

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Board Meeting Minutes
Tuesday, January 30, 2024 – 6:15 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. Margaret Demko, Board President, called the meeting to order at 6:19 p.m.
2. Arian Smedley did roll call.

BOND	Present
CONNER	Absent
DEMKO	Present
GÜT	Present
JOLLEY	Present
LEWIS	Present – virtually
OCHES	Present

Staff / Others in Attendance:

Dr. Kevin Davis	Superintendent
Arian Smedley	Assistant Superintendent
Scott Zielinski	Director of Finance
Gwen Brooks	Director of HR
Tristin Lawrence	Director of Services & Support
Chris Linscott	Director of Facilities & Transportation
Stephanie Kendrick	MUI Coordinator
Autumn Brown	Director of Integrate Athens
Amy Sheridan	Medicaid & Support Services Coordinator
Mary Howell	SSA Intake Specialist
Amy Goldsberry	SSA, PGO
Jerry Swackhamer	SSA, PGO
Crestlyn Chaney	Beacon, ABEA
Kendall Barry	Beacon, ABEA
Doug Mitchell	Transition Services, ABEA

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

MOTION#: 1-30-24-1
MOTION: OCHES

SECOND: GÜT
AYES: BOND, DEMKO, GÜT, JOLLEY, LEWIS, OCHES
CARRIES: YES

5. New Business:

Items for review and discussion:

- a. Dr. Davis took the time to recognize the staff members who participated in the inaugural Emerging Leaders program. He shared the program was designed to address some of the feedback in previous Staff Engagement Surveys. It was open to any staff member and scheduled such to accommodate all to participate. The slogan was “Time invested in yourself is never wasted.” The program was facilitated by both Dr. Davis and Steve Long of MEORC, with assistance from Barry Oches, board member. The sessions examined strategy, leadership, case studies, and other topics. Inaugural group included:
 - Amy Goldsberry, SSA
 - Arian Smedley, Assistant Superintendent
 - Jerry Swackhamer, SSA
 - Mary Howell, SSA Intake Specialist
 - Amy Sheridan, Medicaid & Support Services Coordinator
 - Stephanie Kendrick, MUI Coordinator
- b. Dr. Davis walked the board members through the 2024 Managers List (Handout). He highlighted the work of Administration, and he welcomed any questions or comments about the other objectives. Updates will be provided to the board quarterly.
- c. Dr. Davis walked the board members through the proposal from Kramer Engineering regarding concrete work (Exhibit 1, Pages 1-9). He recommended the work with the engineer be put on hold, given the costs. He added the work at the Bus Garage will be explored without involving the engineer. The board may be presented with a recommendation on that in the future.
- d. Dr. Jolley motioned to approved the updated Personnel Policy 5-20 Remote Work (Exhibit 2, Pages 10-12).

MOTION#: 1-30-24-2
MOTION: JOLLEY
SECOND: OCHES
AYES: BOND, DEMKO, GÜT, JOLLEY, LEWIS, OCHES
CARRIES: YES

- e. Dr. Lewis motioned to allow Administration to make plans and enter into necessary agreements related to planning for Summer Camp 2024 (Exhibit 3, Page 13-14).

MOTION#: 1-30-24-3
MOTION: LEWIS
SECOND: JOLLEY
AYES: BOND, DEMKO, GÜT, JOLLEY, LEWIS, OCHES
CARRIES: YES

- f. Dr. Davis walked the board members through the staff engagement survey results and handouts that outline next steps (Exhibit 4, Pages 15-49).

He highlighted the following:

- The survey had the highest rate of participation this year
- Overall results as compared to the ideal score, which is 4
- And the comparison to previous years, which showed four areas were the same or better and two dropped

He shared appreciation for the staff participation, and taking the time and were open and honest. He also outlined the steps taken thus far by Administration and the next expected steps. He stressed the importance of focusing on next steps, part of which includes developing a workgroup, with representation from each of the unions, non-union staff, administration, and the board. Each sub-group was given the opportunity to select who would represent them. The workgroup will meet and decide if Dr. Davis should be a regular member of the workgroup. Workgroup members include:

- Kendell Barry – ABEA
- Tami Harter – ABEA
- Amy Goldsberry – PGO
- Jerry Swackhamer – PGO
- John Castle – Teamsters
- Ruth Robertson – Administrative Assistants
- Becky Martin – Administration
- Tristin Lawrence – Administration
- Gwen Brooks – Administration
- Kevin Davis – Administration (at least for the first meeting)
- Barry Oches – ACBDD board

Discussion included whether representation from ESC paraprofessionals should be included. The challenge is that they are not employees and have set hours. There was desire to come up with a way to capture their specific concerns. This will be discussed by the workgroup.

The workgroup will also discuss bringing in a facilitator, possibly from the State Employee Relations Board (SERB).

Dr. Davis also walked the board through an analysis provided by Board Member Oches, which draws on his experience working with surveys.

Lastly, Dr. Davis walked the board through a list of items on the Staff Morale Improvement Activities & Feedback Loop Opportunities document, which was updated from the last time it was shared. The items listed were mostly developed in response to previous Staff Engagement Surveys.

There was discussion about increasing board involvement in this process (and more generally) going forward, and there was appreciation for Oches's participation in the workgroup. If he cannot attend, he'll inform the board so an alternate can attend.

Demko stated she thought it was a thorough and well-thought-out proposal for next steps. She took a moment to take comments from board members and anyone in attendance at the meeting.

Kendall Berry, ABEA President, stated she appreciated the idea of bringing in a mediator, she welcomed board involvement, and she looked forward to the workgroup meetings.

Demko stated their role as a board is limited to certain responsibilities, like reviewing policy. Board involvement in the workgroup would help provide context, if there were policy changes to come before the board.

Dr. Davis concluded by saying their focus is to be empathetic, supportive and understanding with a goal of moving forward in a positive way for the best interest of those served.

- g. Board members discussed reminders on future meetings/trainings:
 - Next regular meeting: Tuesday, February 27, 6:00 p.m.

Motions for vote:

- a. Oches motioned to approve the December 2023 Board Meeting Minutes (Exhibit 5, Pages 50-58).

MOTION#: 1-30-24-4
MOTION: OCHES
SECOND: JOLLEY
AYES: BOND, DEMKO, JOLLEY, LEWIS, OCHES
ABSTAIN: GÜT
CARRIES: YES

- b. Güt motioned to approve Superintendent Professional Development Plan (Exhibit 6, Page 59).

Discussion: Dr. Davis walked the board members through the exhibit in the packet; he also shared a handout that outlined the trainings he completed in 2023; lastly, he shared his DODD Superintendent certification was renewed for another five years.

MOTION#: 1-30-24-5

MOTION: GÜT
SECOND: LEWIS
AYES: BOND, DEMKO, GÜT, JOLLEY, LEWIS, OCHES
CARRIES: YES

- c. Oches motioned to approve a 3% cost-of-living increase in annual salary for non-union employees (managers, administrative assistants), who were employed in their current position on or before January 1, 2024, excluding the Superintendent (Exhibit 7, Page 60).

Discussion: There was brief discussion about 3% or 2.5% being supported.

MOTION#: 1-30-24-6
MOTION: OCHES
SECOND: BOND
AYES: BOND, DEMKO, GÜT, JOLLEY, LEWIS, OCHES
CARRIES: YES

- d. Dr. Jolley motioned to approve fund transfer from General Fund to Capital Fund (Exhibit 8, Page 61).

Discussion: Dr. Davis shared this does not require board approval, but it is brought before the board for the sake of transparency. This move will replenish what was spent last year, on the roof and vans. This replenishment into the Capital Fund is in the event of something catastrophic.

MOTION#: 1-30-24-7
MOTION: JOLLEY
SECOND: GÜT
AYES: BOND, DEMKO, GÜT, JOLLEY, LEWIS, OCHES
CARRIES: YES

- e. Bond motioned to approve contract with RelayPro for the purchase of a communication system for Beacon School, pending Prosecuting Attorney's approval (Exhibit 9, Page 62).

Discussion: Dr. Davis said this recommendation came from the agency's Safety Committee and will improve and expedite communication among staff at Beacon. Several options were explored, and the option presented is what is recommended.

MOTION#: 1-30-24-8
MOTION: BOND
SECOND: LEWIS
AYES: BOND, DEMKO, GÜT, JOLLEY, LEWIS, OCHES
CARRIES: YES

- f. Güt motioned to approve contract with the ESC of Central Ohio for Board Certified Behavior Analyst (BCBA) supervision services, pending Prosecuting Attorney's approval (Exhibit 10, Pages 63-64).

Discussion: Dr. Davis shared this will give a teacher the required supervisory hours to complete a BCBA certification. ABA therapy has been identified as a needed service at the school. This contract will be covered by a grant.

MOTION#: 1-30-24-9
MOTION: GÜT
SECOND: OCHES
AYES: BOND, DEMKO, GÜT, JOLLEY, LEWIS, OCHES
CARRIES: YES

- g. Oches motioned to approve MOU with HAPCAP for ACBDD to provide occasional maintenance and repair of Athens On Demand vehicles, pending Prosecuting Attorney's approval (Exhibit 11, Pages 65-66).

MOTION#: 1-30-24-10
MOTION: OCHES
SECOND: LEWIS
AYES: BOND, DEMKO, GÜT, JOLLEY, LEWIS, OCHES
CARRIES: YES

- h. Dr. Lewis motioned to approve renewing membership with the Ohio Association of County Boards of DD (OACB), pending Prosecuting Attorney's approval (Exhibit 12, Page 67).

Discussion: Board members discussed the value of OACB and the reality of needing to face future financial challenges.

MOTION#: 1-30-24-11
MOTION: LEWIS
SECOND: OCHES
AYES: BOND, DEMKO, GÜT, LEWIS, OCHES
ABSTAIN: JOLLEY
CARRIES: YES

- i. Oches motioned to approve services contract with SOCOG, pending prosecuting attorney's approval (Exhibit 13, Pages 68-71).

MOTION#: 1-30-24-12
MOTION: OCHES
SECOND: GÜT
AYES: BOND, DEMKO, GÜT, JOLLEY, LEWIS, OCHES
CARRIES: YES

- j. Dr. Jolley motioned to approve providing \$3,000 as local match toward the 2024 Mobility Management Grant, managed by HAPCAP (Exhibit 14, Page 72).

Discussion: There was discussion about investing more in HAPCAP and the possibility of expanded transportation options. More information would be needed to have that conversation. This specific grant is for the mobility manager position.

MOTION#: 1-30-24-13
MOTION: JOLLEY
SECOND: LEWIS
AYES: BOND, DEMKO, GÜT, JOLLEY, LEWIS, OCHES
CARRIES: YES

6. Board Reports:

- a. Superintendent, Dr. Kevin Davis (Exhibit 15, Pages 73-77).
Report stands. He shared the date for the march on Court Street has been solidified. The march will be on Friday, March 1.
- b. Director of Education, Becky Martin (Exhibit 16, Pages 78-80).
Report stands.
- c. Director of Finance, Scott Zielinski (Exhibit 17, Pages 81-98).
Report stands. He highlighted all of the FSS dollars budgeted for this year have been awarded (not spent). This is the fastest it has ever been awarded. This is a sign of good work from SSAs and others who help facilitate this process. Demko requested to know what the total investment would be if all families were awarded the full amount of \$500. This will be brought to the February board meeting.
- d. Director of Human Resources, Gwen Brooks (Exhibit 18, Pages 99-101).
Report stands. She provided an update to the board about the SSA search. We have in fact hired an SSA. We are welcoming back Barry Backus, who will start on February 5.
- e. Director of Facilities and Transportation, Chris Linscott (Exhibit 19, Page 102).
Report stands. He shared the plan to deep clean the school and busses, in response to the temporary closure of Beacon after seeing a high number of absences due to COVID. The new vans should be road-ready in the near future.
- f. MUI Coordinator, Stephanie Kendrick (Exhibit 20, Page 103).
Report stands. She highlighted a recent positive outcome of an MUI investigation. While the allegation was not substantiated, the investigation did identify an opportunity for improvement. The agency involved is now in the process of changing their policy to avoid a potential situation from happening again.

- g. Director of Service and Support, Tristin Lawrence (Exhibit 21, Pages 104-108).
Report stands. She shared excitement for welcoming back Barry Backus. She also shared good news in that the individuals who have been residing in the respite home have now moved into their new home. This is a great outcome for the individuals, and this also opens up the respite home for others who may need it.
 - h. Director of Employment Options, Angela Carter (Exhibit 22, Page 109).
Report stands. She expressed appreciation of her staff for the work they are doing through Job Club at Beacon. The focus this year is to enhance the greenhouse project.
 - i. Director of Integrate Athens, Autumn Brown (Exhibit 23, Pages 110-112).
Report stands. She highlighted that additional dates for Developmental Disabilities Awareness Month activities will be announced soon.
 - j. Assistant Superintendent, Arian Smedley (Exhibit 24, Pages 113-117).
Report stands. She highlighted that the next Teen Time event is coming up on February 6, and the activity will be yoga and meditation. This is in partnership with Ohio University physical therapy students.
- 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 7:28 p.m.

MOTION#: 1-30-24-14
MOTION: BOND
SECOND: LEWIS
AYES: BOND, DEMKO, GÜT, JOLLEY, LEWIS, OCHES
CARRIES: YES