

RECORD OF PROCEEDINGS

Minutes of: Shelby County Board of Developmental Disabilities Meeting

Held on January 22, 2018

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Board Members Present: Kelly Albers, Karen Ballas, Lisa Benanzer, Nate Counts and Tiffany Kemp.

Staff Members Present: Lisa Brady, Kathie Lammers, Travis Mayabb, Darlene Mullen, Krista Oldiges, Sherry Saddler and Laura Zureich.

Guest Present: Shelby County Technology Support Manager Melissa Rittenhouse

Call to Order

The Shelby County Board of Developmental Disabilities met for the Annual Reorganizational Meeting on Monday, January 22, 2018, at 12:00 p.m. in the Shelby County Board of Developmental Disabilities Conference Room.

Swearing in Board Members

Human Resource Director Lisa Brady swore in Board Member Lisa Benanzer with the Oath of Office. The Board thanked Ms. Benanzer for her willingness to serve a third term of 4 years commencing January 1, 2018, and ending December 31, 2021.

Election of New Officers

18-01-01 Ms. Ballas made a motion that the Board retain Nate Counts as President. Second by Ms. Albers. Motion carried.

18-01-02 Ms. Kemp made a motion that the Board retain Lisa Benanzer as Vice President and retain Kelly Albers as Secretary. Second by Ms. Ballas. Motion carried.

Establishment of Meetings for 2018

18-01-03 Ms. Benanzer made a motion for 2018 Board meetings to be held the third Monday of the month (exception – February 26, 2018, due to President’s Day and January 28, 2019, due to Martin Luther King Day) at 12:00 p.m. in the Shelby County Board of Developmental Disabilities Conference Room with the option of participating in up to two shared meetings with Champaign County Board of Developmental Disabilities due to our shared services agreement. Up to 2 additional meetings may be canceled as long as eight total meetings occur annually as required by statute. Second by Ms. Albers. Motion carried.

Appointment of Standing Committees

President Counts appointed the following Standing Committees, Ethics Committee: Kelly Albers, Lisa Benanzer, Nate Counts - Chair; Personnel Committee: Kelly Albers-Chair, Tiffany Kemp; Finance Committee: Karen Ballas, Lisa Benanzer, Nate Counts-Chair.

Roll Call Votes

If a Board member remains silent during voting it will be taken as a yes. Continue to review once a year at the organizational meeting in January.

Adjourn

Ms. Albers made a motion to adjourn the Reorganizational Meeting at 12:14 p.m. Second by Ms. Kemp. Motion carried.

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Guest Present: Shelby County Technology Support Manager Melissa Rittenhouse

Call to Order

The January meeting of the Shelby County Board of Developmental Disabilities (SCBDD) was called to order by President Counts at 12:14 p.m. in the Shelby County Board of Developmental Disabilities Conference Room.

Moment of Silence

President Counts allowed for a moment of silence asking those in attendance to keep the family of Victoria Burks in their thoughts; as well as the Stiefel and Rodriguez families.

Adoption of Agenda

Ms. Ballas made a motion that the Board adopt the agenda as submitted. Second by Ms. Kemp. Motion carried.

Reading of the Mission Statement

The mission statement was read by all board members present.

Introductions of the Public

Superintendent Zureich introduced Shelby County Technology Support Manager Melissa Rittenhouse who attended the meeting as part of an internship for Edison Community College.

Approval of the November Meeting Minutes

Ms. Benanzer made a motion that the minutes of the November Board meeting be approved as submitted. Second by Ms. Albers. Motion carried.

Financial Report

Ms. Saddler presented the Financial Report for the months of November and December. As of December 31, 2017, the program had received 109% of budgeted revenues and had expended 99% of budgeted expenditures.

Ms. Kemp made a motion that the Board approve the November and December financial reports including the voucher/expenditure report as presented. Second by Ms. Benanzer. Motion carried.

18-01-04 Ms. Benanzer made a motion that the Board formally amend the 2018 Budget. Second by Ms. Ballas. Motion carried.

Administrative Reports

- **Community & Support Services**
The Community First report was included in the board packet.

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- **Early Childhood**
The Early Childhood report was included in the board packet.
- **Early Intervention**
The Early Intervention report was included in the board packet

Superintendent Report

Superintendent Zureich updated Board Members on:

- Updates to the 2017 Annual Action Plan
- Annual Fashion Show – May 5, 2018 at the Cameo Theater – if interested in modeling let Superintendent Zureich know.
- S&H Product’s visitor protocol.
- Technology Vendor – currently Reliable in SCBDD and TTech in CCBDD
- Superintendent position was posted the first week of January.
- Arc has discontinued vending for SCBDD due to lack of profit.

18-01-05 Ms. Kemp made a motion that the Board formally approve and adopt CCBDD-SCBDD Joint Policy #8-84 Leave of Absence-Including Leave without Pay Policy. Second by Ms. Ballas. Motion carried.

18-01-06 Ms. Albers made a motion that the Board formally approve and adopt Policy #66-07 Educational Assistance Program. Second by Ms. Benanzer. Motion carried.

18-01-07 Ms. Ballas made a motion that the Board formally approve the resignations of:

- Ms. Lou Ann Albers, Paraprofessional, effective January 25, 2018.
- Ms. Joanna Homan, Occupational Therapy Assistant, effective January 26, 2018
- Ms. Julie Winner, Service & Support Administrator, effective March 1, 2018

The Board thanked them for their years of service and dedication to people with disabilities. Second by Ms. Kemp. Motion carried.

18-01-08 Ms. Benanzer made a motion that the Board formally approves:

Champaign County Board of Developmental Disabilities to contract with Shelby County Board of Developmental Disabilities to cost share for the following positions for calendar year 2018:

- P.L.A.Y. Project Coordinator
- Community Employment Manager

Shelby County Board of Developmental Disabilities to contract with Champaign County Board of Developmental Disabilities to cost share for the following positions for calendar year 2018:

- Coordinator of Provider Services
- Investigative Agent
- Services and Supports Administrator Team Leader

Dual-employment to cost share for the following position for calendar year 2018:

- Superintendent
- Business Director
- Community & Support Services Director

Contracts will be effective January 1, 2018, through December 31, 2018. Second by Ms. Albers. Motion carried.

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18-01-09 Ms. Ballas made a motion that the Board formally approve an addendum to the agreement between Champaign and Shelby County Boards of Developmental Disabilities for shared services opportunities prior to posting of available positions. Second by Ms. Kemp. Motion carried.

18-01-10 Ms. Albers made a motion that the Board formally approve the Annual Action Plan for 2018 as part of the Strategic Planning process along with updates to the 2018 Table of Organization as presented including the abolishment of the position of Early Intervention Intake Coordinator. Second by Ms. Kemp. Motion carried.

18-01-11 Ms. Ballas made a motion that the Board formally approve the recommendation for re-appointments of Annette Lochard and Danielle Yingst as Board Members for the Wilma Valentine Childcare effective January, 2018 for a term as outlined in their code of regulations. Second by Ms. Benanzer. Motion carried.

18-01-12 Ms. Albers made a motion that the Board approves to authorize Superintendent Laura Zureich to approve and authorize:

- Monthly expenditures within the approved annual budget under the amount of \$15,000.00 per item.
- Payments of utilities, board approved contracts, health insurance premiums, Targeted Case Management and Medicaid Waiver related invoices over the amount of \$15,000.00 as billed by the company or the Ohio Department of Developmental Disabilities.
- Staff attendance at professional meetings and to approve expenditures for that attendance within the approved budget.

Second by Ms. Kemp. Motion carried.

18-01-13 Ms. Kemp made a motion that the Board approve the Superintendent Professional Development Plan as presented. Second by Ms. Ballas. Motion carried.

Comments from visitors relative to the agenda

No comments made.

Executive Session

Ms. Albers made a motion that the Board go into Executive Session to consider the employment of a public employee or official at 1:30 p.m. Second by Ms. Ballas. A roll call vote was taken as follows: Kelly Albers-Yes, Karen Ballas-Yes, Lisa Benanzer-Yes, Nate Counts-Yes and Tiffany Kemp-Yes. Motion carried.

Reconvene

Ms. Ballas made a motion to return to regular session at 1:43 p.m. Second by Ms. Kemp. A roll call was taken as follows: Kelly Albers-Yes, Karen Ballas-Yes, Lisa Benanzer-Yes, Nate Counts-Yes and Tiffany Kemp-Yes. Motion carried.

Next Meeting Date

The next meeting will be held on Monday, February 26, 2018, at 12:00 p.m. in the Shelby County Board of Developmental Disabilities Conference Room.

Adjournment

Ms. Albers made a motion to adjourn the meeting at 1:44 p.m. Second by Ms. Benanzer. Motion carried.

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Respectfully submitted,

Ms. Kelly Albers, Secretary

Ms. Darlene Mullen, Administrative Support Manager