HIGHLAND COUNTY BOARD OF DD

APRIL 16, 2019

6:00 PM REGULAR BOARD MEETING

LOCATION: Highland County Board of DD

The Highland County Board of Developmental Disabilities met in a regular session at 6:07 pm, Tuesday, April 16, 2019 at the Highland County Board of Developmental Disabilities. Board Members present: Karen Adams, Paul Pence, Michael Richards, Elizabeth Fryman, Matthew Roberts and Charles Fulton Absent: Cheryl Lyle

Others present were Debra Buccilla, Superintendent, Sherry Burns, Executive Administrative Assistant, Elizabeth Brennfleck, Human Resource Director, Becky Pollard, Nurse, Kraig Walker, Community Service Director, Kelli Williamson, SSA Director, Larry Gray, Operations Director

**ROLL CALL:** Charles Fulton, present; Michael Richards present; Elizabeth Fryman, present, Paul Pence, present, Matthew Roberts, present, Karen Adams, present.

**ADDITIONS TO AGENDA**: Yes

**Reports:**

**The minutes of the** March 16, 2019 Regular Board meeting were reviewed and approved in a motion by Elizabeth Fryman, seconded by Michael Richards. Roll Call. All yea, motion carried.

**Roll Call: Charles Fulton, yea; Michael Richards, yea, Elizabeth Fryman, yea, Paul Pence, abstain, Matthew Roberts, yea, Karen Adams, yea;**

**New Vendors: Highland Auto Services, Anderson Alphabet U, Prevent Child Abuse America, Brandman University**

Charles Fulton made a motion to except the new vendors, seconded by Paul Pence. All yea. Motion carried.

**Roll Call: Charles Fulton yea; Michael Richards, yea, Elizabeth Fryman, yea, Paul Pence, yea, Matthew Roberts, yea, Karen Adams, yea;**

**Transfers: We submitted the request approved last meeting to collapse 3 funds into Development Fund.** Transfer from Sustainability Fund, Severance Benefit Fund and Construction Debt to DD Development Fund in the amount of $430,103.86

**Monthly expenditures for April 2019** were reviewed and approved in a motion by Paul Pence seconded by Matthew Roberts. Roll Call. All yea, motion carried.

**Roll Call: Charles Fulton yea; Michael Richards, abstain, Elizabeth Fryman, yea, Paul Pence yea, Matthew Roberts, yea, Karen Adams, yea;**

**OLD BUSINESS:**

**Project Updates – Larry Gray**

* Septic system cleaning inspection and we will be filling in dirt over a couple lines that have eroded.
* Plans are with the architect for the electrical panel update waiting to be reviewed by the state for approval. Once we get bids and approved, the work will be scheduled over the summer break.
* The city has granted verbal occupancy to Community Action for Mary’s Lane and will be sending the written document the end of this week.

**Creation of Medicaid Reserve Fund – Debra Buccilla**

Bill Fawley advised us to create a new fund for this purpose. Last month we discussed the need as requested by DODD for the DSP wage increase.

Charles Fulton made a motion to create a Medicaid Reserve Fund, seconded by Paul Pence. All yea Motion carried

**Roll Call: Charles Fulton yea; Michael Richards, yea, Elizabeth Fryman, yea, Paul Pence yea, Matthew Roberts, yea, Karen Adams, yea;**

**Highco 2019 Lease Agreement – Debra Buccilla**

Highco continues to refuse to sign a lease agreement for 2019. A cover letter was forwarded back to HCBDD containing misinformation specific to the substantial support Highco has received from the HCBDD. The cover letter and “excepted” changes Highco made to the lease documents are disheartening.

After much discussion it was decided to charge $3.00 per square foot for 9,390 square footage ($28,170) from May 1, 2019 to December 31, 2019 with all-inclusive rate for use of the space, vehicles, equipment and utilities included in the rental amount. Starting January 1, 2020 the amount would be $6.00 per square foot with all-inclusive rate for use of the space, vehicles, equipment and utilities included in the rental amount.

Appendix B will be donated and the vehicles will be $1.00 charge for 2019 if lease is signed. All vehicles will be returned to county board if there is no lease agreement.

Elizabeth Fryman made a motion to charge $3.00 per square foot from May 1, 2019 to December 31, 2019 with all-inclusive rate for use of the space, vehicles, equipment and utilities included in the rental amount and $6.00 per square foot starting January 2010 with all-inclusive rate for use of the space, vehicles, equipment and utilities included in the rental amount.

**Roll Call: Charles Fulton yea; Michael Richards, yea, Elizabeth Fryman, yea, Paul Pence yea, Matthew Roberts, yea, Karen Adams, no**

**Provider Incentive Grants- Debra Buccilla**

Beginning in 2016, County Boards were required to submit Benchmark plans to DODD bi-annually to explain how we are meeting regulatory expectations specific to separation. One of those expectations revolve around expanding provider capacity. We have had several meetings with three providers and are now ready to ask permission from the board to incentivize their growth.

We would like to offer grant funding to be used to expand services for eligible adults in Highland County. Grant recipients will currently work in Highland County providing Homemaker Personal Care Services (HPC) and are willing to expand services. Grants are to assist the provider with start up costs related to services expansion.

Paul Pence made a motion to offer grant opportunities of up to $50,000 for up to three providers to promote provider service expansion in 2019, seconded by Matthew Roberts. All yea. Motion carried

**Roll Call: Charles Fulton yea; Michael Richards, yea, Elizabeth Fryman, yea, Paul Pence yea, Matthew Roberts, yea, Karen Adams, yea;**

**NEW BUSINESS:**

**Kraig Walker informed the HCBDD of CARF updates**

Our preliminary CARF accreditation in the areas of Community Employment:  Job Development and Job Supports was held 4/11-4/12.  We received three recommendations on Health & Safety policy/procedure.  The surveyor gave us specific examples of policies and procedures, which will be applied only to the Community First division.  Over the next 6 months, we will be working on creating an intake packet for participants and developing procedures in regards to community employment.  The surveyor praised our organization for demonstrating a strong philosophy of individual rights & choices and self-advocacy skills.  She also stated that we show a strong connection with our community and promote our programs and services in a very positive manner.  She recognized our low turnover rate and stated that the longevity and skills of our staff are a valuable asset to begin this type of service.

CARF will return this fall (date yet to be determined) for a full survey, after we have actually provided the accredited service.

**Art Studio Bank Account – Debra Buccilla**

We have reached out to Southern Hills Community Bank to establish an account for the purposes of using the new “square” for credit cards at festivals

Next month, I would like to discuss the re-location of the ART Studio and the Community First Team. We are out of space and the social benefits of such a move are endless.

Paul Pence made a motion to approve a bank account for the Art Studio at Southern Hills Community Bank , seconded by Charles Fulton. All yea. Motion carried

**Roll Call: Charles Fulton yea; Michael Richards, yea, Elizabeth Fryman, yea, Paul Pence yea, Matthew Roberts, yea, Karen Adams, yea;**

At approximately 7:37 Elizabeth Fryman moved that the HCBDD go into an Executive Session to discuss confidential matters under Federal or State Law, seconded by Paul Pence

At approximately 8:00 pm the HCBDD re-entered into public session.

Karen Adams, President made a motion to adjourn the HCBDD meeting at 8:00.pm

Prepared by: Sherry Burns, Executive Administrative Assistant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Karen Adams, Board President

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cheryl Lyle, Recording Secretary