

**Highland County Board of Developmental Disabilities  
Meeting Minutes  
February 24, 2015**

The Highland County Board of Developmental Disabilities met in a regular session at 6:00 pm, Tuesday, February 24, 2015 at the Highland County Board of Developmental Disabilities. Board Members present: Karen Adams, Sam Snyder, Deborah Tissot, Linda Allen and Lynne Patton and Cheryl Lyle. Absent: Matthew French

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, Becky Pollard, Nurse, Darlene Colliver, Education Coordinator, Amy Hutchinson, Tommie Mitchell and Suzi Janasov, Early Intervention.

**ROLL CALL:** Karen Adams, present, Deborah Tissot, present; Sam Snyder, present; Cheryl Lyle, present; Lynne Patton, present; Linda Allen, present.

**The Early Intervention Team** gave a very informative presentation “**The Journey Birth to Age Three**” to emphasize the importance of the services that Early Intervention offers to children. (Occupational Therapy, Physical Therapy, Speech Therapy, Vision Services, Hearing Services and more).

**ADDITIONS TO AGENDA:** None

**Reports:**

**The minutes of the** January 20, 2015 meeting were reviewed and approved in a motion by Karen Adams, seconded by Linda Allen. All yea, motion carried.

**New Vendors:** Steve Williams

**Transfers:** From General Fund to Construction Fund \$380,000

**Monthly expenditures for February** were reviewed and approved in a motion by Deborah Tissot seconded by Linda Allen. All yea, motion carried.

**OLD BUSINESS:**

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

- The new Email has been completed and operating smoothly. All the cabling has been completed throughout the building
- State Approved Blueprints for new office space and we have two of three bids turned back in to us. Construction should start in March.
- Recycling Building has been completed with necessary updates to structure.
- Deer Creek Engineering gave us a proposal on the Septic System . For a fixed fee of \$1,250 they would design documentation, plans and specification for a time dose, flow equalization pumping station, expanded pre-treatment tank arrangement and assist in obtaining necessary permits from the Highland County Health Department.

**Becky Pollard, Nurse** gave the board a handout and update on the Strategic Plan for 2015. The plan has been restructured using the five identified goals set in July of 2013. Each goal has been assigned for development.

**NEW BUSINESS:**

**Deb Buccilla, Superintendent** introduced the Public School Works for DD programs providing solutions ranging from staff training to a comprehensive safety compliance program that we are considering. This software would be a huge asset to our programs for Human Resources, Staff Training and Safety Compliance.

**Liz Brennfleck, Human Resources Director** presented the revised Social Media Policy. Linda Allen made a motion to accept the Social Media Policy as submitted, seconded by Cheryl Lyle, All yea, motion carried.

At approximately 6:45 pm Deborah Tissot moved that the HCBDD go into an Executive Session to discuss Employment Discipline and Union Negotiations. Lynne Patton seconded the motion.

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

At approximately 7:57 pm the board re-entered into a public session.

Karen Adams made a motion, seconded by Deborah Tissot to discontinue the School Age Program for the 2015-2016 School year.

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

Deborah Tissot moved to adjourn the HCBDD at 7:58 pm, seconded by Linda Allen. All yea, motion carried.

Prepared by: Sherry Burns, Executive Admin. Assistant

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Sam Snyder, Board President

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Deborah Tissot, Recording Secretary