HIGHLAND COUNTY BOARD OF DD

June 16, 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, June 16, 2020 per Conference Call Bridge Line. Board Members present: Karen Adams Paul Pence, Cheryl Lyle, John Levo and Matthew Roberts. Absent: Michael Richards, 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, and Becky Pollard, Nurse.

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

**ADDITIONS TO AGENDA**: NA

**Reports:**

Matthew Roberts made a motion to accept the minutes for the May 19, 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,**

**New Vendors: No New Vendors**

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

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

**Superintendent’s Report**

Preschool – We ended the school year with a Zoom graduation. There was a screen of multiple children at their homes, some with cap and gown, one with his feet showing for most of the ceremony! Teachers spoke about each child and they were delighted to be recognized. As challenging as the last few months were, I am proud of our staff for the hard work put in to staying connected.

We unfortunately experienced some turnover in key positions at the preschool. Our shared education director, Stacy Hazelton unexpectedly moved out of state and Chelsey Seeling our Preschool Director accepted a job with Washington Court House schools. We are in the process of hiring another Director and look forward to the new year.

We have been waiting for ODE guidance for the start of the new school year. Things continue to be up in the air however we do know that we will be expected to follow the day care guidance previously issued for pandemic daycare centers. I have been in touch with public school superintendents and one of the things they are struggling with is the start date and transportation. I will discuss the start date later in the meeting when we get to the calendar.

We know our classrooms will need to be cut in half therefore, only ½ of the kids expressing interest will be accepted this year. Classroom size will need to be 10 or less (8 students, one aide and one teacher) We will more than likely only be able to transport kids with IEP’s to assure the social distancing.

ODH is doing an excellent job supporting the HMG HV program. They have over the last few years put different incentive dollars into the program, and they have done so again by allowing billable time for drop off of packages etc. You will see later in the financials an increase in mileage as our visitors get out to each house to do these drop offs and connect from afar.

Unfortunately, DODD does not have these incentive opportunities which does not go unnoticed with our staff. I am proud to share that our EI Team, however, is known as one of the top teams in the state. We shine with virtual visiting and the overall depth in which our services are delivered.

Our Transitional Youth program has gotten off to a good start with the summer youth program. It is a virtual platform which delivers the Summer Youth Foundation curricula. We anticipate serving 14-16 youth this summer. Our job developer is working with 6-8 additional youth, 3 of them have had job offers and have either started their employment or are awaiting their background checks.

Our SSA’s have begun meeting with folks in person, keeping in mind the need for social distance. They are doing outside meetings, on back porches, in parks and some limited time in a few restaurants. We also have had several people start back to some day programming. These providers have been required to meet some very strict standards of operation and have had virtual visits by DODD to ensure this. They also have a team review to assure the benefits outweigh the risk involved in returning to such settings.

Finally, our Administrative Offices have reopened with a few modifications. We have set up tables with cleaning products, masks, thermometers etc. to help both staff and visitors to self-check. Many of our staff continue to work remotely however, most report into the offices 1-2x weekly. We do not experience many visitors or telephone calls as most clientele are now used to contacting their SSA or therapists directly. We are still requesting that visitors make appointments so the right staff are available to meet their needs.

**OLD BUSINESS:**

**Project Updates – Larry Gray**

We are in the process of receiving bids to seal and stripe the parking lot. We will present the cost to the board in August for approval and hope to get it scheduled for this fall.

**NEW BUSINESS:**

**2020 Preliminary Budget-Debra Buccilla, Lori Moore**

Budget Explanation:

Highland DD operates a total of 8 funds, with SOO being the general operating fund.  Out of the 7 additional funds, only 3 of them are revenue generating leaving 4 that are not. Three of these funds are not revenue generating, and we rely on tax dollars for expenses. The 4th fund is the Endowment Fund which was established years ago.

The funds that are not revenue generating are: Capital Improvement, Developmental Fund and Community Residential. In previous years, we allocated money from our cash to both the Capital Improvement for numerous projects for the campus and to Community Residential for our housing project. These funds only have annual expenses as approved by the Board.

The Community Residential Fund has annual expenses and pays for the waiver commitments primarily for adults being served. Over the past 5 years, we have been able to fund this commitment thru additional revenue received as well as thru frugal fiscal management. In the future, our programs should continue to focus on keeping this expense as low as possible. We can do this thru robust early childhood and transition youth programming as well as managing waiver costs thru diligent oversight. The goal is to give potential future clients enough services early to minimize their needs as adults.

Maintaining a cash balance is essential as we will need these dollars in order to balance the budget in the future. Although we are operating on the same tax dollars approved in early 2000’s, we are serving double the clientele for which the levy was intended.

A motion was made by Paul Pence to accept the 2021 Preliminary budget as presented, seconded by Cheryl Lyle. All yea. Motion carried.

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

**Preschool Update/Calendar – Debra Buccilla**

Per the preschool calendar, the staff will return this fall on August 10 for extra training before bringing the students back. We will be following the Responsible Restart Ohio Child Care guidelines put out by the state. We will continue to stay in touch with the local school systems to see when their return dates will be.

Paul Pence moved to adjourn the June 16, 2020 Highland County Board Meeting at 6:26 pm, seconded by Matthew Roberts

Prepared by: Sherry Burns, Executive Administrative Assistant

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Karen Adams, Board President

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Cheryl Lyle, Recording Secretary