

RECORD OF PROCEEDINGS

Minutes of: Shelby County Board of Developmental Disabilities Meeting

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Held on March 15, 2021 Page 1

Board Members Present: Lisa Benanzer, Dallas Davis, Tiffany Kemp, Betsy O’Leary, Jackie Ward and Bill Zimmerman, Jr.

Board Members Absent: Joyce Ruppert

Staff Members Present: Tyler Davis, Darlene Mullen and Leigh Anne Wenning  
Staff Members by Zoom: Lisa Brady, Jeff Coaty, Krista Oldiges and Nancy Stiefel

***Call to Order***

The March meeting of the Shelby County Board of Developmental Disabilities (SCBDD) was called to order by President Davis at 12:03 p.m. in the Shelby County Board of Developmental Disabilities Conference Room.

***Moment of Silence***

President Davis allowed for a moment of silence asking those in attendance to keep the family of Shelia Patterson in their thoughts.

***Adoption of Agenda***

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

***Reading of the Mission Statement***

The mission statement was read by all board members present.

***Approval of the February Meeting Minutes***

Ms. Kemp made a motion that the minutes of the February Board meeting be approved as submitted. Second by Ms. O’Leary. Motion carried.

***Financial Report***

Business Director Tyler Davis presented the Financial Report for the month of February. As of February 28, 2021, the program had received 3.7% of budgeted revenues and had expended 12.6% 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.

Mr. Zimmerman, Jr. made a motion that the Board approves the February financial report including the voucher/expenditure report as presented. Second by Ms. Ward. 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 Preschool report was included in the board packet.
- ***Early Intervention***  
The EI report was included in the board packet.

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21-03-01 Ms. Ward made a motion that the Board formally approve 2021-2022 calendars for 9 month staff and 2022 calendar for 12 month staff. Second by Ms. O'Leary. Motion carried.

21-03-02 Ms. Kemp made a motion that the Board formally approve and adopt the following policies: #1-84 Policy and Procedure Manual; #40-92 Visitors & Volunteers; #41-92 Waiting Lists for Home and Community Based Services Waivers; #63-07.1 Financial Policy for County Procurement Cards; #63-07.2 Financial Policy for County Credit Cards; #77-14 Community First Policy and #89-21 Board Committees Policy. Second by Mr. Zimmerman, Jr. Motion carried.

Human Resource Director Lisa Brady updated Board Members on:

- Personnel Actions
  - Resignation/Retirement
    - Norma Carolus – Service and Support Administrator (SSA)

Superintendent Wenning updated Board Members on:

- 2021 County Board Member Training Topics
- 2020-2022 Strategic Plan
- Covid-19

***Anything for the Good of the Order***

Ms. Ward made a motion to excuse Joyce Ruppert from the meeting. Second by Ms. O'Leary. Motion carried.

***Comments***

President Davis updated everyone on Season #12 Dancing With Our Stars supporting Shelby County CASA/GAL. Participating on May 8, 2021 at The Palazzo in Botkins will be Tyler and Taylor Davis.

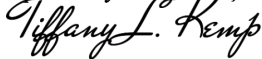
***Next Meeting Date***

The next meeting will be held on Monday, April 19, 2021, at 12:00 p.m. in the Shelby County Board of Developmental Disabilities Conference Room.

***Adjournment***

Ms. Kemp made a motion to adjourn the meeting at 12:53 p.m. Second by Ms. Benanzer. Motion carried.

Respectfully submitted,



Ms. Tiffany Kemp, Secretary



Ms. Darlene Mullen, Administrative Support Manager

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## Document History



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**04 / 20 / 2021**

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