

RECORD OF PROCEEDINGS

Minutes of: Shelby County Board of Developmental Disabilities Meeting

Held on June 17, 2019

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Board Members Present: Karen Ballas, Lisa Benanzer, Dallas Davis, Tiffany Kemp and Joyce Ruppert

Board Member Absent: Kelly Albers and Nate Counts

Staff Members Present: Lisa Brady, Jeff Coaty, Tyler Davis, Kathie Lammers, Travis Mayabb, Darlene Mullen, Krista Oldiges, Nancy Stiefel and Leigh Anne Wenning

Guest Present: Norma Carolus, Service and Support Administrator with the Shelby County Board of Developmental Disabilities

Call to Order

The June meeting of the Shelby County Board of Developmental Disabilities (SCBDD) was called to order by Vice President Benanzer at 12:32 p.m. in the Shelby County Board of Developmental Disabilities Conference Room.

Moment of Silence

Vice President Benanzer allowed for a moment of silence.

Adoption of Agenda

Ms. Ruppert made a motion that the Board adopts the agenda as submitted. Second by Mr. Davis. Motion carried.

Reading of the Mission Statement

The mission statement was read by all board members and staff present.

Introductions of Guests

Superintendent Wenning introduced Norma Carolus.

Approval of the May Meeting Minutes

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

Financial Report

Business Director Tyler Davis presented the Financial Report for the month of May. As of May 31, 2019, the program had received 53% of budgeted revenues and had expended 41% of budgeted expenditures.

Mr. Davis made a motion that the Board approves the May financial report including the voucher/expenditure report as presented. Second by Ms. Ruppert. Motion carried.

Administrative Reports

- ***Service and Support Administration***
The SSA report was included in the board packet.
- ***Community Education and Outreach***
The CEO report was included in the board packet.
- ***Early Childhood***
The SHEC report was included in the board packet.

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

Superintendent Report

Superintendent Wenning updated Board Members on:

- Resignation/Retirement
 - Laura Wintrow, Intervention Specialist effective 6/11/2019
 - Gayle Huelsman, Fiscal Specialist effective 7/31/2019
- Joint County Issues
 - Community and Support Services Department name to change to Service and Support Administration Department
 - Replacement plan for Fiscal Specialist position – Jenny Carnes from Champaign County Board of Developmental Disabilities will be helping out until the end of the year.
- Strategic Planning
 - Stakeholder Survey – planning on sending out next week and then working on creating a staff survey.
- Building Space Update
 - Wilma Valentine Childcare – will be moving to East wing in the North Building over the July shutdown.
 - WestCON – will be bringing a sample lease to the August Board meeting.
 - Person Center Services (PCS) – lease is up December 31, 2019, however they have given notice of their intent to transition clients to Champaign and Darke Counties due to lack of staffing.
 - Creating a mock apartment with remote supports to hold demonstrations instead of doing it in someone's home.
- Preschool Update
 - All agreements with County Schools for the 2019-2021 school years have been signed.
 - Excess billing for school districts will be ready at the end of June or first of July.

New Business

19-06-01 Ms. Ballas made a motion to approve Board pick up of seventy percent (70%) of the statutorily required contributions to the Public Employees Retirement System of Ohio and that said pick up shall be paid as a fringe benefit by the Shelby County Board of Developmental Disabilities for the Business Director, Human Resource Director, Community Education and Outreach Director and Service and Support Administration Director. Second by Ms. Kemp. Motion carried.

19-06-02 Mr. Davis made a motion that the Board formally support adding an additional Service and Support Administration (SSA) position to the SCBDD Table of Organization. Second by Ms. Ruppert. Motion carried.

19-06-03 Ms. Ballas made a motion that the Board formally approve the Early Intervention Parent handbook for school year 2019-2020 as presented. Second by Ms. Kemp. Motion carried.

Anything for the Good of the Order

Ms. Kemp made a motion to excuse Kelly Albers and Nate Counts from the meeting. Second by Mr. Davis. Motion carried.

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Comments from visitors relative to the agenda

No comments made.

Next Meeting Date

The next meeting will be held on Monday, August 19, 2019, at 12:00 p.m. in the Shelby County Board of Developmental Disabilities Conference Room.

Adjournment

Ms. Ballas made a motion to adjourn the meeting at 1:12 p.m. Second by Ms. Ruppert. Motion carried.

Respectfully submitted,

Mrs. Lisa Benanzer, Vice President

Mrs. Darlene Mullen, Administrative Support Manager