HIGHLAND COUNTY BOARD OF DD

FEBRUARY 18, 2020

6:20 PM REGULAR BOARD MEETING

LOCATION: Highland County Board of DD

The Highland County Board of Developmental Disabilities met in a regular session at 6:15 pm, Tuesday, February 18, 2020 at the Highland County Board of Developmental Disabilities. Board Members present: Karen Adams (6:45 pm), Paul Pence, Michael Richards, Elizabeth Fryman. Absent: Cheryl Lyle and Matthew Roberts.

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, Stacy Hazelton, Education/PR Director, Lori Moore, Business Director, Chelsey Seeling, Education Coordinator, Alisha Alexander, parent of preschooler.

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

**ADDITIONS TO AGENDA**: Executive Session for Personnel Matters

**Reports:**

The minutes for the January 21 Organizational Meeting and Regular Board Meeting were deferred until the March Board Meeting for approval.

**New Vendor: Feast of the Flowering Moon**

Elizabeth Fryman made a motion to accept the new vendor, seconded by Michael Richards. All yea. Motion carried.

**Roll Call: Paul Pence yea; Michael Richards, yea; Karen Adams, yea; Elizabeth Fryman, yea**

**Monthly Financials and Expenditures for February.**

Elizabeth Fryman made a motion to approve the February financials, seconded by Michael Richards. All yea. Motion carried.

**Roll Call: Paul Pence yea; Michael Richards, yea; Karen Adams, yea; Elizabeth Fryman, yea**

**OLD BUSINESS:**

**Larry Gray, Operations Director** informed the HCBDD of the project updates.

* The parking lot that was resurfaced three years ago will need to be sealed this summer.
* The outside doors in the main building will be replaced over the next year.

**Private Provider Update – Debra Buccilla**

* Assurance is serving approximately 10 individuals in their day array services. They just moved to a new location and we understand they continue to improve their service delivery. They primarily utilized their grant money to purchase vehicles and program supplies.
* Friends of LeRoy Brown opened last week after a lengthy delay due to the building remodel. They have five people attending with several more in process. They utilized their grant

money for the purchase and renovation of the building in Leesburg.

* Highco continues their efforts to work thru the septic issues. They have been advised that the EPA will need to be involved moving forward. It is likely the problem will not be solved before the end of 2020. Therefore, we anticipate they will remain at the East location through the calendar year. Miranda continues to seek assistance as she comes across areas she would like to strengthen. We are very appreciate and supportive of her efforts.

**NEW BUSINESS:**

**Enterprise Car Fleet – Larry Gray**

The board was presented with a comparison of money spent on mileage over the last three year for the Help Me Grow program. We paid $41,858.25 in mileage for 2019. Using that amount, we spent approximately $348.81 per month per person. The cost of the rental cars would be $322.58 per month with a monthly savings of $26.23 and an annual savings of $2832. Included in the rental car price was a GPS tracking, maintenance program, fuel cards and management fee that would monitor the usage of each vehicle.

It was decided to table the board vote for the Enterprise Car Fleet until the a later meeting.

**IT Policies – Elizabeth Brennfleck/Larry Gray**

The purpose of this policy is to establish procedures for employees and contractors regarding the use of the HCBDD Information Services Network and to protect the integrity of the HCBDD’s data and computer systems. The policy is necessary to establish appropriate use and prevent misuse of the HCBDD’s personal computers, network servers, associated hardware and software, electronic email, online services, telephones, cell phones, voicemail, fax machines wire services and the Internet.

Elizabeth Fryman made a motion to approve the IT Policies as presented, seconded by Michael Richards. All yea. Motion carried.

**Roll Call: Paul Pence yea; Michael Richards, yea; Karen Adams, yea; Elizabeth Fryman, yea**

At approximately 7:10 pm, Elizabeth Fryman moved the HCBDD go into Executive Session to discuss Personnel Matters seconded by Paul Pence.

At 7:35 pm Paul Pence made a motion for the HCBDD to re-enter into a public session, seconded by Elizabeth Fryman.

A motion was made by Paul Pence, seconded by Michael Richards to provide up to $75,000 to Children’s Protective Services (CPS) for the investigation, coordination and monitoring of services to children with intensive oversight needs.

**Roll Call: Paul Pence yea; Michael Richards, yea; Karen Adams, yea; Elizabeth Fryman, yea**

**Elizabeth Fryman made a motion at 7:37 pm to adjourn the HCBDD meeting, seconded by Michael Richards.**

Prepared by: Sherry Burns, Executive Administrative Assistant

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Karen Adams, Board President

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Cheryl Lyle, Recording Secretary