HIGHLAND COUNTY BOARD OF DD

November 15, 2022

6:00 PM REGULAR BOARD MEETING

LOCATION: Highland County Board of DD

The Highland County Board of Developmental Disabilities met in a regular session at 6:00 pm, Tuesday, November 15 2022 at the Highland County Board of Developmental Disabilities. Board Members present: Cheryl Lyle, Paul Pence, John Levo, Kim Adams. Matthew Roberts, and Elizabeth Fryman. Absent: Michael Richards,

Others present were Debra Buccilla, Superintendent, Sherry Burns, Executive Administrative Assistant, Lori Moore, Business Director, Suzie Janasov, Early Childhood Director, Kelli Williamson, SSA Director, Molly Warnock, Community First Director, Elizabeth Brennfleck, Human Resources Director and Phil Loudin, Operations Manager.

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

**ADDITIONS TO AGENDA**: NA

**Reports:**

**The minutes of the** October 18, 2022 Regular meeting were reviewed and approved in a motion by Cheryl Lyle seconded by Kim Adams. Roll call. Motion carried.

**Roll Call: Paul Pence yea; Matthew Roberts, yea; John Levo, abstain; Kim Adams, yea,**

**Cheryl Lyle, yea and Elizabeth Fryman, yea**

**New Vendors:** Roe’s Custom Framing, Brown County Educational Service Center

A motion was made by John Levo to approve the new vendors as presented, seconded by Kim Adams. Roll Call. Motion carried

**Roll Call: Paul Pence yea; Matthew Roberts, yea; John Levo, yea; Kim Adams, yea,**

**Cheryl Lyle, yea and Elizabeth Fryman, yea**

**Transfers:** None

**Monthly expenditures for November 2022** were reviewed and approved in a motion by Paul Pence seconded by Cheryl Lyle. Roll call. Motion carried.

**Roll Call: Paul Pence yea; Matthew Roberts, yea; John Levo, yea; Kim Adams, yea,**

**Cheryl Lyle, yea and Elizabeth Fryman, yea**

**Monthly expenditures for November Merchants 2022** were reviewed and approved in a motion by Matthew Roberts seconded by John Levo. Roll call. Motion carried.

**Roll Call: Paul Pence, abstain; Matthew Roberts, yea; John Levo, yea; Kim Adams, yea,**

**Cheryl Lyle, yea and Elizabeth Fryman, yea**

**SUPERINTENDENT’S REPORT**

* OACBDD Conference is coming up November 30th thru December 2nd. The delegate assembly is scheduled for Wednesday evening. I cannot vote for both counties; I would like to register Bret to vote for one county if needed.
* DSP Crisis – the 6.5% continues to not be moving thru the legislature, the additional 3.5 and more after that is currently being debated by all counties. The smaller rural counties have really spoken up to express dissatisfaction with this recommendation. Of importance to note, when counties are struggling to pay their residential costs the first thing that is discussed is any school programs.
* Upcoming safety training is scheduled for December 9th. We had a “stranger” walk thru which gave us a baseline and we have a great deal of work to do, both some simple things such as badges and more complex items such as door locking mechanisms. Unfortunately, we had a few staff who knew him and let him in, but he didn’t get far before he was stopped.
* Fayette had (FPI) had catalytic converters stolen off 3 vehicles again. Highland came up with a plan to relocate vans off site again as a precaution. The last time one county got hit, the other county did as well.
* We are continuing to look at policies for needed updates. Last month we did the Tech First Policy and the Behavior Support policy. In December we will bring revisions to the leave donation policy and the tuition reimbursement policy. We will be bringing a few more throughout 2023, still trying to align both counties if possible.
* Last month we submitted the request to ODE for requirements to be waived for our preschool supervisor. This was granted and she received Alternative Administrative Specialist license last week. We will now review how we might use a similar strategy for other needs we have such as the intervention specialist certification.

**OLD BUSINESS:**

**Special Olympic Update- Debra Buccilla**

There has been no updates on having SOO be signers on the bank accounts and moving all accounts into one of three banks given as options.

**Transition Youth Program Update– Molly Warnock**

* We are currently working with 43 PreEts students and we have 16 that are in the process of getting our services.
* Job Development: currently have 6 clients and 1 that is the process
* There is a new service fee that they are giving providers now called Pre-Coordination fee to coordinate and schedule services for Pre-Ets. It’s a one time fee of $266.00 and we are currently billing for over $11,000.00.
* OOD also has a new services that we are signing up for called Bridges Support Services that allows us to bill when we provide extra services to clients. These include things like taking a client shopping when they need clothes for work, assisting them to get an ID, or extra training when they are starting a job.
* CARF update: they have to give us a 30 day notice of when they will do the survey and we have not received this yet. They have to do the survey by January 30th.

**NEW BUSINESS:**

**Approval of 2023 Final Budget- Lori Moore**

The 2023 Final Budget that had been approved by the Finance Committed was presented to the board for their approval

Paul Pence made a motion to approve the 2023 Final Budget as presented, seconded by Cheryl Lyle. All yea. Motion carried

**Roll Call: Paul Pence yea; Matthew Roberts, yea; John Levo, yea; Kim Adams, yea,**

**Cheryl Lyle, yea and Elizabeth Fryman, yea**

**Upcoming Safety Training- Debra Buccilla**

We have scheduled ALICE training for all preschool, building operations, and EI staff who are in the preschool building on a consistent or semi consistent basis. The training will be Friday 12/9/22 from 8:45-11:45a.m. in Production Room One. Don Rabold, Support Service provider from Brown County ESC, will be conducting the training.

**Approval form for spouse to be on Medical Plan – Elizabeth Brennfleck**

We are asking for board approval to provide medical insurance coverage with the Board’s financial contribution to only those spouses who do not have employer sponsored medical insurance.

Working spouses with employer sponsored coverage would be required to be insured through their own employer. Spouses without employer sponsored medical insurance coverage would remain on our plan for 2023 and receive the Board contribution to the premium. We would need to verify with the spouses’s employer whether or not they provide medical insurance to determine if they are eligible to remain on the plan with the Board’s contribution to their medical insurance premium.

Paul Pence made a motion to approve spouses stay on 2023 insurance only if employer does not have employee sponsored medical insurance, seconded by Cheryl Lyle. All yea. Motion carried.

**Roll Call: Paul Pence yea; Matthew Roberts, yea; John Levo, yea; Kim Adams, yea,**

**Cheryl Lyle, yea and Elizabeth Fryman, yea**

**Matthew Roberts made a motion to adjourn the Highland County Board Meeting at 6:50 pm, seconded by Cheryl Lyle.**

Prepared by: Sherry Burns, Executive Administrative Assistant

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Elizabeth Fryman, Board President

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Cheryl Lyle, Recording Secretary