

Highland County Board of Developmental Disabilities
Meeting Minutes
April 21, 2015

The Highland County Board of Developmental Disabilities met in a regular session at 6:07 pm, Tuesday, April 21, 2015 at the Highland County Board of Developmental Disabilities. Board Members present: Karen Adams, Deborah Tissot, Matthew French, Linda Allen, Lynne Patton and Cheryl Lyle. Absent: Sam Snyder

Others present were Debra Buccilla, Superintendent, Sherry Burns, Executive Administrative Assistant, Lori Moore, Business Director, Larry Gray, Operations Director, Kelli Williamson, SSA Director, Elizabeth Brennfleck, Human Resources Director, Darlene Colliver, Education Coordinator, Suzie Janasov, EI Coordinator, and Kraig Walker, Adult Service Director

ROLL CALL: Karen Adams, present, Matthew French, present; Deborah Tissot, present; Cheryl Lyle, present; Lynne Patton, present; Linda Allen, present.

ADDITIONS TO AGENDA: None

Reports:

The minutes of the March 24, 2015 meeting were reviewed and approved in a motion by Karen Adams, seconded by Cheryl Lyle. Roll Call. All ye, motion carried.

New Vendors: Hocking County DD, Christine Parker, Batter Up Bakery, Deer Creek International Engineering, Works International and Best Buddies.

Transfers: None

Monthly expenditures for April were reviewed and approved in a motion by Lynne Patton, seconded by Karen Adams. Roll Call. All ye, motion carried.

Debra Buccilla, Superintendent Update

- Superintendent attended the following:
 1. OACB Winter Conference and Superintendent Meeting
 2. SOCOG Meeting
 3. Collective Bargaining and Labor Relations Workshop at the office of Blaugrund Kessler Myers & Postalakis, Attorneys and Counselors at Law
 4. SEC Special Education Directors to discuss collaboration and Region 14 Meeting at Hopewell
- Superintendent has begun reviewing Highco ByLaws, Highland Housing ByLaws, and the Highland County Board of Developmental Disabilities Endowment Fund. Future revisions will be initiated up completion of research.
- Final follow up calls have been made to School Age families and students who will be attending public schools.
- Pre School Expansion room has been certified through ODE and we are doing recruitment efforts for 2015-2016 school year.
- A new EI Room will be set up for assessments, play groups and therapy as needed
- Discussed the training and education philosophy for staff for future attendance at both the summer and Winter OACBDD Conferences
- Reviewed progress of Strategic Planning activities are being held with Administrative Staff.

OLD BUSINESS:

Lori Moore, Business Director

- Finance Committee met to discuss 2016 budget. A preliminary budget will be presented to the HCBDD in May for approval. It has to be submitted by June 1, 2015.

Larry Gray, Operations Director informed the HCBDD of the project updates. .

- Parking Lot Lights have been completed with LED Lighting
- A contract with Flagway has been signed and fueling will be offsite.

Larry Gray, Operations Director updated the HCBDD on the construction and bids for the new office space. The electric, heating, plumbing, and air conditioning will be sub contracted to our current vendors. Matthew French made a motion to go with the lowest and best contractor for the construction project not to exceed \$36,000. Deborah Tissot seconded the motion. Roll Call. All yea. Motion carried.

Larry Gray, Operations Director informed the HCBDD on the proposal from Deer Creek Engineering to update the current Septic System with new tanks and pump station. Karen Adams made a motion to approve up to \$35,000 for the upgrade to the Septic System. Matthew French seconded the motion. Roll Call. All yea. Motion carried

Larry Gray, Operations Director explained the need of a new phone system and IT monitoring with Professional Technology Services (PTS). Lynne Patton made a motion to approve \$25,000 for the new phones, license, and IT/Phone set up fees. Cheryl Lyle seconded the motion. Roll Call. All yea. Motion carried

NEW BUSINESS:

Deb Buccilla, Superintendent informed the HCBDD of the Board Training on June 10 at Fayette Progressive Industries from 5:00 pm – 7:00 pm. The topic will be “Ohio, A System in Transition”. We still need to keep June 16 as our Regular Monthly Board Meeting unless cancelled at a later date.

Deb Buccilla, Superintendent presented the 2015-2016 Pre School Calendar for approval. Karen Adams made a motion to approve the 2015-2016 Pre School Calendar. Deborah Tissot seconded the motion. Roll Call. All yea. Motion carried

Deb Buccilla, Superintendent explained the current tuition for the Pre School. Typically developing students pay \$202.78 per month for four days, 6 hours per day. Students of HCBDD employees are half price or \$101.39. Pricing for siblings or twins would be half price too. Transportation for typical children will be provided for \$5.00 per day. Karen Adams made a motion to approve the Pre School fees and the transportation cost for the 2015-2016 school year. Deborah Tissot seconded the motion. Roll Call. All yea. Motion carried

Liz Brennfleck, Human Resources Director informed the HCBDD of the new rules for the FMLA policy that our Attorney Steve Postalakis updated. This new policy will be included in Chapter 6 of the Personnel Manual. A motion was made by Matthew French to approve Chapter 6 of the Personnel Manual with the amended FMLA policy. Karen Adams, seconded the motion. Roll Call. All Yea. Motion carried

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At approximately 7:12 pm Deborah Tissot moved that the HCBDD go into an Executive Session to discuss Contract Issues and Union Negotiations. Cheryl Lyle seconded the motion.

ROLL CALL: Karen Adams, yea; Matthew French, yea; Deborah Tissot yea; Cheryl Lyle, yea; Linda Allen, yea; Lynne Patton, yea.

A motion was made at 7:45 pm by Deborah Tissot, seconded by Karen Adams for the board to re-enter into a public session. All yes, motion carried

Deborah Tissot moved to adjourn the HCBDD at 7:45 pm, seconded by Karen Adams. All yea, motion carried.

Prepared by: Sherry Burns, Executive Admin. Assistant

Sam Snyder, Board President

Deborah Tissot, Recording Secretary