

RECORD OF PROCEEDINGS

Minutes of: Shelby County Board of Developmental Disabilities Meeting
Held on March 26, 2018 Page 1

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

Board Member Absent: Tiffany Kemp

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

Guest: Melissa Rittenhouse – Technology Support Specialist

Call to Order

The March meeting of the Shelby County Board of Developmental Disabilities (SCBDD) was called to order by President Counts at 12:06 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 families of Frances “Frannie” Sizemore, Leora “Lee” Reaman and Marcella “Marcie” Gates in their thoughts.

Adoption of Agenda

Ms. Benanzer made a motion that the Board adopts the agenda as submitted. Second by Ms. Albers. Motion carried.

Reading of the Mission Statement

The mission statement was read by all board members present.

Introductions of the Public

There were no people from the public in attendance.

Approval of the January Meeting Minutes

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

Financial Report

Ms. Saddler presented the Financial Report for the months of January and February. As of February 28, 2018, the program had received 6% of budgeted revenues and had expended 19% of budgeted expenditures. This is typical for the beginning of the year since many expenditures, i.e., insurance, dues, etc. are one time expenditures that occur early in the year.

Ms. Albers made a motion that the Board approves the January/February financial report including the voucher/expenditure report as presented. Second by Ms. Benanzer. Motion carried.

Administrative Reports

- ***Community & Support Services***
The Community & Support Services 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:

- Annual Board Member Training Requirements
 - Ohio Department of Developmental Disabilities identified topics:
 - Supportive Technology
 - Ohio's HCBS (Home and Community-based Services) Waiver Waiting List
 - Key Statewide Data and the Data Warehouse
 - Cash Projection Tools
 - One-hour trainings on each topic will be held in conjunction with the regular Board meeting schedule.
- Comments from the Board Self-Evaluation.
- Business Director Agreement
- Remote Supports Plan – reviewed power point and brochure.
- Policy #66-07 Educational Assistance Program adding certification testing.
- Energy Optimizers, USA – will begin work in South Building end of April.
- Annual Fashion Show – May 5, 2018 at the Cameo Theater – if interested in modeling let Superintendent Zureich know.
- Updates to Board Member Reference Manual
- Asked to assist with a team supporting Marion County – Superintendent Zureich will attend in April to review.
- Superintendent Search – will hold telephone interviews with 3 applicants on April 5th.

18-03-01 Ms. Albers made a motion that the Board formally approve the resignation of Ms. Sherry Saddler, Business Director for Champaign/Shelby County Board of Developmental Disabilities effective March 30, 2018. The Board thanked Sherry for her years of service and dedication to people with disabilities. Second by Ms. Ballas. Motion carried.

18-03-02 Ms. Benazer 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
- Executive Support Specialist

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

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- Business Director
- Community & Support Services Director

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

18-03-03 Ms. Ballas made a motion that the Board formally approve and adopt the following policies: Policy #1-84 Policy and Procedure Manual, Policy #6-84 Court Leave and Jury Duty and Policy #9-84 Professional Leave and Mileage Reimbursement. Rescinded Policies included: #2-84 Communications and #53-03 Adult Services. Second by Ms. Benanzer. Motion carried.

18-03-04 Ms. Albers made a motion that the Board formally authorize payment to management employees in the following positions (Superintendent, Early Childhood Director, Early Intervention Director, HR Director, Business Director and Support Services Director) for the conversion of vacation leave accrued, but not used, during the year in which the leave was accrued. Second by Ms. Benanzer. Motion carried.

18-03-05 Ms. Ballas made a motion that the Board formally approve the resignations of Natalie (Jill) Bisbee, Linda Hoying and April Orsborne, Para-professional with the Shelby Hills Early Childhood effective February 28, 2018 and support the transitioning to the Midwest Regional Educational Service Center effective March 1, 2018. Second by Ms. Albers. Motion carried.

18-03-06 Ms. Benanzer made a motion that the Board formally approve the resignation/retirement of Ms. Kim Neeper, Preschool Instructor with the Shelby Hills Early Childhood effective June 1, 2018. The Board thanked Kim for her years of service and dedication to people with disabilities. Second by Ms. Albers. Motion carried.

18-03-07 Ms. Ballas made a motion that the Board formally approve the recommendation for re-appointments of Brenda Bensman and Joan Schroeder 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.

Anything for the Good of the Order

Ms. Albers made a motion to excuse Tiffany Kemp from the meeting. Second by Ms. Benanzer. Motion carried.

Comments from visitors relative to the agenda

No comments made.

Executive Session

Ms. Ballas made a motion that the Board go into Executive Session to consider the employment of a public employee or official at 12:55 p.m. Second by Ms. Albers. A roll call vote was taken as follows: Kelly Albers-Yes, Karen Ballas-Yes, Lisa Benanzer-Yes and Nate Counts-Yes. Motion carried.

Reconvene

Ms. Albers made a motion to return to regular session at 1:49 p.m. Second by Ms. Benanzer. A roll call was taken as follows: Kelly Albers-Yes, Karen Ballas-Yes, Lisa Benanzer-Yes and Nate Counts-Yes. Motion carried.

18-03-08 Ms. Ballas made a motion that the Board formally approve the elimination of transportation services effective beginning with the 2018-2019 school year and to formally approve the Transition Agreement entered into between each employee and the Board to induce each employee to continue said employment and in good faith promote the public purpose of the organization. Second by Ms. Benanzer.

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18-03-09 Ms. Albers made a motion that the Board formally approve the incremental charge of excess cost beyond twenty percent (20%) to the Shelby County school districts over a four-year period, beginning with the 2018-2019 school year. Second by Ms. Benanzer. Motion carried.

Next Meeting Date

The next meeting will be held on Thursday, April 26, 2017, at 4:00 p.m. in the Shelby County Board of Developmental Disabilities Conference Room.

Adjournment

Ms. Ballas made a motion to adjourn the meeting at 1:55 p.m. Second by Ms. Albers. Motion carried.

Respectfully submitted,

Mrs. Kelly Albers, Secretary

Mrs. Darlene Mullen, Administrative Support Manager