HIGHLAND COUNTY BOARD OF DD

FEBRUARY 16, 2021

6:01 PM REGULAR BOARD MEETING

Bridge Line Conference Call

The Highland County Board of Developmental Disabilities met in a regular session at 6:01 pm, Tuesday, February 16, 2021 by Bridge Line Conference Call. Board Members present: Karen Adams, Paul Pence, Michael Richards, John Levo, Matthew Roberts, and Cheryl Lyle

Absent: Elizabeth Fryman

Others present were Debra Buccilla, Superintendent, Sherry Burns, Executive Administrative Assistant, Kraig Walker, Community Service Director, Kelli Williamson, SSA Director, Lori Moore, Business Director and Larry Gray, Operations Director

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

**ADDITIONS TO AGENDA**: NA

**Reports:**

**The minutes of the** January 2021 Organizational Board Meeting Minutes were reviewed and approved in a motion by Paul Pence, seconded by Michael Richards. Roll Call. All yea, motion carried.

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

**The minutes of the** January 2021 Regular Board Meeting Minutes were reviewed and approved in a motion by John Levo, seconded by Matthew Roberts. Roll Call. All yea, motion carried.

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

**New Vendors: DP&L Electric Company**

A motion was made by Cheryl Lyle, seconded by Michael Richards to approve the vendor for February. All yea. Motion carried.

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

**Transfers:** None

**Monthly expenditures for February 2021** were reviewed and approved in a motion by Matthew Roberts seconded by Paul Pence. Roll Call. All yea, motion carried.

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

**SUPERINTENDENT’S REPORT**

Special Olympics continues to be on hold. There are several virtual events in which athletes can participate but no face to face sports yet.

Our advocates continue to meet virtually as well, and they are looking forward to the upcoming DD Awareness event even though it is also a virtual platform.

The preschool continues to battle the weather, and some illnesses over the past few weeks which has caused us to have virtual days vs. in person class. We think we will have more of the same as we finish this week. Preschool staff are also busy right now preparing for an expected Step Up To Quality review where we hope to keep our 5 Stars!

The SSA department coordinated the preparation needed for adults to participate in the vaccination clinics recently held. In addition to this work, they have participated in numerous meetings and training and have had weekly and bi-weekly reporting requirements for DODD. An example is the requirement to report new COVID diagnosis, which Kelli does weekly.  Thus far we have had 9 cases. All have recovered.

The business office and others have been involved in bi-weekly training on the new software system which you heard about several months back. We are planning the big switch from old to new in early March.

We are putting the finishing touches on the 2020 Annual Report. We project to have it ready for distribution by the end of the month.

**OLD BUSINESS:**

**Project Updates**

* The new main door for Highco has been completed. The next door replacement will be in the pre-school hallway.

 **Housing update:**

* I attended the last Highland County Land bank meeting. We are currently working with them on possible sites to build a new home. DODD said we are eligible for $250,000 toward the construction of a new home. Community Action will be submitting for additional repairs for current homes. DODD opened up the new funding thru the Capital Housing Program as of the 15th of February.

**NEW BUSINESS:**

**Lori Moore, Business Director 2020 Year End Report**

In 2020 we projected a balanced budget for the General Fund.  We ended the year with a savings of $342,473 Expenses

Due to the pandemic we were able to save in the following areas:  Salaries & Benefits, Travel, Repairs and Maint., Workers Compensation, Preschool Lunches, Transportation, Community First & Training.

We also received approx. $22,757 in Cares Act funding, pandemic preschool funding, and unanticipated Workers Comp refunds.

Our Total cash balance is $4,582,769.

**Debra Buccilla, Superintendent updated the HCBDD on the Vaccines**

We are pleased to report that we have had a very successful partnership with the Highland Health Dept and offered vaccination clinics for individuals in both the 1A and 1B categories.  We have a clinic in March scheduled for the 2nd dose for the 1B group.

At this time, we have helped vaccinate 84 adults we serve, all who requested the vaccine. There are some remaining who declined but may change their mind in the future. If so, they will be scheduling directly with the Health Dept to secure a vaccine.

Again, we want to thank the Health Dept for working with us as well Southern State for providing nursing students to participate in the last clinic.

**2021 Board Trainings- Debra Buccilla, Superintendent**

As you are aware, we are required to provide a minimum of 4hrs of training annually to Board members. We will begin the training with the topic of Health and Safety alerts. I will send out information for you to review and as in the past, just send Sherry an email confirming completion so we can give you credit.

Matthew Roberts made a motion to adjourn the HCBDD meeting at 6:23 pm, seconded by Cheryl Lyle.

Prepared by: Sherry Burns, Executive Administrative Assistant

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Karen Adams, Board President

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Cheryl Lyle, Recording Secretary