEN  
AYES: ALLEN, BOND, CONNER, JOLLEY, OCHES  
CARRIES: YES

- f. Bond motioned to approve contract with Sally Biancone for photography/yearbook services, pending Prosecuting Attorney approval (Exhibit 7, Pages 35-37).

MOTION#: 5-23-23-7  
MOTION: BOND  
SECOND: OCHES

AYES: ALLEN, BOND, CONNER, JOLLEY, OCHES  
CARRIES: YES

- g. Oches motioned to approve resolution regarding waiver and capital accounts (Exhibit 8, Pages 38-41).

MOTION#: 5-23-23-8  
MOTION: OCHES  
SECOND: BOND  
AYES: ALLEN, BOND, CONNER, JOLLEY, OCHES  
CARRIES: YES

6. Board Reports:

- a. Superintendent, Dr. Kevin Davis (Exhibit 9, Pages 42-44).  
Report stands.
- b. Director of Finance, Scott Zielinski (Exhibit 10, Pages 45-51).  
Report stands. Zielinski highlighted the carry-over balance, which was slightly lower than in previous months. He explained this is because the levy funds have not been received yet. These have since been received, and so this will be reflected in the next month's report. Bond requested the font size of the transaction list be larger to help with reading.
- c. Director of Human Resources, Gwen Brooks (Exhibit 11, Pages 52-54).  
Report stands. Brooks highlighted there is still a need for counselors for summer camp.
- d. Director of Facilities and Transportation, Chris Linscott (Exhibit 12, Page 55).  
Report stands. Linscott highlighted the PP move and the amount of items that have been identified as surplus/unneeded. There was discussion of where to find these items, and it was shared (with the board-approved change in the policy) the surplus/unneeded items will be donated to ReStore.
- e. MUI Coordinator, Stephanie Kendrick (Exhibit 13, Page 56).  
Report stands.
- f. Director of Service and Support, Tristin Lawrence (Exhibit 14, Pages 57-61).  
Report stands. Lawrence thanked the board for having the SSA Department provide one of their trainings.
- g. Director of Education, Becky Martin (Exhibit 15, Pages 62-63).  
Report stands. Martin also thanked the board for giving administration the opportunity to review the pay rate and stipend for the ESC paraprofessionals.

- h. Director of Employment Options, Angela Carter (Exhibit 16, Page 64).  
Report stands. Carter thanked everyone for helping with the first Beacon Brew Café. She shared plans for next year in the works. The division is also getting ready for the first non-OOD summer youth employment program.
  - i. Director of Integrate Athens, Autumn Brown (Exhibit 17, Pages 65-68).  
Report stands. Brown shared Summer Camp planning continues. She added the planning involves several different divisions of the agency working together to make it happen. Bond complimented the success and organization of ATCO Idol at Stuart's Opera House. She added she has a video link. Brown shared Part II is on June 25 at ARTSWest.
  - j. Assistant Superintendent, Arian Smedley (Exhibit 18, Pages 69-75).  
Report stands.
- 7. No comments from Visitors relative to the agenda.
  - 8. No comments from Unions relative to the agenda.
  - 9. Regarding comments from the Board, Dr. Jolley shared the board is still proceeding with engaging with an organization to conduct an Employee Satisfaction Survey/Interviews. He added the plan is to present a contract to the board during the June board meeting, with the work being conducted in August once all staff are back from summer break.
  - 10. Bond motioned to adjourn.

MOTION#: 5-23-23-9  
MOTION: BOND  
SECOND: OCHES  
AYES: ALLEN, BOND, CONNER, JOLLEY, OCHES  
CARRIES: YES