HIGHLAND COUNTY BOARD OF DD

OCTOBER 19, 2021

6:00 PM REGULAR BOARD MEETING

Hills and Dales Gym

The Highland County Board of Developmental Disabilities met in a regular session at 6:02 pm, Tuesday, October 19, 2021. Board Members present: Karen Adams, Paul Pence, John Levo, Elizabeth Fryman , Michael Richards , Matthew Roberts and Cheryl Lyle (arrived 6:10 pm)

Others present were Debra Buccilla, Superintendent, Sherry Burns, Executive Administrative Assistant, Kelli Williamson, SSA Director, Lori Moore, Business Director, Larry Gray, Operations Director and Bret Malone, Educational Director.

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

**ADDITIONS TO AGENDA**: NA

**Reports:**

**The minutes of the** September 21, 2021 Regular Board Meeting Minutes were reviewed and approved in a motion by John Levo, seconded by Michael Richards. Roll Call. All yea, motion carried.

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

**New Vendors: Pediatric Supply Solutions**

A motion was made by Elizabeth Fryman to approve the new vendor for October, seconded by Mathew Roberts. All yea. Motion carried.

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

**Transfers:** None

**Monthly expenditures for October 2021** were reviewed and approved in a motion by Paul Pence seconded by Michael Richards. Roll Call. All yea, motion carried.

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

**SUPERINTENDENT’S REPORT**

* We have sent Judge Greer an email notifying him of Karen’s last term on the Highland Board.
* Michael Richards has agreed to remain on the board pending the Commissioners appointment for second term.
* We will not be renewing the contract for 2022 with Adams County for the continued support of their SSA Department. We did extend contract through December 31, 2021.
* Direct Support Professionals (DSP) articles will be in the local paper and on social media.
* Highland Finance Committee met. We have received a quote from our current Health Care provider with a 5% increase for 2022. If we bundle with vision and dental it would be lowered to 2.5%. Liz is currently negotiating for 0% if we would bundle all plans.
* Anneka Collins did not realize that we were not on Highland County Insurance. She will be checking to see if there are any legal issues involved and what our options may be. Highland District Hospital is not on the County Plan.
* Special Olympics will be waiting on guidance for indoor activities such as bowling, basketball, etc.

**OLD BUSINESS:**

**Project Updates- Larry Gray**

* DODD has awarded over one million dollars to Highland County for the building and renovation of housing.
* We currently have one new build in process, one renovation project completed, four renovations in process and two renovations waiting bids.
* DODD still has funds available for distribution.

**Highland Housing Contract (Property Management Agreement) – Larry Gray**

* The Highland Housing Contract Conditional Grant Agreement will be renewed starting January 1, 2022 ending December 31, 2027. This agreement is signed by the President of the Highland County Board, Karen Adams and the President of the Highland Housing Board, Deborah Tissot.
* We did remove the section concerning compensation that was no longer needed because Highland Housing contracts with Community Action for their management services.

**NEW BUSINESS:**

**Strategic Plan Update- Debra Buccilla**

* **Goal #2 – Financial Perspective (Initiatives and Progress)**

Objective #1 was to establish a 5-10 year policy projection. We have completed the cost projective tool and sent to DODD.

Objective #2 was to manage operational overhead in accordance with annual budget.

We did establish departmental budgets but quarterly budget meetings were not warranted due to expenses being low because of COVID.

Objective #3 was to enhance revenue streams as opportunities were available. Help Me Grow home visiting received $50,000 from a local partnership as well as $51,000 from the MIECHV (Ohio Maternal, Infant and Early Childhood Home Visiting) Grant for use in Highland and Adams County. In the past two years, Highland Housing has received/awarded $70,000 in CCA funding for home repairs and renovations and $244,000 toward the construction of a new single family home in 2021. HCCAO has received approximately $494,000 in CCA funds for development and purchase of new homes.

* **Goal #3- Employee Perspective (Initiatives and Progress)**

Objective #1 was to initiate a wellness atmosphere to promote healthy lifestyles but the wellness program, ergonomic evaluations of workspace was suspended because of the pandemic. In January 2021, we implemented the United Health Care MOTION program for those who are on the H.S.A. plan. This program gives rewards (wellness items or money deposited in the H.S.A. account) for those who chose to participate.

Objective #2 was to promote education opportunities to enhance professional development. Quarterly lunch and learns were not completed because of the pandemic. Quarterly lunch and learns were suspended because there has been significant virtual training required during the pandemic.

Objective #3 was to initiate a salary and benefit study to determine salary comparisons with like agencies. We did survey the County Boards of DD and local employers with similar positions, but we did not compare our agency with national studies.

**COVID Updates Debra Buccilla**

* Unfortunately, we have approximately 19 individuals that have tested positive for COVID. Sixteen of these cases were break through cases and were managed at home. Three have been hospitalized and were unvaccinated

**Preschool Update/Tuition – Bret Malone**

* A comparison of tuition was conducted between School Districts, Private Schools, and Head Start programs. We were not the lowest in tuition, but we offer more services than most of the preschools. Our fee is $205 a month with or without transportation.
* We currently have 56 students and we are projected to have 59 students by January 1, 2022
* We were closed on August 26, August 31, September 1 and September 2. We have had three classrooms that were quarantined
* We have had two withdrawals both stating their reason was due to complicated scheduling because of closures and quarantining.
* Teachers are licensed through ODE and aides either must have an Associate’s Degree or pass the Paraprofessional test.

Matthew Roberts made a motion to adjourn the Highland County Board Meeting at 6:37 pm, seconded by Michael Richards. All yea. Motion carried.

Prepared by: Sherry Burns, Executive Administrative Assistant

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Karen Adams, Board President

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Cheryl Lyle, Recording Secretary