HIGHLAND COUNTY BOARD OF DD

OCTOBER 15, 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 6:10 pm, Tuesday, October 15, 2019 at the Highland County Board of Developmental Disabilities. Board Members present: Karen Adams, Charles Fulton, Cheryl Lyle, Elizabeth Fryman, Michael Richards, Paul Pence, and Matthew Roberts

Others present were Debra Buccilla, Superintendent, Sherry Burns, Executive Administrative Assistant, Elizabeth Brennfleck, Human Resource Director, Becky Pollard, Nurse, Kelli Williamson, SSA Director, Larry Gray, Operations Director, Suzie Janasov, Early Childhood Director, Stacy Hazelton, Education/PR Director

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

**ADDITIONS TO AGENDA**: None

**Reports:**

**The minutes of the** September 17, 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; Elizabeth Fryman, yea; Matthew Roberts, yea; Karen Adams, yea, Michael Richard, yea, Paul Pence, yea, Cheryl Lyle, yea.**

**New Vendors: NA**

**Transfers: None**

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

**Roll Call: Charles Fulton, yea; Elizabeth Fryman, yea; Matthew Roberts, yea; Karen Adams, yea, Michael Richard, abstain, Paul Pence, yea, Cheryl Lyle, yea.**

**SUPERINTENDENT’S REPORT**

* Stacy Hazelton is joining us as the new Education Director for both counties. Stacy comes to us with an extensive background in education and spent many years in this capacity in Ross County, leading the Pioneer School. You may remember Stacy as the Ross County representative who assisted when we closed the last classroom back in 2015.
* FCFC has been working with auditors because they were not showing DD early childhood grant monies on their books. We met with Jeff Duncan and initiated a new process which we believe will solve of the issue going forward.
* The Community First team is continuing to expand the OOD partnerships by also working with Clinton and then eventually Fayette to assist graduating seniors go directly into employment or continuing education opportunities. Out of the 19 graduates we have spoken about, 10 are employed, 3 went to continuing education programs and we are trying to track the remaining 5.
* Art Studio: You may have seen the beginning of a “new look”! We also have ordered a metal shed which will be located behind the existing building so that the woodwork will have a separate workshop.

**OLD BUSINESS:**

**Project Updates – Larry Gray**

* IT Update: Larry Gray updated the board about security of stored data and the antivirus with a training component. Backups of the data occurs nightly to a secondary server, cloud storage and to a network attached storage device. This will allow us to recover data and restore our systems quickly in case of a ransom attack. An outside agency conducted a risk assessment of our system. Overall the assessment was good, but noted we still have vulnerability of weak passwords, computers that still need windows 7 updates and some computers are still running two version of antiviruses. Our email will also be upgraded from our current professional version to E5 licenses which will have an additional cost. The upgraded licenses will provide enhanced HIPPA security, Email encryption and two factor authentication that will help protect against emails being hacked.

**Highco Update – Debra Buccilla**

Junie Johnson from Highco has reached out in an effort to begin repairing the relationship between our two Boards. Larry and I toured Highco and began assisting Junie in looking at the needs of the facility. We have offered to assist them with upcoming construction projects as needed.

**Provider Incentive Progress- Debra Buccilla**

* In addition, it was recommended that we consider Highco for our provider incentive grants in an effort to assist them move individuals from East to West so their service is in one location.
* The Board would like to assure they are financially stable before consideration.

**Public School Partnership- Debra Buccilla**

We will be talking to current superintendents about the off site classrooms that are needed for the school partnership.

**NEW BUSINESS:**

**Personnel Updates – Liz Brennfleck**

* Tricia Edwards, SSA resigned her position effective 10-30-19. We are currently recruiting to fill that position and have interviews scheduled this week.
* Josh Zickafoose, Educational Aide has resigned his position effective 10-21-19. We are currently evaluating staffing needs at the preschool.
* We are also recruiting for a Help Me Grow Program Supervisor with one candidate interviewed so far.

**Sale of School Bus on** [**www.GovDeals.com**](http://www.GovDeals.com) **– Larry Gray**

We are asking for approval to sell a 2005 Freightliner school bus on [www.GovDeals.com](http://www.GovDeals.com)

Bob Fulton made a motion to approve the sale of the 2005 Freightliner on [www.GovDeals.com](http://www.GovDeals.com), seconded by Cheryl Lyle. All yea, motion carried.

**Roll Call: Charles Fulton, yea; Elizabeth Fryman, yea; Matthew Roberts, yea; Karen Adams, yea, Michael Richard, yea, Cheryl Lyle, yea, Paul Pence, yea.**

Elizabeth Fryman made a motion to adjourn the HCBDD meeting at 6:58 pm, seconded by Michael Richards. All yea. Motion carried.

**Roll Call: Charles Fulton, yea; Elizabeth Fryman, yea; Matthew Roberts, yea; Karen Adams, yea, Michael Richard, yea, Cheryl Lyle, yea, Paul Pence, yea.**

Prepared by: Sherry Burns, Executive Administrative Assistant

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Karen Adams, Board President

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Cheryl Lyle, Recording Secretary