HIGHLAND COUNTY BOARD OF DD

JANUARY 17, 2023

6:15 PM REGULAR BOARD MEETING

LOCATION: Highland County Board of DD

The Highland County Board of Developmental Disabilities met in a regular session at 6:09 pm, Tuesday, January 17, 2023 at the Highland County Board of Developmental Disabilities. Board Members present: Paul Pence, Michael Richards, John Levo, Matthew Roberts

Elizabeth Fryman Absent: Cheryl Lyle, Kim Adams

Others present were Debra Buccilla, Superintendent, Sherry Burns, Executive Administrative Assistant, Kelli Williamson, SSA Director, Lori Moore, Business Director, Suzi Janasov, EI Director, Bret Malone, Educational Director, Phil Loudin, Operations Manager, Molly Warnock, Community First Director, Elizabeth Brennfleck, HR Director, Becky Pollard, Nurse.

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

**ADDITIONS TO AGENDA**: NA

**Reports:**

**The minutes of the** November 15, 2022 meeting were reviewed and approved in a motion by

Matthew Roberts, seconded by John Levo. Roll call. Motion carried.

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

**Transfers:** None

**New Vendors: Wilmington Lock Services**

A motion was Matthew Roberts, seconded by John Levo to approve the new vendor. Roll Call. Motion carried.

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

**Monthly expenditures for December 2022** were reviewed and approved in a motion by Michael Richards seconded by John Levo. Roll Call. All yea, motion carried.

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

**Monthly expenditures for December Merchants 2023** were reviewed and approved in a motion by Matthew Roberts seconded by Michael Richards. Roll call. Motion carried.

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

**Monthly expenditures for Januar 2023** were reviewed and approved in a motion by John Levo seconded by Paul Pence Roll call. All yea. Motion carried.

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

**Monthly expenditures for January Merchants 2023** were reviewed and approved in a motion by Michael Richard seconded by Matthew Roberts Roll call. Motion carried.

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

**SUPERINTENDENT’S REPORT**

OACB & Superintendents group are putting together a communication/public relations effort to have statewide messaging to advocate for the budget proposal submitted by the budget coalition. I have asked several questions as well as expressed concern about this effort especially since there does not appear to be at least equal effort being put in for cost containment. I do not plan to participate in this endeavor but rather will continue to be vocal about the system reducing costs.

2023 Board Training

DODD has yet to provide suggestions for training for this year however, we will get a jump start on this over the next few months. We will keep our February Board agenda light so we can conclude the meeting then go into a fiscal training session with Lori. After this, I will be sending you a training specific to MUI information that Jennifer will be putting together utilizing both county and statewide data. You will be able to do this at your convenience, but I will ask that it be completed by April 1st.

**CARF**: The Community First Team recently passed our CARF survey that took place on January 11th-13th. We had to recommendations from the surveyor. The first one is to have a policy on employees being subpoenaed and search warrants.  The second recommendation is to have a log of more evacuation drills. We will get the official report in 6-8 weeks and at that time we will be told if we received a 1 year or 3 year accreditation.

**OLD BUSINESS:**

**2022 Update on Strategic Plan – Debra Buccilla**

You received the final updates on the plan ending in 2022. I will not review it word for word but have asked several staff to highlight an area they and staff worked on.

A new plan must be developed in 2023 and I will be working with staff to do this. We very much like the format and goals from this plan and would like to continue utilizing these as we develop new objectives to support our work in 2023. Would this be an acceptable approach for the board

**Examples:**

* EI and HMG: Before Covid EI and HMG collaborated with Highland county agencies to work together on playgroups.  Early head start and WIC all took turns on providing a space and theme.  We typically did water day in the summer for the group.  Our HMG home visiting group secured two sizable grants.  Maternal Infant grant in both Highland and Adam’s county and a navigator grant for out reach again for both of those counties.  Each of these bring in over 50,000 a year each.
* SSA: Employer options for adults – we currently have 3 people working at McDonald’s, a person at Kroger and a person at Ponderosa
* SSA:Transportation options for adults – people are utilizing the FRS monthly pass to get to/from work and back/forth between Hillsboro and Greenfield, we are seeing more utilization for doctor appointments as well
* Preschool: *Goal #4: Communication/Public Relations Objective #2: Increased utilization of public relations platforms to share “our story” with the community Bullet #3: Reformat the social media platform to enhance targeted communication*

Our preschool staff utilizes Class Dojo. Dojo is a digital platform staff utilize for two-way communication with families, post pictures of classroom activities, classwork, artwork, etc. Designated staff also send our webmaster, Jennifer Goodwin, information and pictures of preschool activities, staff trainings, and other pertinent information. She posts for the preschool on the website and our organizational Facebook page.

Things we continue to work on in 2023:  increasing presence at community, professional organizations to promote our mission – especially extra support in the school settings.

**NEW BUSINESS:**

**Debra Buccilla, Superintendent** asked the board for approval to pay monthly bills in 2023

A motion was made by John Levo, seconded by Michael Richards to give the Superintendent approval to pay the monthly bills. Roll call. All yea. Motion carried.

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

**Lori Moore, Business Director** asked the board for Approval of the 2023 Vendor List

A motion was made by Paul Pence seconded by Matthew Richards to approve the 2023 Vendor List.

Roll call. All yea. Motion carried.

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

**Lori Moore, Business Director** presented the Medicaid Resolution 2023:1.17

Therefore be it resolved that up to $450,000 will be made available in 2023 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 Matthew Roberts, seconded by Paul Pence to approve Medicaid Resolution 2023:1.17 regarding Non-Federal Share of Medicaid Expenditures. Roll call. All yea. Motion carried. Roll call. All yea. Motion carried.

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

**Lori Moore, Business Director** presented the IRS rate of 65.5 for Mileage Reimbursement. It is up 3 cents from midyear increase in 2022.

A motion was made by John Levo to approve the IRS mileage reimbursement of 65.5 cents, seconded by Paul Pence. Roll call. All yea. Motion carried..

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

**Leave Donation Policy- Elizabeth Brennfleck**

When it is possible and practical, we try to implement the same polices in both counties. We are asking for you to consider some changes to the current Sick Leave Donation Policy that would align it with Fayette’s policy. The most significant change to the policy would be a decrease in the maximum number of hours of donated leave time a staff member could receive annually. The current policy allows a staff member to receive up to 520 hours of donated leave per year. The new policy would allow a staff member to receive up to 80 hours of donated leave per year. Those who wish to donate leave time would be allowed to donate up to 10% of their balance once per year and they must have a minimum of 400 hours in their leave time bank in order to be eligible to donate leave time to another staff member.

Paul Pence made a motion to approve the Leave Donation Policy, seconded by Matthew Roberts. All yea. Motion carried.

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

**Security Cameras in Classrooms- Debra Buccilla and Bret Malone**

As one of our discussion points when reviewing security practices, we discussed potentially installing cameras in the classrooms. We have cameras covering public areas throughout the buildings and it would take very little effort and money to add these. We have also periodically had a child situation which would have been very easily explained if we could pull up camera footage. We will review policy and make sure this is added.

**Other Discussion**

Michael Richards made a motion to adjourn the HCBDD meeting at 7:00 pm, seconded by Matthew Roberts.

Prepared by: Sherry Burns, Executive Administrative Assistant

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Elizabeth Fryman, Board President

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Cheryl Lyle, Recording Secretary