HIGHLAND COUNTY BOARD OF DD

MAY 21, 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, May 21, 2019 at the Highland County Board of Developmental Disabilities. Board Members present: Karen Adams, Paul Pence, Michael Richards, Matthew Roberts and Charles Fulton, Cheryl Lyle Absent: Elizabeth Fryman

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**: Yes

**Reports:**

**The minutes of the** April16, 2019 Regular Board meeting 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; Michael Richards, yea, Cheryl Lyle, abstain, Paul Pence, abstain, Matthew Roberts, yea, Karen Adams, yea;**

**New Vendors: Kid Power Therapy Services, Inc., Adams County Agricultural Society, Clinton Memorial Hospital, Queen City Med Mart**

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

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

**Transfers: None**

**Monthly expenditures for May 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, Cheryl Lyle, yea, Paul Pence yea, Matthew Roberts, yea, Karen Adams, yea;**

**OLD BUSINESS:**

**Project Updates – Larry Gray**

* The initial drawing schedule for the Electric Panel Project is complete. We are still waiting on bids and the final state approval

**Highco 2019 Lease Agreement – Debra Buccilla**

Highco signed the 2019 Lease Agreement for $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.

**School Partnership Update- Debra Buccilla**

Beth Justice, Superintendent of the ESC is still looking for space for the 2 to 3 classrooms needed by the local school systems.

**Art Studio Bank Account – Debra Buccilla**

We have successfully set up an account for the Art Studio through Southern Hills Community Bank for the purposes of using the new “square” to accept credit cards at upcoming festivals/art shows.

**FSS Credit Card – Lori Moore**

We have a new credit card for Family Support Services. There is a $5,000 limit on this card and a $5,000 limit on the Highland County Board of DD Credit Card. Using two cards will give us more spending flexibility.

**Highland Housing/Community Action-Larry Gray**

Highland Housing has a new board in place (Members: Deborah Tissot, Linda Allen, Rodney Donley, Christina Ross, and Danielle Rask). Highland Housing entered into a new management contract with HCCAO May 1, 2019.

**NEW BUSINESS:**

**Preliminary 2020 Budget- Lori Moore**

The 2020 Preliminary Budget was presented to the board for review.

Matthew Roberts made a motion to approve the 2020 Preliminary Budget, seconded Cheryl Lyle.

All yea. Motion carried

**ROLL CALL**:

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

**Transportation Needs (Community First, EI, HMG)**

We will need to de-commission our oldest bus (2005 Freightliner) and replace it in the fall.

We have also been discussing adding a van for Early Intervention, and Help Me Grow Home Visitors

to help with the reduction of mileage employees are putting on their own vehicles. Kraig would also like to purchase a van for job coaches and job developer for summer youth and transition services.

Asking the board for approval to purchase vans up to $30,000 each with anticipation that we can secure the vans for less money.

Charles Fulton made a motion to approve the purchase a 2019 van for Early Intervention and Help Me Grow not to exceed $30,000, seconded by Cheryl Lyle. All yea. Motion carried.

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

Cheryl Lyle made a motion to approve the purchase of a 2019 van for Community First not to exceed $30,000, seconded by Matthew Roberts. All yea. Motion carried.

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

**Executive Session**

At approximately 6:51 pm, Charles Fulton moved that the Board go into an Executive Session to discuss confidential matters under Federal or State Law., seconded by Cheryl Lyle.

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

At approximately 7:01 pm the Board re-entered into a public session.

Paul Pence made a motion to adjourn the HCBDD meeting at 7:02 pm, seconded by Michael Richards. All yea. Motion carried.

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

Prepared by: Sherry Burns, Executive Administrative Assistant

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

Karen Adams, Board President

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

Cheryl Lyle, Recording Secretary