

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Board Meeting Minutes
Tuesday, May 28, 2024 – 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. Margaret Demko, Board President, called the meeting to order at 6:01 p.m.
2. Arian Smedley did roll call.

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

Staff / Others in Attendance:

Dr. Kevin Davis	Superintendent
Arian Smedley	Assistant Superintendent
Scott Zielinski	Director of Finance
Stephanie Kendrick	MUI Coordinator
Autumn Brown	Director of Integrate Athens
Angela Carter	Director of Personnel <i>Plus</i>
Phoenix Wade	SSA, PGO
Robin Evans	Intern, SSA

3. Oches read the Mission Statement.
4. Dr. Güt motioned to approve the amended agenda, noting the highlighted areas of the updated agenda provided as a hand out.

MOTION#: 5-28-24-1
MOTION: GÜT
SECOND: JOLLEY
AYES: CONNER, DEMKO, GÜT, JOLLEY, OCHES
CARRIES: YES

5. New Business:

Items for review and discussion:

Dr. Davis provided an update on the server issues from this week. He shared we have been working with the agency's cyber security team, made available to us through the agency's cyber insurance. We have been told our technical systems were set up well. We have been told that regardless of how well a system is set up, there always remains a risk for these sorts of incidents. There is still much that we do not know at this time.

He presented to the board two agreements, one with a cyber security response team and the other with a legal firm affiliated with the response team. He recommended their approval so that we could fully investigate the depth and breadth of the incident and have appropriate legal counsel along the way.

There was brief discussion about potential costs. Dr. Davis pointed to another item on the agenda, which is the renewal of the agency's cyber security coverage. The retention amount is \$100,000, which we have been told is a standard liability amount for this sort of coverage.

There was brief discussion of whether we would be able to find out the cause of the breach. Dr. Davis said the investigation should be able to accurately identify the cause.

Zielinski added through this process the team will identify opportunities for improvement along the way.

Dr. Jolley motioned to approve entering into an agreement with CFC cyber security team and the cyber security law firm affiliated with the cyber security team, pending Prosecuting Attorney approval.

MOTION#: 5-28-24-2
MOTION: JOLLEY
SECOND: OCHES
AYES: CONNER, DEMKO, GÜT, JOLLEY, OCHES
CARRIES: YES

- a. Dr. Davis provided the board with two budget updates (Handout).
 - The first item focused on the Healthy Futures Workgroup. This update reminded the board what this workgroup is and what it is tasked with doing. Dr. Davis walked the board members through the handout provided.
 - The second item was an update on the Stop Loss Proposal, which came out of the statewide waiver redesign workgroup, and the potential impact it would have locally. Dr. Davis stressed the importance of recognizing the handouts provided are just examples of the impact on the agency's finances. By working through the current parameters of the Stop Loss Proposal, it demonstrated it would potentially result in some savings for the ACBDD.

There was discussion about what involvement DODD would have on deciding level of service. Dr. Davis shared this was discussed during the workgroup, and DODD

assured the members this would not happen. There was additional discussion about state waivers and how an individual is able to qualify for one. The ACBDD has approximately 50 state-funded waivers at this time.

There was additional discussion about the decision-making process (with regard to the level of services approved) at the local level and whether SSAs felt any pressures from a budgetary perspective. Dr. Davis stated this has not been an issue at all.

- b. Dr. Davis provided the board an update on the Staff Engagement Workgroup (Handout). The recommendations from the workgroup were presented to the management team. The management team then reviewed and determined what was feasible and not feasible. This was then sent back to the workgroup for review. The workgroup has now completed its task and will no longer need to meet. The list of recommendations will now be implemented in the near future. Dr. Davis thanked Oches and the staff for serving on the workgroup. Oches recommended progress on the Opportunities for Improvement be documented in the board reports.
- c. Dr. Davis walked the board members through the Leadership & Key Business / Operations Roles & Years Until Retirement (Handout). This item was prepared for planning purposes. Dr. Davis shared the names on the list represent over 100 years of ACBDD institutional knowledge, and over 200 years of relevant DD experience. The agency faces significant changes in the next five years. Future planning and succession planning will be discussed in the near future, and he wanted the board to be aware. Succession planning is also an item outlined in the Staff Engagement Workgroup Recommendations.
- d. Board members reviewed this year's Beacon yearbook (Enclosed). Dr. Davis also showed the board members a copy a recent edition of The Athens Messenger, which featured a story on Beacon's graduate.
- e. In response to board member feedback, Dr. Davis offered a recommendation to form a workgroup that would develop policies and / or procedures around how best to communicate with Beacon School stakeholders when incidents occur. Another option would be for the board to decide the agency's policy in this area, and Administration follows through with implementation.

This is in response to an incident that happened recently when a student was inadvertently left behind at the school, when the rest of the school (students and staff) left for an out-of-town fieldtrip. While the parents were notified of the incident, the question became whether the school has or had an obligation to notify the entire school community and / or the community at large.

There was brief discussion of at least sending a notification to families explaining the incident and include a corrective action plan to ensure it does not happen again. Dr. Davis agreed something can be shared, and stressed the importance of using a workgroup to

make some recommendations. The workgroup would be composed of school staff, administration, a board member, and parents. Dr. Güt offered to serve on the committee. The recommendations would then be presented to the board for review and additional input. Recommendations will come before the board in the next few months.

There was additional discussion about:

- The scope of the group, which is to outline parameters for what should be said, when, how, and in what manner
- The importance of capturing the parent perspective
- Information gathering
- Surveys vs round tables/focus group as a means for gathering input
- Developing trust and confidence in the process

f. Reminders on future meetings/trainings:

- Finance & Personnel Committee Meeting: Tuesday, June 25, 5:00 p.m.
- Next regular meeting: Tuesday, June 25, 6:00 p.m.

Motions for vote:

a. Dr. Güt motioned to approve April 2024 Board Meeting Minutes (Exhibit 1, Pages 1-5).

MOTION#: 5-28-24-3
MOTION: GÜT
SECOND: OCHES
AYES: CONNER, GÜT, JOLLEY, OCHES
ABSTAIN: DEMKO
CARRIES: YES

b. Oches motioned to approve May 2024 Special Board Meeting Minutes (Exhibit 2, Pages 6-7).

MOTION#: 5-28-24-4
MOTION: OCHES
SECOND: GÜT
AYES: CONNER, DEMKO, GÜT, JOLLEY, OCHES
CARRIES: YES

c. Dr. Jolley motioned to approve retaining part-time Nurse for Beacon School for the 2024-25 school year (Exhibit 3, Pages 8-10).

MOTION#: 5-28-24-5
MOTION: JOLLEY
SECOND: GÜT
AYES: CONNER, DEMKO, GÜT, JOLLEY, OCHES
CARRIES: YES

- d. Oches motioned to approve covering the cost of Beacon School breakfast and lunch for students during the 2024-2025 academic year (Exhibit 4, Page 11).

MOTION#: 5-28-24-6
MOTION: OCHES
SECOND: GÜT
AYES: CONNER, DEMKO, GÜT, OCHES
ABSTAIN: JOLLEY
CARRIES: YES

- e. Dr. Jolley motioned to approve contract with Sally Biancone for photography/yearbook services, pending Prosecuting Attorney approval (Exhibit 5, Pages 12-14).

MOTION#: 5-28-24-7
MOTION: JOLLEY
SECOND: OCHES
AYES: CONNER, DEMKO, GÜT, JOLLEY, OCHES
CARRIES: YES

- f. Oches motioned to approve contract with Hylant Insurance for property, violence, auto, liability and cyber insurance, for period of one year beginning July 1, 2024 (Exhibit 6, Pages 15-41).

MOTION#: 5-28-24-8
MOTION: OCHES
SECOND: GÜT
AYES: CONNER, DEMKO, GÜT, JOLLEY, OCHES
CARRIES: YES

- g. Dr. Güt motioned to approve agreement with Pitney Bowes for postage machine services at the Harper Street location, pending Prosecuting Attorney approval (Exhibit 7, Pages 42-44).

MOTION#: 5-28-24-9
MOTION: GÜT
SECOND: JOLLEY
AYES: CONNER, DEMKO, GÜT, JOLLEY, OCHES
CARRIES: YES

- h. Dr. Jolley motioned to approve agreements with the Corporation for Ohio Appalachian Development, the Alexander Parent / Teacher Organization, and Athens County Public Libraries, as recipients of the DODD ARPA grants, pending Prosecuting Attorney approval (Exhibit 8, Pages 45-52).

MOTION#: 5-28-24-10
MOTION: JOLLEY
SECOND: GÜT
AYES: CONNER, DEMKO, GÜT, JOLLEY, OCHES
CARRIES: YES

- i. Oches motioned to approve contract with Ella Stricklen to serve as lifeguard, pending Prosecuting Attorney's approval (Exhibit 9, Pages 53-55).

MOTION#: 5-28-24-11
MOTION: OCHES
SECOND: GÜT
AYES: CONNER, DEMKO, GÜT, JOLLEY, OCHES
CARRIES: YES

- j. Dr. Güt motioned to approve agreement with the Northwest Ohio Developmental Center admission agreement, pending Prosecuting Attorney approval (Handout).

MOTION#: 5-28-24-12
MOTION: GÜT
SECOND: OCHES
AYES: CONNER, GÜT, JOLLEY, OCHES
ABSTAIN: DEMKO
CARRIES: YES

6. Board Reports:

- a. Superintendent, Dr. Kevin Davis (Exhibit 10, Pages 56-64).
Report stands.
- b. Director of Education, Becky Martin (Exhibit 11, Pages 65-66).
Report stands.
- c. Director of Finance, Scott Zielinski (Exhibit 12, Pages 67-76).
Report stands. He added next month's board report (and reports going forward) will include line-item revenue, which is a request from the Staff Engagement Workgroup Recommendations.
- d. Director of Human Resources, Gwen Brooks (Exhibit 13, Pages 77-79).
Report stands.
- e. Director of Facilities and Transportation, Chris Linscott (Exhibit 14, Page 80).
Report stands.
- f. MUI Coordinator, Stephanie Kendrick (Exhibit 15, Pages 81).
Report stands. She highlighted staff shout-outs to Megan Roach and Kyle Wagner for assisting in a recent incident on the bus. She also praised Sue Orth for reporting another incident while off duty.

Demko asked about whether the agency has LifeVacs. Kendrick said she would look into that and share more at a future meeting.

- g. Director of Service and Support, Tristin Lawrence (Exhibit 16, Pages 82-88).
Report stands.
 - h. Director of Employment Options, Angela Carter (Exhibit 17, Page 89).
Report stands. She praised staff for successfully organizing a carnival for the school and also for adults served. Their summer youth employment programs are coming up next.
 - i. Director of Integrate Athens, Autumn Brown (Exhibit 18, Pages 90-93).
Report stands. Summer camp planning is well underway. Training week is coming up soon. Supplies are being ordered. She also highlighted that June 4 – July 9, SOCIL is organizing a cornhole tournament at the community center.
 - j. Assistant Superintendent, Arian Smedley (Exhibit 19, Pages 94-98).
Report stands.
7. Regarding comments from Visitors, Robin Evans, intern, introduced herself. She is working on her Masters in Social Work, and she is interning with the SSA department as part of her generalist practicum.
 8. No comments from Unions relative to the agenda.
 9. Regarding comments from the Board, Demko expressed appreciation for the support she has experienced / received from the county board during some recent difficult situations. Wade said he wondered if it were possible to document the stories so that SSAs could learn from her experiences. Demko offered to share her experience during an SSA meeting. We will ask Lawrence to follow up.
 10. Conner motioned to adjourn.

MOTION#: 5-28-24-13
MOTION: CONNER
SECOND: OCHES
AYES: CONNER, DEMKO, GÜT, JOLLEY, OCHES
CARRIES: YES