

PICKAWAY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

REGULAR MEETING MINUTES

December 15, 2016

Pickaway Country Club

1399 Stoutsville Pike, Circleville, OH 43113

CALL TO ORDER: The regular meeting of the Pickaway County Board of Developmental Disabilities was called to order by Jessica Mullins, President, at 6:35 PM with a roll call.

| | | | |
|------------------|---------|-----------------|-------------------------|
| Kristin Gardner: | Present | Jeff Rawlins: | Present |
| Cara Layne: | Present | Matthew Tootle: | Absent - Excused |
| Greg Miller: | Present | Gwen Wolford: | Present–Arrived 6:36 PM |
| Jessica Mullins: | Present | | |

INTRODUCE GUESTS: Cindy Cline, Cyndi Davis, Dona Gregg, Heather Foll, Bryston Lee, Amanda Knotts, Marie Wilbanks, Bob Hively, and Mike Pelcic.

COMMENTS FROM THE FLOOR: None

APPROVAL OF MINUTES

Approval of Minutes: Regular October 27, 2016 Meeting.

Board Action #16-58 Approve Minutes of the Regular October 27, 2016 Meeting

| | | | |
|--------------------|--------------------|-------------------|---------------------------|
| Motion by: | Greg Miller | Second by: | Jeff Rawlins |
| Discussion: | | Vote: | Passed Unanimously |

FINANCIAL REPORTS

Approval to File Financial Report and fund transfers: Financial Report

Board Action #16-59 Approval to File Financial Report.

| | | | |
|--------------------|------------------------|-------------------|---------------------------|
| Motion by: | Kristin Gardner | Second by: | Jeff Rawlins |
| Discussion: | | Vote: | Passed Unanimously |

Approval to File Voucher List: VOUCHER LIST (All vouchers available in the office for review)

Sign Then and Now Certificates if applicable

Board Action #16-60 Approval to File Voucher List for Vouchers since last Board Meeting

| | | | |
|--------------------|--------------------|-------------------|---------------------------|
| Motion by: | Greg Miller | Second by: | Gwen Wolford |
| Discussion: | | Vote: | Passed Unanimously |

COMMITTEE REPORTS

Ethics Committee: None

Program and Personnel Committee:

The Program and Personnel Committee met on November 17, 2016 to review proposed salary ranges, salary increases, supplemental contracts, coursework reimbursement, and compensation for postgraduate education. The Committee supported all proposals except for changes to the compensation for postgraduate education. Additionally, the Committee received an update of the Bridges to Transition Grant. At the time of the meeting, no applicant met OOD (Opportunities for Ohioans with Disabilities) and PCBDD qualifications.

SUPERINTENDENT'S REPORT

- Advocate Report - None
- BYS Report by Amanda Knotts
 - Providing intervention in a classroom at Circleville.
 - Peer Advocacy Program expanded to Logan Elm School District.
- SSA Report by Marie Wilbanks
 - SSAs attended OCALICON (Ohio Center for Autism and Low Incidence Conference)
 - Sponsored a Provider Fair on November 29th.
 - Bryston Lee presented during the transportation session at the OACB Annual Conference.
 - Bryston Lee met with Director John Martin for a focus group meeting. Bryston was one of five SSAs throughout the state invited to participate.
 - DODD Accreditation review was conducted on December 7th and 8th 2016. PCBDD received many accolades and no citations.
- November 8, 2016, the County Commissioners reappointed to the Board:
 - Greg Miller
 - Jeff Rawlins
 - Gwen Wolford
- Enrollment Status Report reviewed.
- Submit the superintendent evaluation to Jessica Mullins.
- Proposed Board meeting dates discussed with a consensus to change the date to the fourth Wednesday of the month and change the time to 6:00 PM.
- Ohio SIBS Conference – Barbara Corley Trip Report included in the Board Packet for review
- Submitted an application for a Provider Partnership Pilot Project.
- Included in the Board Packet for review
 - Circleville Herald 11-2-16
 - Circleville Herald 11-18-16
 - Circleville Herald 11-19-16
 - Circleville Herald 11-22-16

UNFINISHED BUSINESS

Program and Expenditures Plan 2017: The County Commissioners reviewed the plan on November 8, 2016. A public hearing for the Program and Expenditures Plan 2017 took place on November 17, 2016, at the Board Offices at 4:00 PM and was unattended. No comments have been received to modify the preliminary plan. I propose the Board approve the Program and Expenditures Plan 2017 as attached.

Board Action #16-61 Approve the Program and Expenditures Plan 2017.

| | | | |
|--------------------|--------------------|-------------------|---------------------------|
| Motion by: | Greg Miller | Second by: | Gwen Wolford |
| Discussion: | | Vote: | Passed Unanimously |

NEW BUSINESS

Eligible Individuals Policy: First reading of the Eligible Individuals Policy, Chapter 4.
No Board Action required.

Title XX Policy: First reading of the Title XX Policy, Chapter 6.
No Board Action required.

Coursework Reimbursement, Policy: First reading of the Coursework Reimbursement Policy 5.7.17.
No Board Action required.

Adopt 2017 Administration Calendar (12 month employee calendar): Revised calendar distributed during the meeting.

Board Action #16-62 Adopt 2017 Administration Calendar

| | | | |
|--------------------|---------------------|-------------------|---------------------------|
| Motion by: | Jeff Rawlins | Second by: | Gwen Wolford |
| Discussion: | | Vote: | Passed Unanimously |

Establish the date, time and place of the 2017 Organizational Meeting and Regular January Board Meetings:

Board Action #16-63 Approve Wednesday, January 18, 2017, as the date for the Organization and Regular January Board Meeting, scheduled for 6:00 PM at PCBDD Administration Building.

| | | | |
|--------------------|------------------------|-------------------|---------------------------|
| Motion by: | Kristin Gardner | Second by: | Cara Layne |
| Discussion: | | Vote: | Passed Unanimously |

BYC Housing Opportunities, Inc. The Board of Trustees shall be composed of seven (7) to nine (9) members. Currently, the Board has seven members. Gary Wasmer, Larry Justice, and Randy Beach's terms are expiring. All are interested in continuing to serve on the Board of Trustees. I am proposing the Board re-appoint all three members.

BOARD ACTION #16-64 Re-appoint Gary Wasmer, Larry Justice, and Randy Beach to the Brooks-Yates Center Housing Opportunities, Inc. Board of Trustees.

| | | | |
|--------------------|------------------------|-------------------|---------------------------|
| Motion by: | Kristin Gardner | Second by: | Greg Miller |
| Discussion: | | Vote: | Passed Unanimously |

Bridges To Transition: On September 22, 2016, the Board authorized the superintendent to enter into an agreement with OOD for Bridges to Transition project and allocated funds not to exceed \$40,000 for the FY17. Changes to the budget for the contract increased PCBDD's match to \$41,347.25. I am requesting an increase in funding not to exceed \$42,000.

Board Action #16-65 Allocate funds for the Bridges to Transition contract for FY17, not to exceed \$42,000.

| | | | |
|--------------------|---------------------|-------------------|---------------------------|
| Motion by: | Jeff Rawlins | Second by: | Greg Miller |
| Discussion: | | Vote: | Passed Unanimously |

Employment Navigator position: The Board will offer Employment Navigation services to correspond with new DODD rules for career planning and employment beginning in 2017. The new position, Employment Navigator, will specialize in specific employment-related supports and services for adults to increase employment. This new position was planned and budgeted in the Program and Expenditures Plan 2017. I am recommending an Employment Navigator position be added to the Table of Organization.

Board Action #16-66 Approve the position of Employment Navigator be added to the Table of Organization and authorize the superintendent to fill the position.

| | | | |
|--------------------|--------------------|-------------------|---------------------------|
| Motion by: | Greg Miller | Second by: | Gwen Wolford |
| Discussion: | | Vote: | Passed Unanimously |

Salary Ranges: Included in the Board Packet are the proposed salary ranges for 2017. The information used to determine the ranges were from the Ohio Association of County Board's 2016 salary survey and salary information from the local school districts. The Program/Personnel Committee met on Thursday, November 17, 2016, to review the proposed ranges. The Committee recommends the Board accept the proposed salary ranges for 2016.

Board Action #16-67 Approve salary ranges as proposed for 2017 and authorize the Superintendent to adjust salaries for staff at or below base salary.

| | | | |
|--------------------|---------------------|-------------------|---------------------------|
| Motion by: | Jeff Rawlins | Second by: | Greg Miller |
| Discussion: | | Vote: | Passed Unanimously |

Approve Salary Increases for Employees: Included in the Board packet is the memorandum to the PCBDD Program/Personnel Committee, regarding Salary Ranges and Increase for 2017, dated November 17, 2016. The Program/Personnel Committee met on Thursday, November 17, 2016, to discuss salary increases. The Committee recommends the Board approve a 4.0% increase in salaries for all employees.

Board Action #16-68 Approve a regular hourly rate increase of 4.0% for all employees effective December 25, 2016, and for 26 pay periods.

| | | | |
|--------------------|---------------------|-------------------|---------------------------|
| Motion by: | Gwen Wolfrod | Second by: | Greg Miller |
| Discussion: | | Vote: | Passed Unanimously |

Approve supplemental contracts: Included in the Board packet are three memorandums to the PCBDD Program/Personnel Committee to consider recommending Bryston Lee, Elizabeth Fansler and Dona Gregg for supplemental contracts. The Program/Personnel Committee reviewed the requests on Thursday, November 17, 2016, and recommended supplemental contracts for Bryston Lee, Elizabeth Fansler and Dona Gregg in the amounts of \$4,000.00, \$2,600.00 and \$2,600.00, respectively. Payment to be distributed equally throughout 26 pay periods for services rendered.

Board Action #16-69 Approve supplemental contracts for Bryston Lee in the amount of \$4,000 per year, Elizabeth Fansler in the amount of \$2,600 per year, and Dona Gregg in the amount of \$2,600 per year.

| | | | |
|--------------------|---------------------|-------------------|---------------------------|
| Motion by: | Jeff Rawlins | Second by: | Greg Miller |
| Discussion: | | Vote: | Passed Unanimously |

OTHER BUSINESS

Approve Direct Service Contracts: Ethics Committee was unable to meet to review and approve direct service contracts for Sherry Shaw, Robin Smith, and Rachel Worley. The Superintendent believes that all necessary information for the review is available and that no conflict of interest exists and no other ethics violation exists and recommends that the direct service contract be approved.

Board Action #16-70 Approve direct service contracts for Sherry Shaw, Robin Smith, and Rachel Worley.

| | | | |
|--------------------|---------------------|-------------------|---------------------------|
| Motion by: | Gwen Wolfrod | Second by: | Greg Miller |
| Discussion: | | Vote: | Passed Unanimously |

ADJOURNMENT

The meeting was adjourned at 7:28 PM.

Minutes approved by Board Action #17 - 01 on January 18, 2017.

_____ Date
Board President or Presiding Officer

_____ Date
Board Secretary

_____ Date
Superintendent