

Union County Board of Developmental Disabilities
Regular Board Meeting
October 15, 2018

The Union County Board of Developmental Disabilities held its regular board meeting Monday, October 15, 2018 in the Eugene M. Amrine Room of the Harold Lewis Center, 1280 Charles Lane, Marysville, Ohio. The meeting was called to order by President Mr. Brian Ravencraft at 4:15 p.m. Board members present including Mr. Ravencraft were Mr. Bruce Davis, Ms. Jenny Brill, Mr. Doug Ropp, and Mr. Steve Streng. Staff members present were Kara Brown, Sarah Seeberg, Carol Scheiderer, Cayla Warnock, Sue LaMendola, Laura Michalak, Cherie Knight, Mandi Mayse and Cherie Pugh. Others in attendance were Dave Amerine, CEO, UCO Industries, Inc.

Mr. Steve Streng motioned to approve the minutes of the regular board meeting on August 20, 2018. Mr. Bruce Davis second. Roll Call: Mr. Bruce Davis, yes; Ms. Jenny Brill, yes; Ms. Kim Zacharias, excused; Mr. Doug Ropp, tardy (arrived @ 4:26pm); Mr. Steve Streng, yes; and Mr. Brian Ravencraft, yes.

Ms. Jenny Brill motioned to approve the minutes of the special board meeting on October 10, 2018. Mr. Steve Streng second. Roll Call: Mr. Bruce Davis, yes; Ms. Jenny Brill, yes; Ms. Kim Zacharias, excused; Mr. Doug Ropp, tardy (arrived @ 4:26pm); Mr. Steve Streng, yes; and Mr. Brian Ravencraft, yes.

Mr. Steve Streng motioned to approve the monthly expenditures for August and September, 2018. Mr. Bruce Davis second. Roll Call: Mr. Bruce Davis, yes; Ms. Jenny Brill, yes; Ms. Kim Zacharias, excused; Mr. Doug Ropp, abstained; Mr. Steve Streng, yes; and Mr. Brian Ravencraft, yes.

(The following agenda item was moved to accommodate our guest)

Dave Amerine, CEO at UCO Industries made a short presentation to the board. He informed the board of new incentives for UCO employees; STABLE accounts, and attendance bonuses. He also shared that UCO is currently renting office space to Opportunities for Ohioans with Disabilities and recently applied for a Scott's Grant that would provide gardening and landscaping project opportunities for their employees if awarded. No action taken.

Personnel Actions - The board was informed of New Hires: Carly Shealy and Gina Stitsinger, EI Specialist, effective 10/22/18; and Erin Forson, Service Consultant, effective 10/22/18; Resignation of Allyson Graves Preschool Aide, effective 10/12/18 and the Retirement: Mark Smith, Maintenance/Operations, effective 10/19/18.

Department reports were presented. Cherie Knight, Lead Investigative Agent included the MUI semi-annual report as part of her department information and Nick Bowsher, Community Employment Manager provided the 3rd quarter update of community employment data. No action taken.

Old Business: Board members were reminded of DoDD's required annual on-line training that needs to be completed by end of year. No action taken.

New Business:

Mr. Doug Ropp motioned to hereby approve the rescinding and the amendment of the following policies: Board Fiscal B-5; and Personnel EEO & Employment P-4. *Discussion: Policies presented for review/approval; established new policy for credit cards as a tool for purchases, while maintaining fiscal responsibility and a policy for applicant drug testing – successfully pass a drug test upon offer of employment. Policies can be viewed on our website (Policies - Quick Links on left on Home Page).* Roll Call: Mr. Bruce Davis, yes; Ms. Jenny Brill, yes; Ms. Kim Zacharias, excused; Mr. Doug Ropp, yes; Mr. Steve Streng, yes; and Mr. Brian Ravencraft, yes.

Mr. Doug Ropp motioned to hereby approve the creation of one (1) additional Preschool Instructor position and one (1) additional Preschool Classroom Aide position to address an increase in demand for services by eligible Union County children. Mr. Bruce Davis second. *Discussion: Positions needed for the additional classroom that is needed to provide for the growth in the preschool program, with anticipating class to begin in January, 2019.* Roll Call: Mr. Bruce Davis, yes; Ms. Jenny Brill, yes; Ms. Kim Zacharias, excused; Mr. Doug Ropp, yes; Mr. Steve Streng, yes; and Mr. Brian Ravencraft, yes.

Mr. Steve Streng motioned to hereby approve the creation of one (1) additional Early Intervention Specialist (EI) – Children Services position to address an increase in demand for services by eligible Union County children. Ms. Jenny Brill second. *Discussion: Enrollment in EI continues to see an increase. The additional position will allow the EI Lead/Developmental Specialist time to oversee and manage the EI department.* There was room in the budget for this additional position. Roll Call: Mr. Bruce Davis, yes; Ms. Jenny Brill, yes; Ms. Kim Zacharias, excused; Mr. Doug Ropp, yes; Mr. Steve Streng, yes; and Mr. Brian Ravencraft, yes.

Mr. Doug Ropp motioned to hereby approve the new position and description for Provider Support Specialist and Office/Scanning Clerk. Mr. Bruce Davis second. *Discussion: The Provider Support Specialist position will provide needed support and assistance to independent and agency providers to implement services as written through the Individual Service Plan (ISP). The Office/Scanning (Document Imaging) Clerk will be responsible for all agency record keeping electronically, including files, confidential Business Office, Superintendent and Board information.* Roll Call: Mr. Bruce Davis, yes; Ms. Jenny Brill, yes; Ms. Kim Zacharias, excused; Mr. Doug Ropp, yes; Mr. Steve Streng, yes; and Mr. Brian Ravencraft, yes.

Ms. Jenny Brill motioned to hereby abolish the positions and descriptions for Executive Assistant to Superintendent and Custodial Worker. Mr. Doug Ropp second. *Discussion: Need to abolish positions in order to change and update the position descriptions.* Roll Call: Mr. Bruce Davis, yes; Ms. Jenny Brill, yes; Ms. Kim Zacharias, excused; Mr. Doug Ropp, yes; Mr. Steve Streng, yes; and Mr. Brian Ravencraft, yes.

Mr. Steve Streng motioned to hereby approve the new/updated positions and descriptions for Executive Assistant to Superintendent and Maintenance Technician. Ms. Jenny Brill second. *Discussion: Executive Assistant to Superintendent updated to provide confidential* Draft Document/Unofficial Record October, 2018

executive level support to the Superintendent and manage administrative functions and special projects as directed by the Superintendent. Maintenance Technician Position updated to provide a clarification of requirements and specialized work of this position.. Roll Call: Mr. Bruce Davis, yes; Ms. Jenny Brill, yes; Ms. Kim Zacharias, excused; Mr. Doug Ropp, yes; Mr. Steve Streng, yes; and Mr. Brian Ravencraft, yes.

An overview of the 2019 budget was presented; overall decrease in the budget, Contract Services is seeing a decrease in transportation, document imaging (moving in-house), WestCon and WOW payment. Increases over last year's budget are Square Dr. Lease – 3 year prepay, projecting a 15% increase in insurances are just a few of the bigger ticket items. It was reported that money has been added to the budget for a facilities study to be completed at the Harold Lewis Center due to the aging heating/cooling system and future occupancy of space occupied by WOW Childcare, Inc. Plans are to approve the final budget at the November board meeting. No action was taken.

Mr. Doug Ropp motioned to hereby approve the following transfer of funds: Transfer \$5,000 from Unappropriated DD monies to DD Donations and Transfer \$4,000 from Unappropriated DD monies to DD Gifts & Donations. Mr. Bruce Davis second. *Discussion: The transfers are from monies received from outside donations; Elks donation will be used for the needs of an individual with Cerebral Palsy and the other donation will be used for the Special Olympics program.* . Roll Call: Mr. Bruce Davis, yes; Ms. Jenny Brill, yes; Ms. Kim Zacharias, excused; Mr. Doug Ropp, yes; Mr. Steve Streng, yes; and Mr. Brian Ravencraft, yes.

Mr. Doug Ropp made a motion and Mr. Bruce Davis second, but Resolution 10-2018-11 was withdrawn and no vote was taken, since the board decided not to change the date of the November board meeting, which is scheduled Monday of Thanksgiving week.

Final Board Member Comments: Mr. Steve Streng mentioned the need to keep a close watch as to how the Marysville Schools Tax Levy is supported by local taxpayers, for our agency's future tax levy planning.

Mr. Doug Ropp motioned to hereby adjourn the meeting at 5:51 pm. Mr. Steve Streng second. Roll Call: Mr. Bruce Davis, yes; Ms. Jenny Brill, yes; Ms. Kim Zacharias, excused; Mr. Doug Ropp, yes; Mr. Steve Streng, yes; and Mr. Brian Ravencraft, yes.

The next Board Meeting will be held on Monday, November 19, 2018 at 4:15 p.m. in the Eugene M. Amrine Room of the Harold Lewis Center, 1280 Charles Lane, Marysville, Ohio.

Respectfully Submitted,

Doug Ropp, Recording Secretary