HIGHLAND COUNTY BOARD OF DD

November 16, 2021

6:00 PM REGULAR BOARD MEETING

Hills and Dales Gym

The Highland County Board of Developmental Disabilities met in a regular session at 6:01 pm, Tuesday, November 16, 2021. Board Members present: Karen Adams, Paul Pence, John Levo, Elizabeth Fryman, Matthew Roberts, and Cheryl Lyle. Absent: Michael Richards

Others present were Debra Buccilla, Superintendent, Jennifer Goodwin, Investigative Agent, Kelli Williamson, SSA Director, Lori Moore, Business Director (via Teams), Elizabeth Brennfleck, HR Director, Larry Gray, Operations Director, Kraig Walker, Community First Director and Bret Malone, Educational Director.

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

**ADDITIONS TO AGENDA**: NA

**Reports:**

**The minutes of the** October 19, 2021, Regular Board Meeting were reviewed and approved in a motion by John Levo, seconded by Elizabeth Fryman. Roll Call. All yea, motion carried.

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

**New Vendors: NA**

**Transfers:** None

**Monthly expenditures for November 2021** were reviewed and approved in a motion by Cheryl Lyle, seconded by Matthew Roberts. Roll Call. All yea, motion carried.

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

**SUPERINTENDENT’S REPORT**

* The Commissioners wanted to move all county board vehicles into our name. Some discussion was also had regarding the property. We checked with our insurance agent and if we had all of the property and vehicles under our name, the insurance would be cost prohibitive. If we paid our portion of the insurance to the county, it would be around $12,000 a year to cover everything. We have suggested we keep the property and vehicles on the county plan, and we pay our portion of the insurance. We are waiting to hear back from the commissioners on this and hope to report more at next month’s meeting. The change would begin in 2022.

**OLD BUSINESS:**

**Project Updates- Larry Gray**

* HVAC system needs to be updated. The Circulating pumps needs to be replaced and they range in cost from $12,000 to $18,000 each. We are waiting on another bid.
* The automated HVAC control system is outdated. It is still working but is not up to date with new technology. This is the only system left that we have to allow access to our server system, which is a security risk. Siemens will be here on 11/17 to look at things and provide an idea of cost to upgrade the system.
* Door project – The door near the playground entrance has been ordered and is on the way. The bid for the front door at the Hills and Dales building came in at $11,000. This is the last main door that needs to be replaced. Requesting board approval to make this purchase.

**Purchase of new front door in the amount of $11,000** was reviewed and approved in a motion by Cheryl Lyle, seconded by Paul Pence. Roll Call. All yea, motion carried.

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

**Preschool Updates – Bret Malone**

* On 10/20/21 through 10/27/21, one classroom was closed due to a positive COVID case, and the students and staff had to be quarantined. This included 28 people. On Monday 11/15/21, we were at a 21% student absence and 8 staff were out due to non-COVID related illness. On 11/16/21, there was 9 staff out due to illness and several administrative staff jumped in to help out in the classrooms. Due to this illness, we have closed the preschool for the remainder of the week as we are unable to have the proper ratios for staff and students.
* Elizabeth Fryman questioned when we would need to revisit tuition reimbursements due to the closures. This may need to be discussed next month.

**Health Insurance - Debra Buccilla and Elizabeth Brennfleck**

* We have agreed with United HealthCare (UHC) for renewal at a 5% increase. This will also include a 25% discount on our November and December invoice and a wellness incentive for next year as well. They originally quoted a 13% increase, but with negotiation, this was reduced to 5%.
* We did explore bundling all of our coverage with UHC for a 2.5% increase. Research showed that several local providers would not accept this insurance coverage, so this was not a good option for us.
* We discussed the current county plan, however this would cost a significant amount more monthly than our current coverage.

**NEW BUSINESS:**

**Approval of Preliminary 2022 Budget – Debra Buccilla and Lori Moore**

* We are able to present a balanced budget for 2022, which includes a 3% raise across the board, which has not been possible in the past few years.
* 2021 actual costs have been reduced and we have saved on expense cost due to working the hybrid model.
* We base the future budget on the actual costs from the current year. Expenses can fluctuate up and down.
* Insurance coverage is budgeted at the full amount, but it is reimbursed and reflected in the revenue line.
* HMG Home Visiting is a fixed amount. This group has done very well and has a healthy cash balance.
* Community Residential is where we pay our portion of the waiver match as well as local support.
* Endowment Fund is used very little and only for special purchases, such as books for the preschoolers for Christmas.
* The Art Studio budget has enough to ensure we can pay the artists. All other items are captured in the general budget.
* Developmental Fund is used for housing.
* Capital Improvements are used to make improvements, such as the new front door for the Hills and Dales building.

**Preliminary 2022 Budget** was reviewed and approved in a motion by Elizabeth Fryman, seconded by Paul Pence. Roll Call. All yea, motion carried.

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

**Executive Session: NA**

Elizabeth Fryman made a motion to adjourn the Highland County Board Meeting at 6:40 pm, seconded by Matthew Roberts. All yea. Motion carried.

Prepared by: Jennifer Goodwin, Investigative Agent

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Karen Adams, Board President

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Cheryl Lyle, Recording Secretary