

ATHENS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
Board Meeting Minutes  
Tuesday, Sept. 24, 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 6:00 p.m.
2. Arian Smedley did roll call.

BOND	Present
CONNER	Present
DEMKO	Present
GÜT-ZIPPERT	Present
JOLLEY	Present
LEWIS	Present
OCHES	Present

Staff / Others in Attendance:

Dr. Kevin Davis	Superintendent
Arian Smedley	Assistant Superintendent
Scott Zielinski	Director of Finance
Gwen Brooks	Director of HR
Autumn Brown	Director of Integrate Athens
Stephanie Kendrick	MUI Coordinator
Chris Linscott	Director of Transportation & Facilities
Becky Martin	Director of Education
Doug Mitchell	Transition, ABEA
Clayton Ray	SSA, PGO
Heather Clemons	PersonnelPlus, ABEA

3. Dr. Güt-Zippert read the Mission Statement.
4. Oches motioned to approve the agenda.

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

5. New Business:

**Items for review and discussion:**

- a. Dr. Davis discussed three different topics related to the budget update. He outlined all three and walked the board members through the handout (Handout 1).
  - i. First item focused on the agency's term levy that will likely be on the ballot next year. Dr. Davis re-shared the levy summary document and timeline. He outlined the various options for this term levy, and stated we should know which option we will recommend by the Spring of 2025. He added it is critical to the agency's operations to at least renew the levy. He shared an outside levy committee will need to be formed, and he stressed the importance of it being an outside group. Lastly, he indicated a formal training on what agency staff can and cannot legally do in connection to the levy will be scheduled. There was brief discussion about the timeline and levy options.
  - ii. The second item for discussion focused on waiver data provided to the agency by MEORC. The information included utilization rates, trending costs over time, and average waiver cost per county for all of the 19 counties served by MEORC. Athens County's average waiver costs are the highest of all the counties and are approximately \$21,000 higher than the next highest county.
    - 1. There was discussion about the operationalization of any new process to better understand utilization. There was additional discussion about the complex nature in which we have to budget and account for unknowns.
  - iii. The third item was an update on the security cameras. Board members were presented with photos comparing the previous system with the new system.
- b. Dr. Davis provided the board IT update. There is a meeting scheduled for this Thursday with the team investigating the issue. He said we are hopeful to have additional information by the next board meeting.
- c. Oches motioned to approve the 2025-2027 ACBDD Strategic Planning draft (Exhibit 1, Pages 1-12).

Discussion: Dr. Davis shared that the original plan was to have it finalized by October, but that the plan is ready ahead of scheduled. The board could decide to wait to vote to approve or vote at this meeting. There was discussion about how to track progress. It was decided to go ahead and approve.

MOTION#: 9-24-24-2  
MOTION: OCHES  
SECOND: GÜT  
AYES: BOND, CONNER, DEMKO, GÜT-ZIPPERT, JOLLEY, LEWIS, OCHES  
CARRIES: YES

- d. Dr. Davis walked the board members through the Employee Engagement Action Items (Exhibit 2, Pages 13-20). Oches commented to say he was impressed with the response from the management team.
- e. Dr. Davis walked the board members through the Beacon School Workgroup update (Exhibit 3, Pages 21-23). Dr. Güt-Zippert shared there was thorough discussion about the results, and how to improve communication while protecting privacy.
- f. Dr. Davis walked the board members through the exhibit on the ESC paraprofessional stipend, which is no longer needed, and proposal to use these funds for recruitment and retention efforts for teachers (Exhibit 4, Page 24). Dr. Davis requested ideas and support for moving forward. The timeline would be to first get initial board support tonight, work with the union on ideas, present it to the board for approval, and then enact next Spring. There was discussion about how to include ESC paraprofessionals, perhaps in a non-monetary way.
- g. Dr. Davis walked the board through the outcome reporting for the 2023 ATCO Legacy Fund awardees (Exhibit 5, Pages 25-33). He reminded the board that the 2024 RFP, which the board approved last month, is open until September 29, 5 p.m.
- h. Board members discussed reminders on future meetings/trainings:
  - i. Next board training: Tuesday, Oct. 22, 5:00 p.m. (There was some discrepancy on whether an October training would be provided. Confirmation will be provided at a later date.)
  - ii. Next regular meeting: Tuesday, Oct. 22, 6:00 p.m.

**Motions for vote:**

- a. Dr. Güt-Zippert motioned to approve August Board Meeting Minutes (Exhibit 6, Page 34-42).

MOTION#: 9-24-24-3  
 MOTION: GÜT-ZIPPERT  
 SECOND: OCHES  
 AYES: BOND, CONNER, DEMKO, GÜT-ZIPPERT, JOLLEY, LEWIS, OCHES  
 CARRIES: YES

- b. Dr. Lewis motioned to approve purchase of one school bus (Handout).

MOTION#: 9-24-24-4  
 MOTION: LEWIS  
 SECOND: BOND  
 AYES: BOND, CONNER, DEMKO, GÜT-ZIPPERT, JOLLEY, LEWIS, OCHES  
 CARRIES: YES

- c. Dr. Jolley motioned to approve agreement with MIP Fund Accounting for accounting and HR software (Exhibit 7, Pages 43-62).

Discussion: Dr. Davis described this item as a strategic investment in the agency and its future, due to the cost and due to the significant transition period. He explained it is to replace an antiquated financial system that has not been updated in any significant ways since the 1990s, and the technical support is inadequate. In addition, the old system does not have a way to track and manage HR-related items. MIP is both a fund accounting system and an HR management system. MIP is used by several other county boards, and the reviews are outstanding. There was discussion about future costs, the amount of time and effort involved in the transition, the potential efficiencies that would ultimately be realized, and impact (if any) on jobs.

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

- d. Dr. Jolley motioned to approve adjustments to Medicaid & Support Services Coordinator salary (Exhibit 8, Pages 63-65).

Discussion: Dr. Davis explained part of this adjustment is due to a Department of Labor requirement, and the other part of this adjustment is due to making the salary closer to the market rate average. Discussion items included who initiates the market-rate review, when this would happen, annual across-the-board increases, comparing to other counties, and concerns of other increases in the future.

MOTION#: 9-24-24-6  
MOTION: JOLLEY  
SECOND: OCHES  
AYES: BOND, CONNER, DEMKO, GÜT-ZIPPERT, JOLLEY, LEWIS, OCHES  
CARRIES: YES

6. Board Reports:

- a. Superintendent, Dr. Kevin Davis (Exhibit 9, Pages 66-70).  
Report stands.
- b. Director of Education, Becky Martin (Exhibit 10, Pages 71-72).  
Report stands.
- c. Director of Finance, Scott Zielinski (Exhibit 11, Pages 73-82).  
Report stands.

- d. Director of Human Resources, Gwen Brooks (Exhibit 12, Pages 83-86).  
Report stands.
  - e. Director of Facilities and Transportation, Chris Linscott (Exhibit 13, Pages 87-88).  
Report stands. He thanked the board for approving the bus purchase.
  - f. MUI Coordinator, Stephanie Kendrick (Exhibit 14, Page 89).  
Report stands.
  - g. Director of Service and Support, Tristin Lawrence (Exhibit 15, Pages 90-96).  
Report stands.
  - h. Director of Employment Options, Angela Carter (Exhibit 16, Pages 97-98).  
Report stands.
  - i. Director of Integrate Athens, Autumn Brown (Exhibit 17, Pages 99-103).  
Report stands. She shared she has been helping with SOCIL's pickleball tournament.
  - j. Assistant Superintendent, Arian Smedley (Exhibit 18, Pages 104-108).  
Report stands.
- 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 7:04 p.m.

MOTION#: 9-24-24-7

MOTION: BOND

SECOND: LEWIS

AYES: BOND, CONNER, DEMKO, GÜT-ZIPPERT, JOLLEY, LEWIS, OCHES

CARRIES: YES