

RECORD OF PROCEEDINGS

Minutes of: Shelby County Board of Developmental Disabilities Meeting

Held on March 16, 2020

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Board Members Present: Lisa Benanzer, Nate Counts, Dallas Davis, Tiffany Kemp, Betsy O'Leary, Joyce Ruppert and Jackie Ward

Staff Members Present: Tyler Davis, Darlene Mullen and Leigh Anne Wenning

Call to Order

Due to the potential for coronavirus (COVID-19) exposure the March meeting of the Shelby County Board of Developmental Disabilities (SCBDD) was called to order by President Counts at 12:06 p.m. via Zoom.

Moment of Silence

President Counts allowed for a moment of silence asking those in attendance to keep the family of Kim Deal in their thoughts.

Adoption of Agenda

Ms. Ward 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.

Introductions

No guests in attendance.

Approval of the February Meeting Minutes

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

Financial Report

Business Director Tyler Davis presented the Financial Report for the month of February. As of February 29, 2020, the program had received 2% of budgeted revenues and had expended 16% 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. Benanzer made a motion that the Board approves the February financial report including the voucher/expenditure report as presented. Second by Ms. Kemp. Motion carried.

Administrative Reports

Presented by Superintendent Wenning along with updates on the coronavirus (COVID-19) for each department.

- ***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.

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

20-03-01 Ms. O'Leary made a motion that the Board formally approve the authorizing of the Superintendent or her designee to have decision-making power with respect to all necessary actions to ensure the continuity of Board operations during the COVID-19 (coronavirus) pandemic. Second by Mr. Davis. Motion carried.

20-03-02 Ms. Ward made a motion that the Board formally approve the expenditure up to \$35,000 for capital improvement – office cabinetry and storage solutions. Second by Ms. Ruppert. Motion carried.

20-03-03 Ms. Kemp made a motion that the Board formally approve the expenditure up to \$45,000 for capital improvement – flooring for the North Building. Second by Ms. Ward. Motion carried.

20-03-04 Ms. Benanzer made a motion that the Board formally approve the expenditure up to \$49,000 for capital improvement – office furniture, storage and cubicles. Second by Ms. O'Leary. Motion carried.

20-03-05 Ms. Kemp made a motion that the Board formally approve 2020-2021 calendars for 9 month staff and 2021 calendar for 12 month staff. Second by Ms. Ruppert. Motion carried.

20-03-06 Ms. Ruppert made a motion that the Board formally approve and adopt the following policies: #3-84 Sick Leave, #31-85 Employee Reasonable Accommodation and #73-12 Compensation. Second by Ms. Ward. Motion carried.

Anything for the Good of the Order

Board members asked Superintendent Wenning to use her best judgement and guidance from the state and to keep them apprised of things as they occurred as SCBDD navigates through these unchartered times.

Executive Session

Ms. Benanzer made a motion that the Board go into Executive Session to consider the employment of a public employee or official at 12:44 p.m. Second by Ms. Kemp. A roll call vote was taken as follows: Lisa Benanzer-Yes, Nate Counts-Yes, Dallas Davis-Yes, Tiffany Kemp-Yes, Betsy O'Leary-Yes, Joyce Ruppert-Yes and Jackie Ward-Yes. Motion carried.

Reconvene

Ms. Ward made a motion to return to regular session at 1:03 p.m. Second by Mr. Davis. A roll call was taken as follows: Lisa Benanzer-Yes, Nate Counts-Yes, Dallas Davis-Yes, Tiffany Kemp-Yes, Betsy O'Leary-Yes, Joyce Ruppert-Yes and Jackie Ward-Yes. Motion carried.

Next Meeting Date

The next meeting will be held on Monday, April 20, 2020, at 12:00 p.m. in the Shelby County Board of Developmental Disabilities Conference Room.

