

**Highland County Board of Developmental Disabilities
Meeting Minutes
December 16, 2014**

The Highland County Board of Developmental Disabilities met in a regular session at 6:15 pm, Tuesday, December 16, 2014 at Hills and Dales Training Center. Board Members present: Karen Adams, Sam Snyder, Matthew French, Cheryl Lyle, Deborah Tissot, Linda Allen and Lynne Patton.

Others present were Debra Buccilla, Superintendent, Sherry Burns, Human Resources Coordinator, Lori Moore, Business Director, Larry Gray, Transportation Director, and Kelli Williamson, Lead SSA.

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

ADDITIONS TO AGENDA: None

Reports:

The minutes of the November 18, 2014 meeting were reviewed and approved in a motion by Karen Adams, seconded by Cheryl Lyle. All yea, motion carried.

New Vendors were added for the month: Ds2 Architects, Glenwood Electric Inc., B&C Communications, SC Design and Construction Grow Inc., Teresa Carter and Lisa Eltzroth

Transfers: None

Monthly expenditures for December were reviewed and an approval motion was made by Linda Allen seconded by Karen Adams. All yea, motion carried.

Superintendent Updates:

- Distribute support cards
- Up & Beyond's Business (Art Smocks) Sold 39 pieces of Art since they moved
- Reappoints for 2015 Board Members
- New HR Director – Elizabeth Brennfleck
- SSCC deaf student (Student Internship program)
- Prepare for 2015: Quarterly Joint Meetings, Policies/Procedures, Highco, Partnership with Community

Community Activities

- Open House for Art Studio on Saturday November 22
- Highland County Education Directors Meeting
- OACB Conference December 4 and December 5
- Rocky Fork Lake Planning Meeting with Commissioners
- Rotary Induction

OLD BUSINESS:

Larry Gray, Transportation Director informed the HCBDD of the purchase of a 2014 Dodge Grand Caravan for \$22,000.

Larry Gray, Transportation Director informed the HCBDD that the bid for the Cabling Project was awarded to Glenwood Electric Inc. The license, hardware are already here and we will be working on cabling during Holiday break.

Larry Gray, Transportation Director informed the HCBDD that we do have bids for the new office space. Ds2 Architects will be doing plans for the building and as soon as they are completed we will be starting on new office space and conference rooms.

NEW BUSINESS:

Debra Buccilla, Superintendent presented the 2015 Adult Service Program Calendar for approval. Deborah Tissot made a motion to accept the 2015 Adult Service Program Calendar, seconded by Matthew French. Roll Call – All Yea- Motion carried

Debra Buccilla, Superintendent presented the 2015 Board Meeting Schedule for the HCBDD. Linda Allen made a motion to accept the 2015 Board Meeting Schedule, seconded by Cheryl Lyle. Roll Call – All yea – motion carried

Lori Moore, Business Director, asked the HCBDD for permission to do the HSA by quarter and to drop the first quarter in the accounts the first week of January. Karen Adams made a motion to drop the first quarter in January and quarterly thereafter, seconded by Deborah Tissot. Roll Call. All yea- Motion Carried

Sherry Burns, HR Coordinator presented Section 5 Discipline and Grievance Procedure for approval. Karen Adams made a motion to accept Section 5 Discipline and Grievance Procedure of the Policy Manual seconded by Linda Allen. Roll Call - All Yea -motion carried.

Debra Buccilla, Superintendent went over the 2014 Assessment with the HCBDD. There were 250 sent out and only 29 returned. We need to find another way to do this for next year.

At approximately 6:47 pm Lynne Patton moved that the HCBDD go into an Executive Session to discuss Personnel matters. Linda Allen seconded the motion.

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

At approximately 7:22 pm a motion was made by Linda Allen seconded by Deborah Tissot for the board to re-enter into a public session.

A motion was made at 7:24 pm by Linda Allen to adjourn the Highland County Board Meeting, seconded by Lynne Patton. All yea. Motion carried.

Prepared by: Sherry Burns, Executive Admin. Assistant

Sam Snyder, Board President

Deborah Tissot, Recording Secretary