

**THE PERRY COUNTY BOARD OF DD
BOARD MEETING MINUTES
April 9, 2018
128 South Main Street, New Lexington, Ohio 43764**

I. President Justin Gall called the meeting to order at 5:28 pm.

II. ROLL CALL:	PRESENT	ABSENT	EXCUSED	UNEXCUSED
Theresa Moore	X			
Rachel Barnhart	X			
Justin Gall	X			
Lindsay Wilson	X			
Shirley Thompson	X			
Ken Yuchasz	X			
Sally Francis	X			

Others present at meeting: Jessica Stroup, Ron Spung, David Couch, Caley Boyden, Morgan Deavers, Cindy Aiello, Belinda Lee and Chrissy Berkheimer.

III. RECOGNITION:

Res. 2018-04-01

Rachel Barnhart moved to approve the retirement of Belinda Lee on April 27, 2018. Sally Francis seconded the motion.

Discussion: None

Motion passed by majority vote.

IV. REVIEW AND APPROVAL OF MINUTES:

Res. 2018-04-02

Theresa Moore moved to approve the minutes of the March 12, 2018 PCBDD Regular Board Meeting, as presented. Ken Yuchasz seconded the motion.

Discussion: None

Motion Passed by majority vote.

V. COMMITTEES: Justin reminded the Board members that an Ethics Committee Meeting is scheduled for Monday, May 14, 2018 immediately following the Regular May PCBDD Board Meeting.

VI. BOARD REPORTS:

A. SUPERINTENDENT'S REPORT – DAVID COUCH -*Verbal Report*

David stated that there was no new report on the Administration building or the Activity Center. On April 9, 2018, David went to a meeting at Mt. Aloysius in regards to the Placement for Youth collaboration. David informed the board the Placement for Youth collaboration was approved by the DODD. The grant was received and will be shared with Licking County, Perry County and Fairfield County. Currently just waiting on the contract. The money is going through Licking County. Mt. Aloysius will head up this collaboration. David addressed the board asking if it is agreed upon that, we use MEORC to serve people that want to attend other day services, the same way we use PerCo to serve people without Medicaid waivers. David stated that MEORC would enter into a contract with the provider on behalf of the board. David met with New Lexington schools on April 9, 2018 to discuss workforce development. The schools are interested in developing a path for students to be ready for employment as Direct Support Professionals when they graduate high school. Ron stated that passing drug tests and background checks are always a problem that normally kicks out about 60% of applicants. Hocking College may have an interest in participating in this. Sally Francis suggested contacting Zane State University to see if they would be interested in participating also. Rachel Barnhart and Lindsay Wilson both expressed Mid East Vocational School might also be interested in participation. Discussion was focused on possibly bringing 20-40 positions a year to our county. There was also discussion on a possible position to head this. David stressed the importance of showing the advancement possibilities by getting a degree for a career path. David informed board that he signed a Memorandum of Understanding with PerCo to allow them to use our Continuous Improvement Committee to meet their requirement of a Safety Committee. David stated that no money was exchanged for this service. Charts were provided with the current statistics. Unapproved behavior support is up and the unscheduled hospitalization was up. There have been flu hospitalizations and a few psychiatric hospitalizations. President Justin Gall questioned what happens if it spikes. David stated that nothing happens to us, we use this more internally. Therefore, we would check more frequently and possibly do an analysis. At the semi-annual stakeholders meeting, approximately 20 people participated. It was discussed that eventually they would like to make this available to families. David shared great conversations were had with the people that attended and it was very productive. On March 21, 2018 David, Shelly, Ron and Cindy went to Columbus to the Statehouse and took advantage of face-to-face visits with Senator Troy Balderson and Senator Hottinger. PCBDD was well received. The state of Ohio is putting together a Provider guide so people have a way for people to check out providers. Lindsay Wilson stated she thought that it was hard to navigate and she hoped they fix it so it is more user-friendly. David stated that the department was in charge of updating the providers. David let the board members know that the OACB Spring Conference is in May and if any of the board members wanted to attend any tracks (handout given to members) to let Chrissy know so she could register them.

B. NON-VOCATIONAL AND CHILDREN SERVICES DIRECTOR'S REPORT – CINDY AIELLO

Cindy's report was included in the package. Lindsay Wilson stated that she loved hearing that the Help Me Grow HV is serving at max capacity with no waiting list. Rachel Barnhart stated she loved reading about all the success stories each month that are provided. Lindsay Wilson questioned Cindy about Summer Camp and if the registration is lower than previous years and she stated that, it was lower. When questioned about a possible reason why, Cindy stated they have had no bad follow-ups after each yearly camp. It was discussed that maybe people have other things going on in the summer. Rachel Barnhart stated that the camp is great and is helpful; it keeps her kids in a routine through the summer. Lindsay Wilson stated that kids love the camp. President Justin Gall asked if the ALPHA School was all in place to host the summer camp and Cindy stated that it is ready.

C. SSA DIRECTOR'S REPORT – RON SPUNG

Ron's report was included in the package. Sally Francis stated she likes the format of Ron's report. Rachel Barnhart appreciated the "Rest Assured" info that was attached to report. All board members were in agreement when stating they liked the Service Presentation and the Intake/Referral numbers on the report.

D. HUMAN RESOURCES MANAGER – JESSICA STROUP – *Verbal Report*

Jessica addressed the board about the accreditation on Thursday, April 19, 2018. Jessica will let the board members that can be present know an exact time, approx. 2:00 pm – 3:30 pm. Jessica shared that we had four local providers participate in the Behavior Supports Kaizen. Jessica shared with the board that our processes have been effective. When Belinda was out sick, Chrissy used the processes daily to help her get things done around the office, including getting board packages out to the board members. Jessica went over the revised Table of Organization with the addition of the SSA Support position (2 positions – part-time).

E. ALA MANAGER'S REPORT – SHELLY LACKEY

Shelly's report was included in the package. Lindsay Wilson asked about capacity of ALA. David stated that we could not expand because we are at capacity and we are going to need more facilitators. There is going to be more facilitator training courses offered, so hopefully we can fill more facilitator spots. ALA will be talking to Crooksville schools and Northern Local schools. Those school districts will possibly be run through the 21st Century program, possibly looking at training their teachers to do the classes.

F. BUSINESS MANAGER'S REPORT – CALEY BOYDEN - *Verbal Report*

1. Operating Fund revenues. We are paid through January for Targeted Case Management. We received our final payment for December 2017 services for Active Treatment. Caley let board know that we get our MAC payments quarterly. We received our first half of the levy disbursement. We had one PerCo employee stay with us so we have an OPERS carryover.

2. Discussing Operating Fund Expenses. Lindsay Wilson questioned why the AT&T bill was so high and if this was normal. Caley stated she would check into it. Caley stated contract services for MEORC were paid for the 2018 year. Also paid was the SSA building rent for the 2018 year. Shirley Thompson questioned the Transit price. David stated that it is only transportation for non-medical transports. Transit is now a certified Medicaid provider.

3. Capital Improvement Fund. No discussion

4. Children's Programs Fund revenues were routine. Children's Programs Fund expenses saw a tax hike in the real estate taxes for the building; this was due to a reevaluation of real estate. In past years, full year taxes were paid but this year due to the increase; only first half taxes were paid.

5. Business Office - The business office is looking at making more things available electronically. Leave/accrual request and time sheets are already electronic. They are looking at making PO requests electronic with the change that any PO request under \$1000.00 would go to the supervisor and then Caley. David would be skipped in order to streamline the process. Anything over \$1000.00 would be the supervisor, David and then Caley. They are also looking into doing the mileage electronically. They will keep us updated on the progress. Ken Yuchasz questioned using Google Forms for these electronic forms.

VII. REVIEW AND APPROVAL OF EXPENDITURES:

Res. 2018-04-03

Lindsay Wilson moved to approve the expenditures, as presented. Rachel Barnhart seconded the motion.

Discussion: None

Motion Passed by majority vote

VIII. OLD BUSINESS: None

IX. NEW BUSINESS:

Res. 2018-04-04

Theresa Moore moved to approve the use of capital funds for the purchase of a used Bobcat Machine from PerCo, Inc. at a cost of \$6,000. Sally Francis seconded the motion.

Discussion: Ken Yuchasz questioned why we needed it. David stated that John has many uses for it. Snow removal and keeping up the lot were the main uses. Ken questioned how this was a direct service to our clients. David stated by maintaining the lot that people use to access the gas pumps and our vehicles that drive through the lot. Lindsay Wilson questioned if we could possibly rent it for a year instead of purchasing it, since we will be moving out of the Administrative building and it will not be our responsibility to maintain the lot. David will address the rental proposal with PerCo at a later date.

Motion failed by majority vote

Res. 2018-04-05

Theresa Moore moved to approve the revisions to PCBDD Policy #213 “Addressing major unusual incidents (MUD) and unusual incidents to ensure health, welfare, and continuous quality improvement” as presented. Lindsay Wilson seconded motion.

Discussion: None

Motion passed by majority vote

Res. 2018-04-06

Rachel Barnhart moved to approve the revisions to PCBDD Policy #601 “Support for the education of children”, as presented. Sally Francis seconded the motion.

Discussion: None

Motion passed by majority vote

Res. 2018-04-07

Lindsay Wilson moved to approve the revisions to PCBDD Policy #602 “Early Intervention”, as presented. Theresa Moore seconded the motion.

Discussion: None

Motion passed by majority vote

Res. 2018-04-08

Sally Francis moved to approve the revisions to PCBDD Policy #603 “Services for Children Receiving Foster Care”, as presented. Ken Yuchasz seconded motion.

Discussion: None

Motion passed by majority vote

Res. 2018-04-09

Lindsay Wilson moved to approve the revision to the PCBDD Table of Organization, as presented. Rachel Barnhart seconded the motion.

Discussion: None

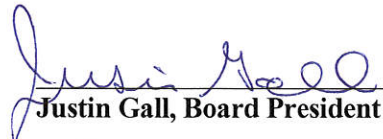
Motion passed by majority vote

X. PUBLIC COMMENTS: There were no public comments.

XI. ADJOURNMENT:

MOTION BY: Sally Francis moved to adjourn.

TIME ADJOURNED: 6:41 pm


Justin Gall, Board President


Lindsay Wilson, Board Secretary

Submitted by Chrissy Berkheimer
Executive Assistant PCBDD