

## RECORD OF PROCEEDINGS

Minutes of: Shelby County Board of Developmental Disabilities Meeting

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Held on August 19, 2019

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

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

### ***Call to Order***

The August meeting of the Shelby County Board of Developmental Disabilities (SCBDD) was called to order by President Counts at 12:35 p.m. in the Shelby County Board of Developmental Disabilities Conference Room.

### ***Moment of Silence***

President Counts allowed for a moment of silence.

### ***Adoption of Agenda***

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

### ***Reading of the Mission Statement***

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

### ***Introductions of Guests***

No guests in attendance.

### ***Approval of the June Meeting Minutes***

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

### ***Financial Report***

Business Director Tyler Davis presented the Financial Report for the months of June and July. As of July 31, 2019, the program had received 63% of budgeted revenues and had expended 49% of budgeted expenditures.

Ms. Benanzer made a motion that the Board approves the June and July financial reports including the voucher/expenditure reports 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.
- ***Early Intervention***  
The EI report was included in the board packet.

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### ***Superintendent Report***

Superintendent Wenning updated Board Members on:

- Resignations
  - Stacey Lammers, SHEC Paraprofessional effective 6/18/19
  - Andrea Fullenkamp, SHEC Paraprofessional effective 6/27/19
  - Tracy Porath, SHEC Paraprofessional effective 7/16/19
- Joint County Issues
  - SCBDD will be posting to refill the Fiscal Specialist position.
- Building Space Update
  - Wilma Valentine Childcare – moved to East wing in the North Building over the July shutdown.
  - WestCON – will be bringing a sample lease to the September Board meeting.
  - Creating a breakroom and vending machine area where Person Center Services (PCS) previously occupied.
- Strategic Planning
  - Culture Survey will be sent out to all staff next month.

### ***New Business***

19-08-01 Ms. Ruppert made a motion that the Board formally approve the Shelby Hills Early Childhood Center, Fort Loramie Preschool, Jackson Center Preschool, Hardin Houston Preschool and Anna Preschool Parent handbooks for school year 2019-2020 as presented. Second by Ms. Kemp. Motion carried.

19-08-02 Mr. Davis made a motion that the Board formally approve the expenditure of \$62,000.00 for capital improvements which include purchase and installation of flooring for the South Building (\$45,000.00) and HVAC unit (\$17,000.00). Second by Ms. Albers. Motion carried.

19-08-03 Ms. Ballas made a motion that the Board formally approve the creation of a Reserve Balance Account in order to set aside funds that are not needed to pay for the current operating expenses, but that will be needed to pay for the operating expenses in the future. Second by Mr. Davis. Motion carried.

19-08-04 Ms. Ruppert made a motion that the Board formally approve adding two additional part-time Childcare Assistant positions for the Wilma Valentine Childcare to the SCBDD Table of Organization. Second by Ms. Davis. Motion carried.

### ***Comments from visitors relative to the agenda***

No comments made.

### ***Next Meeting Date***

The next meeting will be held on Monday, September 16, 2019, at 12:00 p.m. in the Shelby County Board of Developmental Disabilities Conference Room.

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*Adjournment*

Ms. Kemp made a motion to adjourn the meeting at 1:45 p.m. Second by Ms. Benanzer. Motion carried.

Respectfully submitted,

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Mrs. Kelly Albers, Secretary

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Mrs. Darlene Mullen, Administrative Support Manager