

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

May 18, 2020

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

I. President Sally Francis called the meeting to order at 5:05 pm.

II. ROLL CALL:	PRESENT
Theresa Moore	X
Rachel Barnhart	X
Kevin Howell	X
Tara Layne	X (Virtual)
Shirley Thompson	X
Ken Yuchasz	X
Sally Francis	X

Others in attendance: David Couch, Shelly Lackey, Chrissy Berkheimer, Cindy Aiello, Ron Spung, Jessica Stroup (virtual), Caley Boyden (virtual), Marianne Sherwood (virtual).

III. APPROVAL OF AGENDA:

Res. 2020-05-01

Ken Yuchasz moved to approve the May Regular Board Meeting agenda and any additions as submitted. Kevin Howell seconded the motion.

Discussion: David shared with the Board that on page 5 of the agenda, resolution 2020-05-07 would need to be updated when we got to that resolution on the agenda.

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. 2020-05-02

Theresa Moore moved to approve the minutes of the March 9, 2020 PCBDD Regular Board Meeting, as presented. Rachel Barnhart seconded the motion.

Discussion: Minutes were good, Theresa Moore just questioned if the money was still available for local schools to use. David shared it was still there and we would be proceeding when things start back up.

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 we would get back on track with Board training later this year when things are more settled. Jenny's reports were included in David's report. Theresa questioned the MUI where the individual got stitches from falling through a floor. David reported that the individual lives in their own home and Ron noted that the floor was repaired. Theresa also questioned the one unanticipated hospitalization that tested positive for COVID-19 and wanted to know if person recovered. David shared that person passed. The new building is coming along good. If the rain would slow down David feels they would be further than they are, but it is still coming along nicely. He shared with the Board that he would like to name the new building after Sarah Winters as he feels we wouldn't be where we are as a Board without her previous direction. He would like to explore options later this year as the building is being built. Board all agreed that he could reach out to Sarah and see what her thoughts and feelings would be on this subject. The SSA lease is up May 2022. We will have paid through May 2021 and we would like to use that building as storage until May 2021. David has already shared with Dr. Nash that we would like to be released from the rental agreement a year early. With the COVID-19 situation, David shared with the Board that things have ran very smooth with the agency. He gave credit to the Board members for their support, the people we support and their families, our local providers, PCBDD Directors and all the staff. Staff have been working remotely and we have had no issues. David stated that while on calls with other Superintendents, they all were scrambling to figure out what they were going to do with their staff and David shared that he didn't have to speak up because his staff were already in place working remotely with all of the necessary equipment. David did speak up on a call when they were talking about transporting our individuals with only three feet distance. David questioned why it wasn't six feet distance like everyone else. Why were DD individuals being singled out and treated differently? Rachel questioned if other schools were planning on doing it this way for transportation and David stated that it only pertained to DD individuals. David shared that when he raised concern others also chimed in the conversation with concerns so it would be revisited. David let the Board members know that we are working on a plan for returning to the office but are still following the Governor's guidelines of working remotely if possible. Reopening buildings is something that is discussed each week with the Senior Leadership team.

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

Cindy's report was included in the packet. Cindy shared that her department has been working hard to keep in touch with families and although it is different it is working well. Staff have had a good response from families. Summer camp will not be held in June even with the Governor's order for the end of May. The guidelines are very strict and would not be feasible for our kids and staff. They are looking at other options such as virtual meetings for June and hope to be able to start camp in July if guidelines loosen.

C. SSA ADMINISTRATION DIRECTOR'S REPORT – RON SPUNG

Ron's report was included in the packet. Ron shared that the two new SSA's were hired and have both began their orientation. He feels that this was a good time for them to start even though they wouldn't be in the office as this would give them time to complete all the training webinars that normally are hard to fit in a new employee's schedule while in the office.

Big topic around the SSA world is the ADS guidelines. A new program called STEP is occurring at individual's homes. There are no more than four people and the billing rate is higher. It is a safe alternative right now and keeps people connected. They can do this remote or in the home. Ken questioned if a person or group home didn't have virtual capabilities do clients still have this as an option. Ron shared that this isn't really set up for group homes, but if an individual needed assistance to be remote that it could be placed in their service plan.

D. COMMUNITY SUPPORTS DIRECTOR'S REPORT - SHELLY LACKEY

Shelly's report was included in the packet. Theresa questioned if the talks for ALA were still happening. Shelly shared since the shut down and schools being closed that talks are on hold. Theresa spoke with the director of the STARS after-school program at Sheridan before the shut down and their main issue is having to pay an instructor. Shelly assured Theresa that when talks resume that she would make sure that they understand that it can be put into the contract with JFS for them to get reimbursement for the instructor so they would pay nothing out of pocket. Ken asked if Northern Local was a part of MVESC, Rachel answered that yes they are. Shelly shared that they are gearing up to start in-home respite services for families in June, provided we have all the necessary PPE for staff. The Respite team has been conducting virtual visits with some of the individuals and their families, but it is not suitable for all families. Families and individuals need the personal interaction and we are hoping to be able to get back to that. Sally shared that she loved seeing the weekly challenges on Facebook. She feels that the interaction and engagement with each other and families is nice to see. Shelly stated that it is all about keeping people connecting.

E. ADMINISTRATIVE SUPPORTS DIRECTOR'S REPORT – JESSICA STROUP

Jessica's report was included in the packet. Jessica shared that communication has been a crucial element in the success of remote working and the entire agency has been doing a fantastic job. Sally commented on no current openings in the agency and how nice it was to see that. Jessica shared that we are in the final stages of the submission process for our Balridge application. Although it is a rough draft, we have 23 out of the 25 pages completed. She noted we are so close to submission and she thanked the Board for all their support in this process. Jessica also shared with the Board that Chrissy does a monthly newsletter called "In the Loop" which is just a brief overview of each department's monthly accomplishments. It was offered to email these to Board members if they would like it. Jessica reminded everyone that we are hosting a blood drive for the American Red Cross at the Community Connections Center on June 16, 2020 from 9:00 am – 3:00 pm. If anyone would like to donate blood please feel free to contact her or Chrissy to get an appointment set up. She shared that Caley and herself have both donated blood with everything going on and it was a safe environment and the American Red Cross is doing a wonderful job at keeping people safe and following all guidelines.

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

Caley's financial information was included in the packet. Caley first shared with the Board that the finance department is running business as usual. Everyone is working remotely with no issues. We received the first half of our tax levy settlement. We have received our respite grant reimbursement. Our quarterly MAC payment came in and our Medicaid settlement money.

With the Medicaid settlement money, the additional allocation for the DSP wage increase has been put into a separate account to help with when the DSP wage increase starts. In the Operating Fund Expenses you will see a line item for equipment. This was to replace/update two computers and for the Battelle Evaluation Kit for the Help Me Grow. This kit is for EI evaluations. There are only two kits to choose from, Cindy shared that they chose the Battelle kit. This kit contains a lot of items (books, scoring sheets, etc.) that are used for evaluating children. These kits provide the standard in Early Intervention. There is no new revenue to report in the Capital Improvement Fund. The Capital Improvement expenses was for the new concrete at the Community Connections Center at the back of the building to connect the back door for access. Theresa questioned the payment for the Community Connections Center. David shared they have made the second payment for the building, in hopes of the Perry County Commissioners to dead the property to the Board. Shirley asked what the Crooksville Utility bill was for. David shared that is the water bill for 345. We are right on the edge of the line. Caley shared with the Board that she has kept track of all the COVID-19 expenses and will submit the invoices to Rita for reimbursement. Help Me Grow is doing really well with billing. This billing has given them a boost that will hopefully help them sustain so they won't need any additional support for the year. Help Me Grow's home visitation supplementation is being reimbursed at 100% and is coming in on the revenue side. Ken questioned if the basketball shirts could be used for next year. Shelly shared that they have already been put away for next year as there is no dates on the shirts. Caley's prediction for the end of the year carry-over is around \$2.5 million dollars which will be the highest carry-over since 2003.

VII. REVIEW AND APPROVAL OF EXPENDITURES:

Res. 2020-05-03

Rachel Barnhart moved to approve expenditures, as presented. Theresa Moore seconded the motion.

Discussion: None

Motion passed by majority vote.

VIII. OLD BUSINESS:

Res. 2020-05-04

Ken Yuchasz moved to approve the agreement with 40 Degrees Media, Ltd. for the development of the Academy for Leadership Abilities® website, as presented. Sally Francis seconded the motion.

Discussion: David shared that we discussed the website in March. Total for development of the site is \$8,725 and \$197 per month for support and security. Sally questioned if this would give people access to interactive chat rooms. Shelly shared that everyone would have a log-in and could chat, ask questions, etc. This will make it possible to have ALA if school should not resume as normal in the fall. This will eventually allow for digital curriculum. JFS has contacted us about doing CCMEP virtually, with a website we could do that and still get paid.

Motion Passed by majority vote.

IX. NEW BUSINESS:

Res. 2020-05-05

Theresa Moore moved to approve the transfer of \$174,001 from Operating Fund to DD Reserve Fund for payment of future service expenses. Ken Yuchasz seconded the motion.

Discussion: None

Motion passed by majority vote.

Res. 2020-05-06

Theresa Moore moved to authorize the Superintendent to sign the Memorandum of Understanding between Hopewell Health Centers Early Childhood Programs and Perry County Early Intervention, as presented. Rachel Barnhart seconded the motion.

Discussion: Cindy shared they don't bill us for this service, but they do rely on us to help them get referrals.

Motion Passed by majority vote.

Res. 2020-05-07

Ken Yuchasz moved to approve a motion for the amended motion for the Superintendent to sign the agreement with Roger Goodin for building site supervisor services for 601 Senior Drive, not to exceed \$15,500. Theresa Moore seconded the motion.

Discussion: David shared that Roger has experience in this, he supervised the Children's Services project but there is a question of which the agreement should be with him or the Perry County Commissioners office.

Motion Passed by majority vote.

Res. 2020-05-08

Ken Yuchasz moved to approve the new PCBDD policy addendums: #503A Emergency Sick Leave and #508A Expanded Family Medical Leave, as presented. Kevin Howell seconded the motion.

Discussion: These new policy addendums were created as a result of COVID-19 and the leave impact to PCBDD staff. David shared these were put out by the OACBB as guidance. Ken questioned if we had to follow them and their lead, David shared no we don't, and we didn't. SSA's weren't included in the original ones, we included our SSA's, so we have gone above and beyond the guidelines set. Sally shared that we met and exceeded their expectations.

Motion Passed by majority vote.

Res. 2020-05-09

Theresa Moore moved to approve revisions to PCBDD policy #118 Succession Planning, as presented. Rachel Barnhart seconded the motion.

Discussion: None

Motion Passed by majority vote.

Res. 2020-05-10

Rachel Barnhart moved to approve the 2020 Succession Plan, as presented. Shirley Thompson seconded the motion.

Discussion: None

Motion Passed by majority vote.

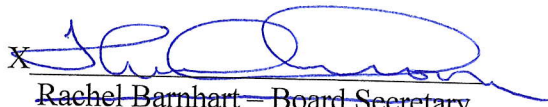
X. PUBLIC COMMENTS: None

XI. ADJOURNMENT:

Motion By: Shirley Thompson

Time Adjourned: 6:19 pm

X 
Sally Francis - Board President

X 
Rachel Barnhart - Board Secretary
Theresa Moore - Vice President

Submitted by:
Chrissy Berkheimer
PCBDD Executive Assistant