HIGHLAND COUNTY BOARD OF DD

AUGUST 20, 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 6:01 pm, Tuesday, August 20, 2019 at the Highland County Board of Developmental Disabilities. Board Members present: Karen Adams, Paul Pence, Matthew Roberts and Charles Fulton, Cheryl Lyle (6:10 pm), Elizabeth Fryman (6:25 pm), Michael Richards (6:25 pm)

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, Suzie Janasov, Early Childhood Director.

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

**ADDITIONS TO AGENDA**: None

**Reports:**

**The minutes of the** May 21, 2019 Regular Board meeting were reviewed and approved in a motion by Charles Fulton, seconded by Matthew Roberts. Roll Call. All yea, motion carried.

**Roll Call: Charles Fulton, yea; Paul Pence, yea; Matthew Roberts, yea; Karen Adams, yea**

**New Vendors: Dayton Children’s Hospital, Highland County Probate Court, NuMotion, Innovative Opportunities, Inc., Handi-clean Products, Highland County Map Office**

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

**Roll Call: Charles Fulton, yea; Paul Pence, yea; Matthew Roberts, yea; Karen Adams, yea**

**Transfers: None**

**Monthly expenditures for June 2019** were reviewed and approved in a motion by Matthew Roberts seconded by Charles Fulton. Roll Call. All yea, motion carried.

**Roll Call: Charles Fulton, yea; Paul Pence, yea; Matthew Roberts, yea; Cheryl Lyle, yea; Karen Adams, yea**

**Monthly expenditures for July 2019** were reviewed and approved in a motion by Paul Pence seconded by Cheryl Lyle. Roll Call. All yea, motion carried.

**Roll Call: Charles Fulton, yea; Paul Pence, yea; Matthew Roberts, yea; Cheryl Lyle, yea; Karen Adams, yea**

**Monthly expenditures for August 2019** were reviewed and approved in a motion by Charles Fulton seconded by Paul Pence. Roll Call. All yea, motion carried.

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

**SUPERINTENDENT’S REPORT**

* DSP Campaign, as we have discussed previously, there is a statewide shortage of direct service staff. In Highland County we have numerous independent providers but agency providers such as ResCare, EPI, Highco, etc. struggle to find new staff to fill vacancies. OPRA along with other partners have put a commercial together for recruitment. It features Gary LeVox, lead singer from Rascall Flatts. We are contributing to help fund TV commercial time.
* Governor DeWine has doubled the funding for early childhood programs. We do not know exactly what this might mean for our programs, however, we are beginning to gear up for an increased workload. We have already seen our numbers increase in both Help Me Grow Home Visiting and Early Intervention and look forward to continued growth.
* Also in the new budget bill is language requiring county boards to do budget forecasting. DODD and OACB will work together to a budget template to be used by all counties.
* Special Olympics Ohio is making some changes to the program that are not being well received. Several areas of concerns include not allowing athletes to participate in more than one sport a season; changing the timeframes for seasons and requiring the Special Olympic name and logo to be the dominate lettering on jerseys versus the team name. Feedback is still being given to the State Office.
* We had an IT security issue occur resulting in a “key logger” being installed on Larry’s email. This gave the hacker access to email and eight (8) phones were ordered from the AT&T account. Thankfully, AT&T alerted us of the order. We were able to shut down computers and then disengage the hackers. Future security updates will be made however this will be a daily vigil

**OLD BUSINESS:**

**Electrical Panels – Larry Gray**

We are continuing to work on electrical issues in our building. We currently need to replace four (4) electrical panels which will cost approximately $30,000.

Elizabeth Fryman made a motion to approve $30,000 for the replacement of four (4) electrical panel replacements, seconded by Michael Richards. All yea. Motion carried.

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

**Project Updates – Larry Gray**

* Currently working on parking spaces and repaving the parking lot.
* A new drain has been installed in front of the bus garage. This has worked well to keep excess rainwater from running into the building.
* Continuing to update the plumbing throughout the building.
* We will need to purchase another small bus. Information and pricing will be presented at the September Board Meeting for your approval.

**Art Studio Square Reports – Lori Moore**

Itemized Square Reports for the Art Studio were presented to the board that showed monies received, artist income and artwork inventory. These reports provide a wealth of information which will be utilized to improve sales.

**US 50 Property – Debra Buccilla**

As you are aware, we moved the ART Studio to the small building located on this property. We have an MOU with HCCAO for it’s use for 30 years. We will be working on plans to make this a community destination for recreational purposes.

**Provider Incentive Awards- Debra Buccilla**

As previously discussed both IHS/Innovative Opportunities and Assurance received these grants. Assurance participants numbers continue to rise. IHS/IO are still moving through the change of use process in order to finalize the sale of the property at Route 62 & Route 28 in Leesburg. With these two providers along with Highco, we now believe we have the right number of providers and a mixed variety of service which gives individuals choice of options.

**NEW BUSINESS:**

**Personnel Updates – Liz Brennfleck**

The following positions have been filled:

* Jacob Alexander, Job Developer, Community First
* Nicole Haines, Educational Aide, Preschool
* Ashley Kim, Help Me Grow Home Visitor
* Heather Music, Help Me Grow Home Visitor
* Alicia Nelson, Preschool Teacher
* Molly Scroggy, Help Me Grow Home Visitor

Summer Reese- Resigned her position as HMG Supervisor. We are recruiting for HMG Supervisor and HMG Home Visitor.

Megan Anderson- resigned her position as PR Specialist and Early Childhood Mentor. We contracted Stacy Hazelton to address the immediate need through December 2019.

**Executive Session**

At approximately 7:06 pm, Cheryl Lyle moved that the Board go into an Executive Session to discuss Personnel Matters., seconded by Matthew Roberts.

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

At approximately 7:30 pm the Board re-entered into a public session.

Elizabeth Fryman made a motion to adjourn the HCBDD meeting at 7:31 pm, seconded by Matthew Richards. All yea. Motion carried.

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

Prepared by: Sherry Burns, Executive Administrative Assistant

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Karen Adams, Board President

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Cheryl Lyle, Recording Secretary