HIGHLAND COUNTY BOARD OF DD

August 16, 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, August 16, 2022 at the Highland County Board of Developmental Disabilities. Board Members present: Cheryl Lyle, Paul Pence, Michael Richards, John Levo, Matthew Roberts, Kim Adams and Elizabeth Fryman.

Others present were Sherry Burns, Executive Administrative Assistant, Lori Moore, Business Director, Suzie Janasov, Early Childhood Director, Kelli Williamson, SSA Director, Bret Malone, Educational Director, Molly Warnock, Community First Director and Phil Loudin, Operations Manager.

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

**ADDITIONS TO AGENDA**: NA

**Reports:**

**The minutes of the** June 21, 2022 Regular meeting were reviewed and approved in a motion by Paul Pence seconded by John Levo. Roll call. Motion carried.

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

**New Vendors:** Smart Recruiters, Adams County Agricultural Society, Hillsboro Swim Organization

A motion was made by Cheryl Lyle to approve the new vendors as presented, seconded by Michael Richards. Roll Call. Motion carried

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

**Transfers:** None

**Monthly expenditures for July 2022** were reviewed and approved in a motion by John Levo seconded by Michael Richards. Roll call. Motion carried.

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

**Monthly expenditures for July 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; Michael Richards, yea; John Levo, yea; Cheryl Lyle, yea; Matthew Roberts, yea, Kim Adams, yea, Elizabeth Fryman, yea.**

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

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

**Monthly expenditures for August Merchants 2022** were reviewed and approved in a motion by John Levo seconded by Kim Adams. Roll call. Motion carried.

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

**SUPERINTENDENT’S REPORT-NA**

**OLD BUSINESS:**

**Preschool Update – Bret Malone**

* We have three new staff members and two returning staff: Kayla Marlowe-Preschool Supervisor; Emily Clark, Preschool Teacher, Wendy Adams, Preschool Aide; Jessica Stanfield-Compliance Coordinator/IS; Ashley Blankenship, Sub Floater Aide.
* Open House is tonight, August 16 from 5-7 pm
* School starts on Wednesday, August 17. We currently have 60 students in four classrooms.
* All buses passed inspection and routes are completed
* New Staff in Operations: Cindy Gardner, Preschool Cook; Jacob Fleming, Custodian;

**Summer Youth Review- Molly Warnock**

We had 15 students and two job coaches this year. All documentation has been turned into Opportunities for Ohio Disabilities (OOD) for reimbursement for stipend that was paid to the students and for transportation. Two students were hired at Ponderosa after the Summer Youth Program was over. The job sites that helped us during Summer Youth Program were Ponderosa, Star Cinemas, 4 Seasons Dog Grooming and Kennel, Highland County YMCA, and The Elks.

**2022/2023 Transition Youth Program- Molly Warnock**

We are attending open houses and meeting new students, trying to get more signed up. We will start working in the schools in October. We are currently focusing on working in all schools in Highland County, East Clinton, Blanchester, and Wilmington.

**NEW BUSINESS:**

**New Hires-Elizabeth Brennfleck**

We have 12 new hires in 2022. To date, we are currently fully staffed.

* Preschool (5 new Hires) – We have hired a Preschool Supervisor, a Preschool Compliance Coordinator who will also be a backup Intervention Specialist that will be a shared position; Preschool Teacher/Intervention Specialist, an Educational Aide and a Substitute Educational Aide.
* Operations (2 new hires)- We have hired a cook and a custodian. The custodian staff member will replace a vendor who was contracted beginning in September.
* Early Intervention (3 new hires) – We hired an EI Developmental Specialist/RN, a Service Coordinator and a Data Entry Specialist.
* Help Me Grow (2 new hires) – We have hired two Help Me Grow Home Visitors

**New IRS Mileage Rate (62.5 cents)**

The IRS has changed the standard gas mileage for the final six months of 2022, to 62.5 cents per mile, up 4 cents from the rate effective the start of the year. This will be effective for Highland starting in September.

Cheryl Lyle made a motion to approve the revised IRS Mileage Rate of 62.5 cents effective September 1, 2022, seconded by Matthew Roberts.

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

**Selling of Buses– Phil Loudin**

We currently have two Transit buses that were gifted to us by Clark County Developmental Disabilities and are asking approval to sell on either on [www.govdeals.com](http://www.govdeals.com), Highland County Auction, or sell/gift to Hillsboro Christian Academy.

Michael Richards made a motion to approve the selling of the Transit buses on [www.govdeals.com](http://www.govdeals.com) the Highland County Auction or sell/gift to Highland Chrisitan Academy for $1.00, seconded Cheryl Lyle. All yea. Motion carried..

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

**Elizabeth Fryman, Board President adjourned the Highland County Board Meeting at 6:45 pm.**

Prepared by: Sherry Burns, Executive Administrative Assistant

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Elizabeth Fryman, Board President

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Cheryl Lyle, Recording Secretary