

**THE PERRY COUNTY BOARD OF DD
BOARD MEETING MINUTES
February 11, 2019
600 Senior Drive, 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			
Tara Layne	X			
Shirley Thompson		X	X	
Ken Yuchasz	X			
Sally Francis	X			

Others present at meeting: Chrissy Berkheimer, David Couch, Jessica Stroup, Caley Boyden, Cindy Aiello, Ron Spung, Shelly Lackey, Lora Harvey, Haley Couch, Eric Ater, Shawn Wolfe, and Jean Ater.

*****Shirley Thompson let Board know at January Meeting that she would be absent at the February Board Meeting.***

**III. PROCLAMATION FOR DD AWARENESS MONTH
Res. 2019-02-08**

Theresa Moore moved to approve the “DD Awareness Month Proclamation”, as presented. Ken Yuchasz seconded the motion.

Discussion: Resolution 2019-02-08 was moved to accommodate the participants in the signing of the Proclamation for DD awareness month. Sally Francis read the Proclamation.

Motion Passed by majority vote.

**IV. REVIEW AND APPROVAL OF MINUTES:
Res. 2019-02-01**

Rachel Barnhart moved to approve the minutes from the January 14, 2019 PCBDD Organizational Meeting, as presented. Sally Francis seconded the motion.

Discussion: None

Motion Passed by majority vote. ***(Theresa Moore and Ken Yuchasz abstained)***

Res. 2019-02-02

Sally Francis moved to approve the minutes from the January 14, 2019 PCBDD Regular Board Meeting, as presented. Rachel Barnhart seconded the motion.

Discussion: Justin Gall noted that on page four, “finance” was spelled incorrectly. Chrissy Berkheimer noted the change.

Motion Passed by majority vote. *(Theresa Moore and Ken Yuchasz abstained)*

- V. **COMMITTEES:** Reminder: An Ethics Committee Meeting is scheduled immediately following the May 13, 2019 Regular Board Meeting.

VI. **BOARD REPORTS:**

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

David shared with the Board that upon conclusion of the March Regular Board Meeting there will be a short MUI Training with Jenny Keister. The other Board trainings for the year have not been put into place but as soon as we are notified, it will be sent out. Theresa Moore questioned what “PPI” in the MUI report stood for. David shared that it is “Primary Person Involved”. Sally Francis shared that she likes the layout of the MUI report, as it is very detailed and easy to follow. Theresa shared that she liked the flyers that came out in September. David briefly shared that there was no updates on 345 other than we are not putting a fence up, there will be a sliding gate. David is working out the details with our other occupants; he will share more at a later date. The Community Connections Center is ready for Ashley to begin setting up summer camp. David shared that he spoke with Dr. Nash about the possibility of purchasing the current SSA building then remodeling it to fit our needs. David discussed with the Board to purchase and remodel or build a new building on a much smaller scale. He also shared that JFS is going to be building a new building. The hopes would be that we would know what we are doing as an agency so if building new we could lump the bonding together. Sally questioned if we could build together and although that is not feasible, the bonding together would be ideal. David stated that he is hoping to have some numbers for the March Board meeting in regards to the new build/purchase and remodel. Theresa questioned from the January Board meeting the plans for the new build. She questioned the need for a 1000 sq. ft. porch. David shared that the plans were just a draft of what possibly would be built. She questioned what materials on the outside were being figured into the cost. David stated it was brick part way up and then vinyl siding the rest of the way up. Sally questioned if the CCC would still be ours to use for summer camp, David stated that yes it would be regardless of where we move/build. The current SSA office building would only be used for office space for the PCBDD. The Disability Housing Network has been dissolved. Caley shared that we still have the Perry Metro Housing that we will continue to work with. David communicated with the Board that JFS is likely to take on the Family Children First Council as their administrative and fiscal agent, although he is not sure when this will take place. The snow cancelled David’s meeting with Director Davis, it was rescheduled for Wednesday, February 13, 2019. He will share the discussions with the Board at the March meeting. David shared with the Board that he plans to have a meeting in March with Pete Moore from Mt. Al to start a joint leadership development with our Administrative staff.

B. CHILDREN’S PROGRAM DIRECTOR’S REPORT – CINDY AIELLO

Cindy’s report was in the packet. Theresa Moore asked how long it takes to become certified as a vendor through the OOS. Cindy directed the question to Ron who answered it differs. Usually it takes a couple of month, the applications have to be filled out and there are trainings that have to be completed.

C. SSA ADMINISTRATION DIRECTOR’S REPORT – RON SPUNG

Ron’s report was in the packet. Theresa asked if the “Meet and Greet” was going to be open to the public. Ron said that he would love Board members to attend. There is going to be a more public vendor event in April. Ron stated that this event is to welcome the new providers into our county. He also shared that he wants to make sure people know what the requirements are. Theresa questioned where this would be held, Ron shared it would be at the Community Connections Center. Sally asked about the two individuals that were not eligible. Ron shared that it varies for different reasons, sometimes the diagnosis does not support it and sometimes, the application process is not completed correctly.

D. COMMUNITY SUPPORTS DIRECTOR’S REPORT - SHELLY LACKEY

Shelly’s report was in the packet. David shared that the second page of Shelly’s report was a list of all the happenings in March for DD Awareness.

E. HUMAN RESOURCE DIRECTOR’S REPORT – JESSICA STROUP

No Report this month.

F. FINANCE DIRECTOR REPORT – CALEY BOYDEN - *Verbal Report*

Caley’s report was sent in a separate email to Board Members. Caley went over her report. She shared that we received our DODD Subsidy 3rd quarter payment. We have received our TCM through November. ALA TANF has also been received through November; this is local money from PCJFS. Caley shared that the ALA expense line is a carry-over from 2018, as that line will not be there in 2019. No activity in the Capital Improvement Fund. Help Me Grow received the Part C quarterly Early Intervention reimbursement; this is a grant that pays for our EI coordinators. David pointed out to the Board that our expenses for January were the lowest since 2012. Caley shared that the last page of her report was the 2018 financial date at a glance. Justin stated he likes the breakdown. Theresa and Rachel both shared that it was great to see that the greatest expense goes to directly supporting people. Caley stated she will have a better grasp on the Administration expenditures for 2019 and feels the number will change. David feels that spending 70% of our money directly supporting people is a great accomplishment.

VII. REVIEW AND APPROVAL OF EXPENDITURES:

Res. 2019-02-03

Theresa Moore moved to approve the expenditures, as presented. Sally Francis seconded the motion.

Discussion: None

Motion Passed by majority vote.

VIII. OLD BUSINESS: Handout #1

Res. 2019-02-10

Ken Yuchasz moved to approve the proposal from Thomas Fencing to install a six-foot high chain link fence at the Community Connections Center, in the amount of \$8,031.84, as presented. Theresa Moore seconded the motion.

Discussion: This motion was postponed at the January Board Meeting due to not having the proposal from Thomas Fencing Company.

Motion Passed by majority vote.

IX. NEW BUSINESS:

Res. 2019-02-04

Rachel Barnhart moved to approve the PCBDD Annual Action Plan for 2019, as presented. Tara Layne seconded the motion.

Discussion: David passed out a one-page sheet of each of our department goals. He shared this so the Board could see that each department has more intentional goals and for the Board to see what each department is doing. Ken asked since the DHN went away if that is going to change anything in the housing and transportation part. Caley stated that it would not change anything because we still will be working with Perry Metro Housing.

Motion Passed by majority vote.

Res. 2019-02-05

Sally Francis moved to approve the Perry County Board of Developmental Disabilities 2019 Annual Conversion Plan, as presented. Theresa Moore seconded the motion.

Discussion: None

Motion Passed by majority vote.

Res. 2019-02-06

Tara Layne moved to approve the 2019 Superintendent's Professional Development Plan, as presented. Theresa Moore seconded the motion.

Discussion: None

Motion Passed by majority vote.

Res. 2019-02-07

Sally Francis moved to approve the alignment of the PCBDD Board Employee travel expense/mileage reimbursement rate with the Perry County Commissioners 2019 rate and to update annually hereafter. Rachel Barnhart seconded the motion.

Discussion: David stated that we would like to keep in alignment with the Commissioner's office when they increase/decrease the reimbursement rate.

Motion Passed by majority vote.

Res. 2019-02-08

President Justin Gall moved this resolution to the beginning of the Board meeting to accommodate the individuals that attended for the DD Awareness Proclamation signing.

Res. 2019-02-09

Theresa Moore moved to approve the Table of Organization, effective February 11, 2019, as presented. Rachel Barnhart seconded the motion.

Discussion: David shared that by adding a SSA Office Assistant that it will take some basic responsibilities away from Ron and Hope. This position will also help assist Baylee and Carrie in the front office. Ken questioned if this is a position that could be filled by an individual we serve, David stated no as this will have more responsibility and decision-making. This position's cost will help increase our TCM rate and cost report settlement.

Motion Passed by majority vote.

Res. 2019-02-09

Ken Yuchasz moved to approve the agreement with Six Disciplines Consulting Services to assist with the Baldrige 25-page profile. Tara Layne seconded the motion.

Discussion: David shared with the Board that he wants their opinion on staying on the journey or bailing out. Jessica shared that the cost of us doing it ourselves for 8 days instead of 10 days is more than \$10,000.00 Sally stated she thinks it is money well spent, she was involved with this at the college and she feels it is worth the money. Ken shared that when he has attended conferences and people speak about different things that we have already accomplished it or are already doing it. Jessica shared that she has been informed that we are very innovative, forward thinking and are in front of where other county boards are. Theresa stated the first paragraph has our address listed two times.

Motion Passed by majority vote.

X. PUBLIC COMMENTS: There were no public comments.

XI. ADJOURNMENT:

MOTION BY: Ken Yuchasz moved to adjourn.

TIME ADJOURNED: 6:36 pm


Justin Gall, Board President


Rachel Barnhart, Board Secretary

Submitted by: Chrissy Berkheimer
Executive Assistant PCBDD