HIGHLAND COUNTY BOARD OF DD

MARCH 19, 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 6:00 pm, Tuesday, March 19, 2019 at the Highland County Board of Developmental Disabilities. Board Members present: Karen Adams, Paul Pence, Michael Richards, Elizabeth Fryman, Cheryl Lyle, Matthew Roberts and Charles Fulton Absent: Paul Pence

Others present were Debra Buccilla, Superintendent, Sherry Burns, Executive Administrative Assistant, Elizabeth Brennfleck, Human Resource Director, Suzie Janasov, Early Childhood 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, Cheryl Lyle, present, Matthew Roberts, present, Karen Adams, present.

**ADDITIONS TO AGENDA**: NA

**Reports:**

**The minutes of the** February 19, 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, Cheryl Lyle, yea, Matthew Roberts, yea, Karen Adams, yea;**

**New Vendors: Hilton Columbus at Easton EI Conference, Steve McPeake (Highland Housing)**

Cheryl Lyle made a motion to except the new vendors, seconded by Matthew Roberts. All yea. Motion carried.

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

**Transfers:** None

**Monthly expenditures for March 2019** were reviewed and approved in a motion by Charles Fulton seconded by Cheryl Lyle. Roll Call. All yea, motion carried.

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

**Superintendent’s Report:**

* DSP Wages – There is an initiative to raise salaries for direct support professionals in an effort to combat staff turnover and shortages in Ohio. There has been a distribution formula identified by DODD and partners and now work is being done to determine the best way for County Boards to establish a “reserve funds” account where DODD can deposit monies based on the formula. The money is projected to come from unused waiver dollars and although initially from DODD, eventually it will fall to County Boards to fund.
* Contacted Bill Fawley to explain the need we have for the Art Studio to acccept credit/debit sales. He is checking to see what he can do to help us solve this issue.

**OLD BUSINESS:**

**Provider Incentive Update** **-Debra Buccilla**

We have previously discussed establishing a provider incentive package to assist several current providers in their efforts to expand services. In order to do so, it will be necessary to broaden the use of our Development Fund.

The current balance of this fund is approximately $239,000. The purchase price and renovations of the new Lynchburg home will come from this fund. We are recommending adding monies from the following funds to the balance of the Development fund.

Construction Debt $ 6,875

Severance Benefit $ 58,012

Sustainability $365,217

We would then utilize the Development Fund for future housing needs, school/community partnership needs and provider incentives.

Charles Fulton made a motion to combine the dollars from the mentioned funds with the current balance into the Development Fund, seconded by Matthew Roberts. All yes. Motion carried.

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

**Highland County Schools update – Debra Buccilla**

The Board was advised that we would still like to work with districts to establish “A Teams” who could come together to discuss difficult cases. At the present the only school district who appears interested is Fairfield. Karen requested more information at the April Board meeting on the “A Team”.

As was discussed last month, the schools would like to create 1-2 classrooms. We are working with ESC in an effort to establish this. We would like to suggest a total contribution of $75,000 towards a teacher’s salary for 2019/2020 school year. We would hope that we could carry this commitment forward in the future in an effort to keep children from being sent out of county for educational placement

Cheryl Lyle made a motion to approve the amount of $75,000 for teacher’s salary, seconded by Charles Fulton. Six yes and one no. Motion carried.

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

**Highco Contract – Debra Buccilla**

* There was much discussion concerning the 2019 Highco Lease Agreement. They wanted $1.00 for 2019 with no stipulations. They had this arrangement for all of 2017 and 2018 in order to assure their stabilization after separation.
* Highco has not paid rent in 2019 from January to present. The board has agreed to maintain the 2019 lease with the expectations of charging rent in the amount of $4,500 per month which includes rent indoor and outdoor space, utilities and use of vehicles starting May 1, 2019.
* Highco will need proof of purchase insurance for the vehicles.
* Future annual increase of suggested amount will be recommended by the county as appropriate
* No other provider in the county is being financially supported to this extent.
* Superintendent will work with Anneka Collins to resolve this issue.

Elizabeth Fryman made a motion that Highco should start paying rent ($4,500) starting May 1, 2019,

seconded by Charles Fulton. All yea. Motion carried.

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

**NEW BUSINESS:**

**Elizabeth Brennfleck informed the HCBDD of Human Resources updates.**.

* Tonya Scott resigned her position as Fiscal/HR Administrative Assistant. Marilyn Weidman has been hired as the the new Fiscal Assistant.
* Shannon Ferrell has resigned her position as HMG Home Visitor/Highland/Clinton counties. We are recruiting to fill that position as well as a new HMG Home Visitor/Pickaway County.
* Recruiting for a new position of Job Developer.
* Wellness Program will roll out on April 1, 2019. Contract has been signed with Well Works.
* As part of our “Employee Perspective” section of our strategic plan, we are implementing a wellness program with Well Works the vendor that works with our insurance broker. Year one will be very basic and the purpose is to encourage employees who are on our medical plan to see their primary care physician and complete biometric screening one time per year in hopes of preventing a catastrophic medical event.
* Employees and spouses who are on the Board’s medical plan can choose to participate and receive the full Board contribution towards their premiums. Biometrics and physician visits must be completed by September 20, 2019 in order to receive the maximum contribution towards their premium. Those who don’t choose to participate will pay $100 more in premiums per month beginning January 1, 2020.

**Suzie Janasov informed the HCBDD on the HMG Site visit**

The Highland County Board of DD is well on its way to meeting the requirements outlined in the Quality Assurance Site visit tool and many of the components to implement Healthy Families of America to standards. Overall, the reviewers observed many components towards this and saw evidence towards continued efforts for the site to raise the quality of services for the families in their community. The HCBDD strong organizational structure, commitment of leadership and Home Visiting process and priority for quality ensures that the HFA (Healthy Families of America) model is being used as the frame work for home visits. The Ohio Department of Health Program Consultant will continue to work closely with the site to provide support as they work to serve families and children with quality.

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

Our CARF (Commission on Accreditation of Rehabilitation Facilities) preliminary survey will be held on April 11 and 12. The surveyor will go over our policies and procedures for the purpose of ensuring best practices for those we serve though employment services. Kraig Walker will be attending a training in Richmond, Virginia next week to review accreditation standards and what to expect during the accreditation process.

Karen Adams, President made a motion to adjourn the HCBDD meeting at 7:30.pm

Prepared by: Sherry Burns, Executive Administrative Assistant

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Karen Adams, Board President

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Cheryl Lyle, Recording Secretary