

**Highland County Board of Developmental Disabilities
Meeting Minutes
January 20, 2015**

The Highland County Board of Developmental Disabilities met in a regular session at 6:00 pm, Tuesday, January 20, 2015 at the Highland County Board of Developmental Disabilities. Board Members present: Karen Adams, Sam Snyder, Matthew French, Deborah Tissot, Linda Allen and Lynne Patton. Absent: Cheryl Lyle

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, Kraig Walker, Adult Service Director, Lydia Duncan, Jeff Duncan, Commissioner.

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

Jeff Duncan, Commissioner was present for the Swearing in of the Highland County Board Members Deborah Tissot for her second term and Sam Snyder for his second term.

All Board Members were given the 2015 Declaration of Eligibility prior to appointments.

Election of Officers: A motion was made by Linda Allen, seconded by Lynne Patton for Sam Snyder to continue in his present position as President of the HCBDD. Roll Call. All Yea, motion carried.

A motion was made by Deborah Tissot, seconded by Karen Adams for Linda Allen to continue in her present position as Vice President of the HCBDD. Roll Call. All Yea, motion carried.

A motion was made Lynne Patton, seconded by Karen Adams for Deborah Tissot to continue in her present position as Secretary of the HCBDD. Roll Call. All Yea, motion carried.

ADDITIONS TO AGENDA: None

Reports:

The minutes of the December 16, 2014 meeting were reviewed and approved in a motion by Karen Adams, seconded by Linda Allen. All yea, motion carried.

New Vendors: None

The 2015 Vendor list was reviewed and approved in a motion by Linda Allen, seconded by Deborah Tissot. All yea, motion carried

Transfers: None

Monthly expenditures for January were reviewed and approved in a motion by Karen Adams seconded by Linda Allen. All yea, motion carried.

Superintendent Updates:

- Introduction of Elizabeth Brennfleck as the new Shared Service Human Resource Director.
- Made it thru all of the Holiday festivities. I mentioned it last month, but want to emphasize how much work and dedication staff put into making events special for the clients we serve.
- Attended Superintendent's Meeting in Columbus on January 9, 2015.
- Attended a Continuum of Care Meeting on January 15, 2015
- Bridges/Employment First Meeting-Highland/Fayette have been and will continue to work jointly on this project
- OACBDD is a quarterly magazine and will feature an upcoming article on Shared Service. I have been interviewed and they will interview both Board Presidents as Highland and Fayette are the first counties to jointly hire a Superintendent
- We are hosting practicum students from Southern States. We hope to grow this program in the future.
- We will be adding a limited contract for OT services to comply with assessment requirements for EI. Tommie, one of our current EI Specialists is also an OTA therefore a contract will assist us in providing these services.
- Starting February 2 all phones will be answered "Highland County Board of Developmental Disabilities". We need to begin assuring callers understand the distinction between County Board and Highco
- Passing of employee Bonnie Senter -The Highland County Board Members sent flowers to the service

OLD BUSINESS:

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

- The new Email roll out will be January 23, 2015
- All new Cabling has been completed in the building
- State Approved Blueprints for new office space should be received by end of month and we will start to get bids for the remodel.
- Siemens has been called for upgrades to the HVAC for Production 2.
- Currently receiving bids for repairing the damage to the Recycling Building

Kraig Walker, Adult Service Director, provided a report on the transition activities related to the Highco Independence. The team is currently working on finalizing the Highco Strategic Plan and reviewing all policies and procedures. Highco will be assuming responsibility for the vacant position in direct care by reassigning a job coach and billing Medicaid for the services delivered. The 2015 contract with the Highland County Board of DD also reflects Highco assuming the responsibility and billing for janitorial service and receptionist service for Highco, which results in a \$35,000 savings for the HCBDD, beginning Feb. 2, 2015. It was also reported that the recycling cardboard pick-ups from Highco will cease on Jan. 31 due to a Highco loss of over \$60,000 for the 2014 year. Highco will continue confidential document shredding and all other production activities.

NEW BUSINESS:

Appointment of Highland County Committees:

Finance: Sam Snyder, Karen Adams, Matthew French, Lori Moore

Personnel: Linda Allen, Sam Snyder, Deborah Tissot, Elizabeth Brennfleck

Ethics: Cheryl Lyle, Linda Allen, Lynne Patton, Debra Buccilla

Operations: Karen Adams, Cheryl Lyle, Matthew French, Timothy Clouser, Larry Gray

IT (Sub Committee Operations): Matthew French

A motion was made by Linda Allen, seconded by Deborah Tissot to accept the committees as submitted. All yea. Motion carried

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Lori Moore, Business Director, asked the HCBDD for permission to pay the 2015 OACB Membership Dues in the amount of \$11,500. A motion was made by Linda Allen, seconded by Karen Adams to pay the 2015 OACB Membership Dues. All yea. Motion carried

Lori Moore, Business Director presented the IRS amount for 2015 mileage of 57.5. The current amount the HCBDD is paying is 55.5. A motion was made by Matthew French to raise it to the IRS standard (57.5), seconded by Linda Allen. Roll Call. All yea, motion carried.

Lori Moore, Business Director, presented a Resolution for the board to sign per Revised Code Section 5126.0511 which explained the amount of funds the board will use during the year to pay the nonfederal share of Medicaid expenditures. A motion was made by Karen Adams to accept the Resolution as read, seconded by Linda Allen. Roll Call. All yea, motion carried.

At approximately 6:52 pm Karen Adams moved that the HCBDD go into an Executive Session to discuss Personnel matters. Linda Allen seconded the motion.

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

At approximately 7:55 pm a motion was made by Linda Allen seconded by Deborah Tissot for the board to re-enter into a public session.

Karen Adams made a motion, seconded by Lynne Patton that beginning February 1, 2015 the HCBDD is not obligated to pay room and board to any provider without a signed Contract.

Karen Adams made a motion, seconded by Linda Allen to discontinue the Shared Service Contract between Fayette/Highland for the Educational Service Coordinator.

With no other business to be discussed, the meeting was adjourned by President Sam Snyder at 8:00 pm.

Prepared by: Sherry Burns, Executive Admin. Assistant

Sam Snyder, Board President

Deborah Tissot, Recording Secretary