HIGHLAND COUNTY BOARD OF DD

November 17, 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, November 17, 2020. Board Members present: Karen Adams, Paul Pence, Cheryl Lyle, John Levo, Michael Richards, Elizabeth Fryman and Matthew Roberts,

Others present were Debra Buccilla, Superintendent, Jennifer Goodwin, Investigative Agent, Kelli Williamson, SSA Director, Lori Moore, Business Director, Larry Gray, Operations Director, Elizabeth Brennfleck, HR Director and Kraig Walker, Community First Director

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

**ADDITIONS TO AGENDA**: NA

**Reports:**

Paul Pence made a motion to accept the minutes for the October 20, 2020 Regular Board Meeting, seconded by Michael Richard. All yea. Motion carried.

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

**New Vendors:** Highland Family Eyecare

Elizabeth Fryman made a motion to accept the new vendor, seconded by Cheryl Lyle. All yea. Motion carried.

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

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

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

**Superintendent’s Report**

Sherry is recovering at home from knee replacement surgery, so Jennifer has been helping me out this month.

Currently we have one individual in the hospital with COVID. We just got an update today that she is doing better. We are also watching possible exposure for 3 others.

We have selected a new software program which will replace the antiquated Infal program beginning in 2021. This could not be timelier, as we had a server crash last week with the Infal information being the most problematic to get restored.

The Columbus Dispatch was down to feature an EI family and the Imagination Library sponsored thru the generous donation of Dolly Parton. We are looking forward to sharing their article when available.

The Transition Team has reported 2 more individuals securing employment this month. Kroger and McDonalds are the employers.

We have two long term staff retiring. Both Sue Riley, the administrative assistant to the SSA department and Teresa Hess, one of our bus drivers have given notice and will be leaving us before the end of the year. We are excited for both of them and wish them well in their future endeavors.

**OLD BUSINESS:**

**Board Vacancies – Debra Buccilla**

Debra has officially requested that the Commissioners re-appoint both Cheryl Lyle and Matthew Roberts for a new term beginning in 2021. Thank you to both for your willingness to continue on the board.

**CARES Act Dollars – Debra Buccilla and Lori Moore**

We did receive the reimbursement we submitted for last month. One reimbursement was for $13, 973.00 and another for $8783.00. This reimburses some of the cost we incurred due to COVID.

**Health Insurance – Debra Buccilla, Lori Moore and Elizabeth Brennfleck**

The finance committee met last week and spent a great deal of time reviewing the options for Health Insurance. In 2021, employees will contribute a total of 20% toward the cost of their plans. We will now determine which plan options will work best. Thanks to the finance committee for your time last week.

**NEW BUSINESS:**

**2021 Budget – Debra Buccilla and Lori Moore**

In addition to the Health Insurance, the finance Committee also reviewed the draft of the final 2021 budget to be submitted prior to December 1st. We are presenting a balanced budget to the Board for consideration. Lori reported that this year’s budget should finish below the projected amount. There were no questions related to the proposed budget for 2021.

Paul Pence made a motion to approve the 2021 Budget as presented, seconded by Matthew Roberts. All yea. Motion carried.

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

**Other Discussions**

Debra Buccilla would like to get all board members set up on TEAMS, as a second way of holding meetings. Debra will send an email to each board member about this in the coming weeks.

A motion was made by Elizabeth Fryman to adjourn the HCBDD Meeting at 6:24 pm, seconded by Karen Adams.

Prepared by: Jennifer Goodwin, Investigative Agent

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Karen Adams, Board President

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Cheryl Lyle, Recording Secretary