

Union County Board of Developmental Disabilities
Regular Board Meeting
May 21, 2018

The Union County Board of Developmental Disabilities held its regular board meeting Monday May 21, 2018 in the Support Services Conference Room, 16900 Square Drive, Marysville, Ohio. The meeting was called to order by President Mr. Brian Ravencraft at 4:20 p.m. Board members present including Mr. Ravencraft were Mr. Bruce Davis, Ms. Jenny Brill, Ms. Kim Zacharias, Mr. Doug Ropp, and Mr. Steve Streng. Staff members present were Ms. Kara Brown, Ms. Sarah Seeberg, Ms. Carol Scheiderer, Ms. Cayla Warnock, Mr. Nick Bowsher, Ms. Laura Michalak, and Mr. Andy Shippet.

Mr. Steve Streng motioned to approve the minutes of the regular board meeting on March 19, 2018. Mr. Bruce Davis second. Roll Call: Mr. Bruce Davis, yes; Ms. Jenny Brill, yes; Ms. Kim Zacharias, yes; Mr. Doug Ropp, yes; Mr. Steve Streng, yes; and Mr. Brian Ravencraft, yes.

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

Public Comments: None

Personnel Actions – The board was informed of two new hires; Sara Winfield, Teacher Assistant, effective 4/30/18 and Alma Yoder who is a long-term teacher sub and recently hired as an Instructor Aide, effective new school year.

Department reports were presented. Supt. Brown provided information to the board that came from the Region 2 Meeting held April 16th to discuss Shortage of Support Personnel to Meet All Needs. Mike Heifner facilitated the meeting for a group of about 30, comprised of direct support providers (company/individual), superintendents and county board staff. Participants identified a list of issues and solutions that they plan to chip away at with continued group conversations and will review next steps. No action taken.

Old Business:

Mr. Steve Streng motioned to hereby authorize the Superintendent to enter into the attached revised contract with V.A.T., Inc. for transportation for preschool pending approval as to form by the Union County Prosecutor. Mr. Doug Ropp second. *Discussion: Andy Shippet, Facilities Manager provided information as to why the transportation committee recommends reducing the insurance requirement on the 2018 transportation contract. The original proposal asked for 20 million dollars of insurance, which V.A.T. reported were unable to secure. A review of existing requirements along with a review of surrounding school systems was conducted and concluded the amount being in excess. Lowering the current insurance requirements would*

Old Business: continued

mirror similar school systems in the area and have a cost savings of over \$100,000 over a 5-year contract. Roll Call: Mr. Bruce Davis, yes; Ms. Jenny Brill, yes; Ms. Kim Zacharias, yes; Mr. Doug Ropp, yes; Mr. Steve Streng, yes; and Mr. Brian Ravencraft, yes.

Board Members will participate in a shared training with Hardin County Board of DD Board Members on Wednesday October 10, 2018, which will be held at Richwood Marketing in Richwood, OH from 5 – 9am. The topics will include those mandated by DoDD and Medicaid Waivers and board members will receive four credit hours of training. No action taken.

New Business:

Mr. Doug Ropp motioned to hereby adopt the following policies AS-1, AS-4, AS-5 – Adult Services, BS-1- Behavior Support, SSA-1 thru SSA-3– Service & Support administration and W-1,W-2 – Waiting Lists; effective date 5/21/18. Mr. Bruce Davis second. *Discussion: The policies presented were for annual review with no changes.* Roll Call: Mr. Bruce Davis, yes; Ms. Jenny Brill, yes; Ms. Kim Zacharias, yes; Mr. Doug Ropp, yes; Mr. Steve Streng, yes; and Mr. Brian Ravencraft, yes.

Mr. Steve Streng motioned to hereby approve the following transfer of funds: Transfer \$21,600.00 from DD Salaries (EI Speech) to DD Contract Services (EI contract services) and Transfer \$5,000 from Unappropriated DD Capital Funds to DD Capital Contract Services - for the roof repairs at HLC. Ms. Jenny Brill second. *Discussion: Haven't hired any EI staff, and are currently contracting for EI services and for roof repairs at HLC.* Roll Call: Mr. Bruce Davis, yes; Ms. Jenny Brill, yes; Ms. Kim Zacharias, yes; Mr. Doug Ropp, yes; Mr. Steve Streng, yes; and Mr. Brian Ravencraft, yes.

Mr. Steve Streng motioned hereby abolishes the positions and descriptions for Communication, Family & Community Outreach Coordinator and Facilities Manager. Ms. Kim Zacharias second. *Discussion: Need to abolish these positions in order to change and update the position descriptions.* Roll Call: Mr. Bruce Davis, yes; Ms. Jenny Brill, yes; Ms. Kim Zacharias, yes; Mr. Doug Ropp, yes; Mr. Steve Streng, yes; and Mr. Brian Ravencraft, yes.

Mr. Doug Ropp motioned to hereby approve the new/updated positions and descriptions for Community Relations Coordinator and Facilities Manager. Ms. Kim Zacharias second. *Discussion: Community Relations Coordinator will manage social media, print materials, process grant applications and other PR duties. Facilities Mgr. position updated education requirements for a BS/BA in facility management.* Roll Call: Mr. Bruce Davis, yes; Ms. Jenny Brill, yes; Ms. Kim Zacharias, yes; Mr. Doug Ropp, yes; Mr. Steve Streng, yes; and Mr. Brian Ravencraft, yes.

The Ohio Department of Developmental Disabilities conducted an accreditation review of our program May 9-10, 2018. A lot of pre-work went into preparing for the review, and support services department did an amazing job putting together an introduction for the reviewer, Supt. Brown stated. She report, we met the criteria and appears we will be receiving a 3 year award. No action taken.

Supt. Brown discussed the ongoing morale issues with Support Serves Dept. and reported that issues have been addressed. She mentioned that staff issues need to be brought to the superintendent and not to board members. The Impact Group is scheduled to come back in June. No action taken.

Mr. Doug Ropp motioned to hereby enter Executive Session at 5:10 pm for the purpose as outlined in ORC Section 121.22 (G)(1)...compensation of a public employee. Ms. Kim Zacharias second. Roll Call: Mr. Bruce Davis, yes; Ms. Jenny Brill, yes; Ms. Kim Zacharias, yes; Mr. Doug Ropp, yes; Mr. Steve Streng, yes; and Mr. Brian Ravencraft, yes.

Mr. Doug Ropp motioned to hereby exit Executive Session at 5:29 pm. Ms. Kim Zacharias second. Roll Call: Mr. Bruce Davis, yes; Ms. Jenny Brill, yes; Ms. Kim Zacharias, yes; Mr. Doug Ropp, yes; Mr. Steve Streng, yes; and Mr. Brian Ravencraft, yes.

Mr. Doug Ropp motioned to hereby approve a 3% raise for staff for the 2018-19 program year. Ms. Jenny Brill second. *Discussion: Board discussed a 2.8% increase, but wanted to show staff their appreciation for the great work they do serving over 740 individuals in our program, which is apparent with the recent announcement of the 3 year accreditation award.* Roll Call: Mr. Bruce Davis, yes; Ms. Jenny Brill, yes; Ms. Kim Zacharias, yes; Mr. Doug Ropp, yes; Mr. Steve Streng, yes; and Mr. Brian Ravencraft, yes.

Mr. Steve Streng motioned to adjourn the meeting at 5:30 pm. Mr. Doug Ropp second. Roll Call: Mr. Bruce Davis, yes; Ms. Jenny Brill, yes; Ms. Kim Zacharias, yes; Mr. Doug Ropp, yes; Mr. Steve Streng, yes; and Mr. Brian Ravencraft, yes.

The next Board Meeting will be held on Monday, June 18, 2018 at 4:15 p.m. at the Support Services Conference Room, 16900 Square Drive, Marysville, Ohio 43040.

Respectfully Submitted,

Doug Ropp, Recording Secretary