

**THE PERRY COUNTY BOARD OF DD  
BOARD MEETING AGENDA**

**March 9, 2020**

**Community Connections Center, 600 Senior Drive, New Lexington, Ohio 43764**

**I. Vice President Theresa Moore called the meeting to order at 5:01 pm.**

**II. ROLL CALL:           PRESENT       ABSENT       EXCUSED       UNEXCUSED**

Theresa Moore	X			
Rachel Barnhart	X			
Kevin Howell	X			
Tara Layne		X		X
Shirley Thompson	X			
Ken Yuchasz	X			
Sally Francis		X		X

Others present at meeting: David Couch, Chrissy Berkheimer, Jessica Stroup, Caley Boyden, Cindy Aiello, Jenny Keister and Shelly Lackey

**III. APPROVAL OF AGENDA:**

**Res. 2020-03-01**

**Kevin Howell moved to approve the March Regular Board Meeting agenda and any additions as submitted. Rachel Barnhart seconded the motion.**

Discussion: None

*Motion Passed* by majority vote.

**IV. COMMITTEES: An Ethics Committee Meeting is scheduled on Monday, May 18, 2020 immediately following the Regular May PCBDD Board Meeting.**

**V. REVIEW AND APPROVAL OF MINUTES:**

**Res. 2020-03-02**

**Ken Yuchasz moved to approve the minutes of the February 10, 2020 PCBDD Regular Board Meeting, as presented. Shirley Thompson seconded the motion.**

Discussion: None

*Motion Passed* by majority vote.

## **VI. BOARD REPORTS:**

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

David's report was included in the packet. David shared that OACB has a Board Member Reference Manual available on their website or if you would like, let Chrissy know and she will print out a copy of it or the parts you are interested in. No MUI reports were included in David's report as Jenny will be presenting a MUI training upon conclusion of the Board meeting. David shared that he will be leaving as soon as the meeting is over and not attending the training, as his kids are all home for the first time in 2 years. A brief groundbreaking ceremony was held on February 27<sup>th</sup> at the Community Connections Center (due to the cold). The building is staked out so you can see the size and location of the new building. David and Caley are going to discuss with the Auditor's Office and see if there are any other options on repayment of the building. With the pipeline money coming in we are looking at possibly using some of it to shorten the time frame on repayment. Kevin asked if we could purchase a shorter bond, Caley answered that with the small amount needed there wouldn't be much turn around on interest, so people aren't interested in short term bonding. David went on to our products with MEORC. There are some more products we would like to purchase in 2020. Wage survey and professional development would be tools that the Board could greatly benefit from purchasing. The price is under \$2,000 and is on the voucher report. David reminded the Board of all the March Awareness activities that are happening this month. Ken will be playing in the Community game on March 18, 2020 so if anyone would like to join him let Lindsey Jago know. Shirley asked what time the games were, David answered 6:00 pm for each game. David shared that he and Jay have been in discussions with the Commissioners for them to work with PerCo on the facility. We collect rent and David has shared with the Commissioner's that they could take that on and get the benefits out of it. Caley has prepared some numbers for David and Jay to take to the next meeting. Shirley asked what exactly PerCo does, David shared that they do job training. They no longer run the recycling part of things, but they do have some folks that are still employed in that area. David shared that we recently shared costs with New Lexington schools for a walking/exercise trail and New Lexington in their streetscape accessibility project. We want to get the word out to other towns, villages and schools in the county. We have funds set aside (\$40,000) in the budget to help with area projects. David and Shelly shared that they have been in discussions with a company that spoke at the OACB conference in regard to setting up an ALA website. This website would be interactive. Rachel questioned if the modules would be available online and Shelly shared that eventually that would be the goal. David stated that getting people educated about ALA will help it grow. Kevin asked how many counties are using ALA and Shelly didn't have the exact number but knew of five off the top of her head. David shared that he would bring a motion to the April Board meeting after they knew the exact cost.

### **B. CHILDREN'S PROGRAM DIRECTOR'S REPORT – CINDY AIELLO**

Cindy's report was included in the packet. Rachel shared that she met Amanda Allen the new Employment Navigator and she seems great.

**C. SSA ADMINISTRATION DIRECTOR'S REPORT – RON SPUNG**

Ron's report was included in the packet. Ken asked what "span" meant in the non-medical transportation section. David shared that it is waiver span and the increase was \$580.

**D. COMMUNITY SUPPORTS DIRECTOR'S REPORT - SHELLY LACKEY**

Shelly's report was included in the packet. Rachel pointed out that the March Awareness activities were listed at the back of Shelly's report.

**E. ADMINISTRATIVE SUPPORTS DIRECTOR'S REPORT – JESSICA STROUP**

Jessica's report was included in the packet. Ken thought that Cass already had her bachelor's degree and Jessica shared that she doesn't have it yet but is close.

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

Caley's reports were emailed before the meeting and copies were brought to meeting. January and February were included in handouts. We received our February Medicaid Administration quarterly payment and our February Title XX quarterly payment for EI services. We have received the respite grant reimbursement in the total \$9,728.97. Contract expenditures were higher than normal due to paying the MEORC annual services and BSSI Office 365 setup expenses. February PERS was higher than normal due to three pay periods. February employee insurance was high, but it was paid two times and we will be getting a credit next month. We made our January quarterly waiver match payment. In Capital Improvements we received the transfer from the operating budget. The Capital Improvement expenditures paid out to review and approve our blueprints by the local building authority. Help Me Grow received regular home visiting payments but received a back payment of \$12,385.75 for the SFY20 rate increase. February PERS was for three pay periods, so this expense was higher than normal. Auditor's office paid employee insurance premiums two times in February so a credit will be issued next month. The voucher reports were attached. Shirley questioned who Olivia Darling was. David shared that she is a newer SSA. Shirley questioned who Helen Malfe was. It was explained that was a self-determination waiver. Saup-Hartley roof repair was also questioned. David explained they are the ones that put the roof on so that is who does any repairs on it. It was bid out and they won the bid so that is why it is not someone local.

**VII. REVIEW AND APPROVAL OF EXPENDITURES:**

**Res. 2020-03-03**

**Rachel Barnhart moved to approve expenditures, as presented. Ken Yuchasz seconded the motion.**

Discussion: None

***Motion Passed*** by majority vote.

**VIII. OLD BUSINESS: None**



**IX. NEW BUSINESS:**

**Res. 2020-03-04**

**Rachel Barnhart moved to rescind PCBDD Policy #113 Waiver Administrative Claiming and Policy #115 Guidance for Handling Individual Funds, as presented. Shirley Thompson seconded the motion.**

Discussion: Ken asked if we should keep it, David stated it is no longer necessary as guardianship has taken over the rules.

***Motion Passed*** by majority vote. (Ken Yuchasz abstained from voting)

**Res. 2020-03-05**

**Ken Yuchasz moved to approve the Table of Organization, effective March 9, 2020, as presented. Kevin Howell seconded the motion.**

Discussion: David shared information on the SSA Supervisor position. It will be posted internally and assuming a current SSA is hired to fill that position we will not be replacing that position. Jessica shared that we have an interview on Tuesday to wrap up the interviews for the open SSA positions. With these changes we will have a total of 10 SSAs and one SSA Supervisor.

***Motion Passed*** by majority vote.

**Res. 2020-03-06**

**Rachel Barnhart moved to approve the agreement for cleaning services between The Perry County Board of Developmental Disabilities and Sandy's Wash & Go, as presented. Ken Yuchasz seconded the motion.**

Discussion: Caley shared that the agreement stays the same as the previous agreement. They clean HMG & Administrative Offices one time a week and the SSA office two times. Community Connections Building is cleaned upon request from Executive Assistant. Shirley asked how offices get by with trash, etc. when they only come one time a week. Executive Assistant stated that we keep all our personal areas clean and all the common areas. If trash needs emptied, we do that if needed.

***Motion Passed*** by majority vote.

**Res. 2020-03-07**

**Ken Yuchasz moved to approve the Brittco proposed contract for software to replace Gatekeeper in the amount of \$10,320, as presented. Rachel Barnhart seconded the motion.**

Discussion: Ken shared that we couldn't pay anyone to do all the functions that the new software will do. David shared that PerCo already uses it. Caley stated that we can have them develop modules for us to use at no additional costs that will help simplify processes in the long run. Brittco guarantees no increase in the monthly cost after we sign the contract.

***Motion Passed*** by majority vote.


**X. PUBLIC COMMENTS: None**

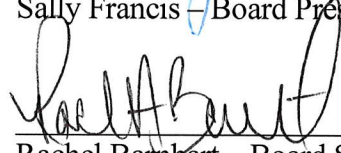
**XI. ADJOURNMENT:**

**MOTION BY:** Ken Yuchasz

**SECONDED BY:** Shirley Thompson

**TIME ADJOURNED:** 5:57 pm

  
Sally Francis – Board President

  
Rachel Barnhart – Board Secretary

Submitted by:  
Chrissy Berkheimer  
Executive Assistant PCBDD