HIGHLAND COUNTY BOARD OF DD

JANUARY 19, 2021

6:21 PM REGULAR BOARD MEETING

LOCATION: Highland County Board of DD

The Highland County Board of Developmental Disabilities met in a regular session at 6:21 pm, Tuesday, January 19, 2021 at the Highland County Board of Developmental Disabilities. Board Members present: Karen Adams, Paul Pence, Michael Richards, John Levo, Matthew Roberts

and Elizabeth Fryman Absent: Cheryl Lyle

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, Lori Moore, Business Director and Larry Gray, Operations 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** December 15, 2020 meeting were reviewed and approved in a motion by

Elizabeth Fryman, seconded by Matthew Roberts. Roll Call. All yea, motion carried.

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

**Transfers:** None

**Monthly expenditures for January 2021** were reviewed and approved in a motion by Paul Pence seconded by Matthew Roberts. Roll Call. All yea, motion carried.

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

**OLD BUSINESS:**

**Record Retention Schedule-Elizabeth Brennfleck**

We have updated our records retention schedule with the guidance from the Ohio History Connection and also to reflect requirements in accordance with ODE and DODD guidelines. As a county board, we are required to follow the ORC §§149.38-149.381, which govern the local county records commission and reference the need to work with the Ohio History Connection with our retention and dispose of records schedule.  We are not required to follow the Secretary of State guidelines for records retention.”

A motion was made by John Levo, seconded by Michael Richards to approve the Record Retention Schedule as presented. Roll Call. All Yea. Motion carried

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

**Project Updates**

* Highco Door:  We are in the process of replacing the Highco Main entry door. The plan was to replace in 2020 but with Covid we held off to the end of the year. We should have this completed by February
* HVAC: We had two large repairs over the holidays but there will be some shut off valve repairs in the spring we will need to address.
* IT: We have serval PC’s and laptops that are beyond the 5 year life expectancy and some even more. We will be replacing these units over the first quarter of this year.
* Housing update: We were informed by the state that there is some new funding available for home repairs purchases and even new construction. We are working with Kelli and Community Action, looking for new home options and any repairs or upgrades we may need for existing homes.

**NEW BUSINESS:**

**Debra Buccilla, Superintendent asked the board for approval to renew the CPS contract for 2021.**

The Highland County Board of DD (HCBDD) and Highland County Child Protective Services (CPS) work together (via contract and Memorandum of Understanding) to assure priority is given to those children with developmental disabilities in matters of investigation and case management.  The Highland County Board of DD employs an independent investigator for the purpose of investigating all major unusual incidents in order to help protect the health and safety of individuals with developmental disabilities and this investigator defers to CPS for all issues related to children. HCBDD must ensure that investigative and case management services are prioritized and available to these vulnerable children in order to meet statute.  CPS agrees to assure cases involving children with developmental disabilities are prioritized and agrees to work with the HCBDD to assure health and safety for the child.

The HCBDD agreed to provide up to a total maximum of Seventy-five Thousand Dollars ($75,000) for supporting the addition of a full time child protection caseworker focused on serving children

Elizabeth Fryman made a motion to approve the 2021 CPS Contract as presented, seconded by Michael Richards. Roll Call. All yea. Motion carried

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

**Debra Buccilla, Superintendent** asked the board for approval to pay monthly bills in 2021

A motion was made by Matthew Roberts, seconded by John Levo to give the Superintendent approval to pay the monthly bills. All yea. Motion carried.

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

**Lori Moore, Business Director** asked the board for Approval of the 2021 Vendor List

A motion was made by Michael Richards seconded by John Levo to approve the 2021 Vendor List. All yes, Motion carried.

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

**Lori Moore, Business Director** presented the Medicaid Resolution 2021:01.19

Therefore be it resolved that up to $450,000 will be made available in 2021 in a manner that conforms to all State and Federal laws to pay the non-federal share of Medicaid expenditure and that this amount is sufficient to provide for the anticipated services to enrolled individuals financial commitment for such services to be provided by the HCBDD

A motion was made by Elizabeth Fryman, seconded by Matthew Roberts to approve Medicaid Resolution 2021:01.19 regarding Non-Federal Share of Medicaid Expenditures. All yea. Motion carried.

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

**Lori Moore, Business Director** presented the IRS rate of $.56 for Mileage Reimbursement down from $57.5 cents in 2020.

A motion was made by Elizabeth Fryman to approve the IRS mileage reimbursement of $.56 for 2021 seconded by John Levo. All yea. Motion carried.

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

**Deb Buccilla, Superintendent updated the HCBDD on the Vaccines**

On January 7th we hosted a vaccine clinic for the Highland County Health Department for those that met the 1A group and their providers. We were able to vaccinate 95 people and they will be returning for the second dose on February 4th. We are currently coordinating with the Health Department for a clinic for those who met the criteria on the 1B list.

**Kelli Williamson, SSA Director gave an update on the Waiver List.**

Highland Co. Bd. of DD was required to complete Waiting List Assessments for all people on the Transitional Waiver Waiting List in an effort to address the waiver waiting list in Ohio and campaign of “Fix The List”.  This was a 2 year endeavor that required completion by 12/31/20.  Highland County had 119 people on the transitional list and I am happy to report all assessments were completed by the required date and only 14 people remain on a waiting list.  These people met the criteria for a Current Need which will be addressed within 12 months per rule definition of Current Need.  Highland County has been able to enroll individuals on waivers to address service needs or address needs through alternative services.

Matthew Roberts made a motion to adjourn the HCBDD meeting at 6:57 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