HIGHLAND COUNTY BOARD OF DD

May 19, 2020

6:00 PM REGULAR BOARD MEETING

Conference Call by Bridge Line

The Highland County Board of Developmental Disabilities met in a regular session at 6:00 pm, Tuesday, May 19, 2020 per Conference Call Bridge Line. Board Members present: Karen Adams Paul Pence, Michael Richards, Elizabeth Fryman, Cheryl Lyle, John Levo and Matthew Roberts.

Others present were Debra Buccilla, Superintendent, Sherry Burns, Executive Administrative Assistant, , Jennifer Goodwin, Investigative Agent, Kelli Williamson, SSA Director, Larry Gray, Operations Director, and Director, Lori Moore, Business Director.

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

**ADDITIONS TO AGENDA**: NA

**Reports:**

John Levo made a motion to accept the minutes for the April 21, 2020 Regular Board Meeting, seconded by Elizabeth Fryman. All yea. Motion carried.

**Roll Call:** **Paul Pence yea; Michael Richards, yea; Karen Adams, yea; Cheryl Lyle, yea; Matthew Roberts, yea, John Levo, yea, Elizabeth Fryman, yea.**

**New Vendors: Person Centered Services, Genesis Respiratory Services, EPromos Promotional Products, Armand Advertising, Progressive Gifts and Incentives, Eastgate Supplies.**

Paul Pence made a motion to accept the new vendors, seconded by Michael Richards. All yea. Motion carried.

**Roll Call:** **Paul Pence yea; Michael Richards, yea; Karen Adams, yea; Cheryl Lyle, yea; Matthew Roberts, yea, John Levo, yea, Elizabeth Fryman, yea.**

Paul Pence made a motion to approve the May 2020 monthly financial and expenditure report as presented, seconded by Matthew Roberts. All yea. Motion carried.

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

**Superintendent’s Report**

We continue to do well with the remote work schedule that we have instituted since the start of the pandemic. We are beginning to plan for more time in the office beginning June 1st. We are working out the details, but the end result will be the offices are “open” for most of each day. We will continue to do things by appt. only, to assure foot traffic is kept to a minimum.

We have prepared remote working procedures and an agreement document to be signed by anyone who will continue to work remotely. We just want to be certain that all staff understand the expectations of this type of work.

Requests from providers for supplies have leveled off. It appears they have been able to now find some sources for purchases. Kelli however, continues to make a few masks as requested by a few folks we serve.

There have been several individuals served who have fallen ill and have been tested for COVID-19. Thankfully they have been negative. Likewise, we have had no reports from providers that any staff have been ill either.

We asked and received an extension for the submission of our preliminary budget usually due June 1st. We plan to submit July 1st after we have an idea what will be allowable in the preschool program. As we have spoken about over the last several years, although it may appear that we have a healthy “saving”, we know as the years progress, we will need to use these dollars to supplement our operation. We will be turning in our 5 year forecast to the department which will clearly demonstrate several years in the “red”. We believe this may be the first submission of the forecast document. It will more than likely need “fine-tuned” as all county boards will more than likely not turn in the same information with this first submission.

Lastly, our June Joint Training will need to be canceled but I would still like to a regularly scheduled meeting instead. This meeting would be Tuesday, June 16 @6pm via this Bridge Call. There should be quite a few developments by this time that we will be reporting on as well as the need to approve the 2021 budget for submission in July.

I will be contacting the Finance Committee next week to schedule a date for a committee call.

**OLD BUSINESS: NA**

**NEW BUSINESS:**

**Scanning & Shredding-Larry Gray**

We are making good progress with the shredding. We have concentrated scanning on the school files, SSA files, Board Minutes and Financial documents

The Administrative Team has also been updating our record retention schedule to assure we are retaining the proper documents per the Ohio Historical Records Association and our local records commission.

We will continue scanning through the summer months once we return to normal schedules.

**Highland County Children’s Services MUI Rule-Jennifer Goodwin**

On April 22, 2020, I had a wonderful call with Seth Queen, Developmental Disability caseworker with Children Protective Services (CPS) and Karen Saucers from Highland County Children’s Services. We spoke about my role with MUI’s and willingness to assist as needed with their investigations.

I emphasized my need for communication on MUI cases and access to their reports and findings. We plan to meet in person once allowed to put a face with a voice and name. I shared the MUI rule with them as well.

I also explained that at times there could be cases where they are involved that do not meet the level of an MUI (EI, Help Me Grow, Preschool) and Karen stated that this would be the case with them as well as some of our MUI’s do not meet Children Protective Services criteria.

**Preschool Update-Debra Buccilla**

As I mentioned in my report, we are anxiously waiting direction from the Governor regarding preschool and school age programs for the fall. There are guidelines out specific to day care centers and we will assume many of the stipulations will also apply to preschool. We anticipate having to make changes in class size, social distancing and hygiene, all doable however the most challenging will be the transportation. We hope to have this finalized before the June Board meeting.

Cheryl Lyle moved to adjourn the May 19, 2020 Highland County Board Meeting at 6:23 pm, 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