HIGHLAND COUNTY BOARD OF DD

August 18, 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, August 18, 2020 per Conference Call Bridge Line. Board Members present: Karen Adams Paul Pence, Cheryl Lyle, John Levo and Matthew Roberts, Michael Richards, and Elizabeth Fryman

Others present were Debra Buccilla, Superintendent, Sherry Burns, Executive Administrative Assistant, Kraig Walker, Community First Director, Kelli Williamson, SSA Director, Larry Gray, Operations Director, Lori Moore, Business Director, Elizabeth Brennfleck, HR Director, and Renee Achtermann, Educational Director.

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

**ADDITIONS TO AGENDA**: NA

**Reports:**

Matthew Roberts made a motion to accept the minutes for the June 16, 2020 Regular Board Meeting, seconded by Paul Pence. All yea. Motion carried.

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

**New Vendors: VGS, Inc. (Hand Sanitizer), Britto, LLC (SSA/EI Software)**

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

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

**Financials for July and August**

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

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

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

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

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

**Superintendent’s Report**

Since our last meeting, we have continued with our blended work model of in office and work from home. We do have a few more staff working in the office one to two days per week however, we still are monitoring to minimize staff numbers on any one day.

For adults being served, we continue to do some face to face meetings but we are trying to do those outside in venues like parks, porches, etc. If we must be inside, masks and social distancing is required.

Several of our adult day service providers have resumed limited services following all of the strict guidance issued by the DODD on spacing, numbers, masks etc. in both physical locations as well as with transportation.

In both EI & HMG, the same apply. Virtual meetings, drop off supplies etc. continue and we will be discussing how to plan and implement some upcoming face to face appointments in the future.

At this point, we have had no known positive Corona Virus tests with anyone being served or our staff.

Many of us continue to attend weekly, bi-weekly or monthly meetings hosted by OACB and our regulatory entities, DODD, ODE, ODH, ODJFS. Staff participate in all of these and have active roles in designing or redesigning best practices to meet the current crisis.

In our April meeting, we discussed efforts being made to give private providers an increase for all of the additional services and costs they have incurred in dealing with the pandemic. This effort has finally paid off. The total county board contribution is over $4 million and the Highland County share is $9,224 based upon our provider pool.

This contribution is separate from the Direct Support Professional (DSP) salary increase we have discussed several times in numerous meetings. This will impact us in 2021 and we are projecting an increase to our Residential costs of up to $50,000. There is still work being done on this so we will discuss it again in the upcoming months.

Finally, we are working on an inventory of all supplies purchased as a result of dealing with the pandemic. Including things like cleaning supplies, PPE, computers, shredders, printers, etc. We will be submitting this information to Commissioners in hopes of reimbursement thru the Counties share of the CARES Act monies.

I will be sending out a training request by next week (“Best Practice Video” for EI/HMG) for board members to complete prior to our September meeting. Also, our September meeting will focus on finances in an effort to do more education around our budget process.

**OLD BUSINESS:**

**Project Updates – Larry Gray**

The Antenna in the back of the Administration Building that was damaged by a storm has been repaired.

We have received $108,000 toward the purchase of another home. We are in the process of looking for a home to purchase. The DODD also have funds available for rehab for a new purchase and we could get up to 35% of the appraised value. We may also need some support from the board toward the purchase once we find a home.

**Emergency Family Medical Leave Expansion Procedure – Liz Brennfleck**

Expanded Family Medical Leave (EFML): *A special provision for those who are unable to work or telecommute due to a school or daycare being closed. In effect April 1, 2020-December 31, 2020*

EFML includes coverage for staff who must take time off (and cannot telecommute) as a result of school or daycare being closed due to COVID 19. Staff members must be employed for a minimum of 30 days to qualify. Up to 12 paid weeks total can be taken (this is not in addition to any FMLA time already taken in the rolling calendar year). The first two weeks are unpaid, unless the employee utilizes other paid leave time (comp, vacation, sick, personal, flex) or EPSL. Compensation is defined by the Families First Coronavirus Relief Act and is based on an average number of hours (part-time) or full-time scheduled hours and must include overtime (paid in straight time NOT time and a half if applicable) if it is a regular part of the work schedule. For the final 10 weeks, employees receive up to two-thirds (2/3) of their regular rate of pay, with payments capped at $200 per day and $10,000 in the aggregate ($12,000 in the aggregate if emergency paid sick leave is utilized). Staff must fill out a form to request it and provide documentation for the school or daycare closure.

**NEW BUSINESS:**

**Sealing of the Parking Lot – Larry Gray**

We have received three bids for the sealing of the parking lot which was part of our Capital Improvement Plan. The lowest bid was from Irvin Asphalt for $16,860. This was the company that we used to do the asphalt.

A motion was made by Cheryl Lyle to approve Irvin Asphalt in the amount of $16, 680 for the sealing of the asphalt, seconded by Matthew Roberts. All yea. Motion carried.

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

**Transition Youth Program – Kraig Walker**

The Transition Team finished Summer Youth Foundations this month with 21 students participating.  There were two job sites this year, chosen for the capability of social distancing (Star Cinemas and the Elks).  Eleven students chose to work at a job site, 10 students chose to participate remotely with classes focusing on work skills, interviewing skills, postsecondary options and social interactions.  Summer Youth Foundations is an adaptation of our typical Summer Youth Work Experience and Career Exploration services, funded by Opportunities for Ohioans with Disabilities (OOD).  This year, we billed approx. $61,000 in services.

The Transition Team also completed a service through OOD to contact every student we have provided services to this school year.  We were compensated $8,500 to reach or attempt to reach 85 students through the pandemic shutdown of schools.  Some students chose to continue services through remote access and some students chose to wait until the fall to receive Pre-Employment Transition Skills training. We have placed 6 students in jobs during Covid-19, making the total 26 placements since we began doing our PreETS services.

**Protocol for Preschool restart – Debra Buccilla/ Renee Achtermann**

Staff have been working very hard to prepare for the upcoming school year. We are very excited to get our kiddos back into the building. We have prepared COVID procedures that will be shared with parents at orientation. Temperatures will be taken when students get on the bus and when they enter the building if they are drop offs. We have implemented a no visitor policy to hopefully limit exposure. Orientation is taking place on Wednesday, Thursday and Friday this week. Teachers will be going over important information with parents and letting students see the classrooms. We have created videos that will be shared via social media as well as in the classrooms. These are kid friendly videos dealing with wearing masks, washing hands, greeting friends, etc. We also put together a newsletter with all our restart procedures. We are excited to get the school year started!

A motion was made by John Levo to adjourn the HCBDD Meeting at 6:39 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