

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

**November 16, 2020**

**Dodson's Gathering Place, 323 West Broadway Street, New Lexington, Ohio 43764**

**I. President Sally Francis called the meeting to order at 5:42 pm.**

<b>II. ROLL CALL:</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>EXCUSED</b>	<b>UNEXCUSED</b>
Kevin Howell	X			
Rachel Barnhart	X			
Theresa Moore	X			
Sally Francis	X			
Tara Layne	X			
Shirley Thompson	X			
Ken Yuchasz	X			

**Others in attendance: David Couch, Chrissy Berkheimer, Jessica Stroup, Caley Boyden, Ron Spung, Cindy Aiello, Shelly Lackey and Malia Dunn (virtual). Malia Dunn exited meeting at 5:56pm.**

**III. APPROVAL OF AGENDA:**

**Res. 2020-11-01**

**Theresa Moore moved to approve the November regular Board meeting agenda and any additions as submitted. Tara Layne seconded the motion.**

**Discussion:** President, Sally Francis shared that there would be a recognition of Board members added to the meeting and an additional motion that was handed out to all Board members prior to the beginning of the meeting.

*Motion Passed* by majority vote.

**RECOGNITION:** The Board and David Couch recognized Shirley Thompson for her service to the Board and presented her with a certificate of appreciation. The Board and David Couch recognized Ken Yuchasz for his service with the Board and presented him with a certificate of appreciation and a painting done from Roy C. David shared that the Commissioners and Judge Cooperrider have approved for Rachel, Tara and Kevin to begin another term.

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

**Res. 2020-11-02**

**Ken Yuchasz moved to approve the minutes of the October 19, 2020 PCBDD regular Board meeting. Sally Francis seconded the motion.**

**Discussion:** Theresa noted that there were two mistakes in the Superintendent's report. Chrissy Berkheimer, Executive Assistant noted the mistakes and will correct.

*Motion Passed* by majority vote. (Rachel Barnhart abstained)

**V. BOARD REPORTS:**

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

David's report was included in the packet. David shared that all Board members have completed their minimum training hours. We are in the process of identifying replacement Board members for Shirley and Ken. We will have to seek a replacement for Theresa later in 2021. David thanked the Board members for all their service and continued support. Jenny's reports were included in the David's report. If anyone has any questions feel free to get with him after the meeting or via email. If he does not have the answer he will get one from Jenny. David encouraged Board members to drive by the new building and stop and look inside if they want to. Outside and inside are coming along nicely. The hope is still to be in around Christmas. Landscaping for the building is not included in the contract so in the future we will need to look into that. Ken asked if we were going to plant any trees and David shared we are, but we will have to decide where. When the time comes to move we will be using a local moving company to do all our heavy lifting. It is a possibility that we will be able to move the record archives and the maintenance into the basement before the main floor is completed. In the next couple of years we would like to look into upgrading the Community Connections Center. We would like to make it look more like our new building and improve the functionality. The Commissioners and PerCo negotiated an agreement for their facility beginning in 2021. We will no longer be the "middleman". This is part of the transition of them becoming independent of the DD Board.

Tara Layne shared a few words for the Board members after David concluded his report. Tara shared that with the passing of her son AJ she felt that best way to honor his memory was to remain a part of the Board and continue helping others. She shared that is honored to be a part of something so amazing. She feels that PCBDD is innovative and will allow her to continue to help others. She shared that she truly did not know what she would have did without the Board's help in her son's journey. They have another addition to their family with Malia D. and all she did with the respite program. Tara shared that at the beginning of her son and family's journey that she felt she could do it all by herself. She felt she did not need any help from the Board. As things progressed quickly with AJ she realized she could not do it on her own and needed help. She shared from the first person she encountered from the Board (Tara B.) to everyone in between they were amazing. She thanked everyone for their support and shared with David and the Board members that everyone should be very proud of all the PCBDD staff.

**B. CHILDREN'S PROGRAM DIRECTOR'S REPORT - CINDY AIELLO**

Cindy's report was included in the packet. No discussion.

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

Ron's report was included in the packet. No discussion.

**D. ADMINISTRATIVE SUPPORTS DIRECTOR'S REPORT - JESSICA STROUP**

Jessica's report was included in the packet. No discussion.

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

Shelly's report was included in the packet. No discussion.

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

Caley's report was included in the packet. Caley shared that TCM is lagging due to changes in the billing process. She expects to receive final payments for MAC, Title XX, and summer camp in November. Three pay periods in October so salaries and Medicare are higher than usual. The Auditor's office paid PERS for two months in October so there should be no payment in November. No activity in the Capital Improvement Revenue or Expense funds. Help Me Grow received their quarterly reimbursement for DODD for Early Intervention services. They also received their final payment from TANF/PCDJFS for Early Intervention and Home Visiting services. Three pay periods in October made salaries and Medicare higher for them too. Auditor's office paid two months of PERS so there should be no payment in November. No activity in the Reserve Revenue or Expense fund.

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

**Res. 2020-11-03**

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

**Discussion:** None

*Motion Passed* by majority vote.

**VI. OLD BUSINESS:** None

**VII. NEW BUSINESS:**

**Res. 2020-11-04**

**Rachel Barnhart moved to approve the 2021 PCBDD Organizational meeting for 5:00 PM on Monday, January 11, 2021, with the Regular Board meeting immediately following. Shirley Thompson seconded the motion.**

**Discussion:** David shared the third Monday is a holiday.

*Motion Passed* by majority vote.

**Res. 2020-11-05**

**Ken Yuchasz moved to approve the Superintendent to sign the Software Maintenance agreement by and between Primary Solutions, Inc., and the Perry County Board of Developmental Disabilities, when received, provided there are no significant changes.**

**Discussion:** David shared we have not received this contract to date, but it is a renewal of the current contract with Primary Solutions to provide maintenance services for the DD Infallible software. This is an ongoing service. The 2020 contract increased by \$105.00 from the 2019 contract. We do not know what the increase will be for the 2021 contract.

*Motion Passed* by majority vote.

**Res. 2020-11-06**

**Theresa Moore moved to approve the 2021 Calendar of the Board, as presented. Rachel Barnhart seconded the motion.**

**Discussion:** None

*Motion Passed* by majority vote.

**Res. 2020-11-07**

**Rachel Barnhart moved to approve the following agreements with PerCo, Inc. for services in 2021, as presented. Kevin Howell seconded the motion.**

**Discussion:** These are renewals of agreements in 2020. The agreement for basketball is not included at this time, due to the COVID issue. If things settle down we will pursue this service at that time. Theresa noted a mistake in a couple of the contracts. In the “Services Agreement”, the word inspections should be corrected with no space and on the last page of the contract the word should be “rights” not lights. David shared the “Family Selected Supports Agreement” is unique to PerCo. David also shared that with the “Recreation Services Agreement” the hope is to get other providers involved. We would like to expand this out so other providers can feel that we can help them with recreation services.

*Motion Passed* by majority vote.

**Res. 2020-11-08**

**Theresa Moore moved to approve the 2021 budgets, as presented in October. Sally Francis seconded the motion.**

**Discussion:** Shirley asked what self-determination was. Caley shared that it is used for people instead of waiver funding. We currently have three people who utilize this.

*Motion Passed* by majority vote.

**Res. 2020-11-09**

**Tara Layne moved to approve the revisions to the Table of Organization, effective November 16, 2020, as presented. Rachel Barnhart seconded the motion.**

**Discussion:** Third and final phase of the Administrative Supports Department transition, as previously discussed. The change officially moves the SSA Support from the SSA Department to the Administrative Supports Department.

*Motion Passed* by majority vote.

**Res. 2020-11-10**

**Theresa Moore moved to approve the marketing proposal from Bluebirds Marketing Co., for refreshing the brand of the PCBDD to better position critical services, develop templates and resources that staff can utilize and provide messaging that clearly market those services, as presented. Tara Layne seconded the motion.**

**Discussion:** David shared that there were two proposals included. Ken was impressed by the breakdown of services offered by Bluebird. Theresa felt that the Bluebird proposal felt more personal, unlike Impact which seemed as if they just used another DD Board's plan and replaced with PCBDD. Sally liked Impact's professional look and the fact that they have worked with several other DD Boards. Rachel questioned since the travel was not included in the Bluebird proposal if that would be an additional cost. Jessica shared that she would find out but that they are out of Columbus so it would not amount to much money. David shared that if we want to keep pace with getting settled into the new facility we need to move forward with this effort very soon (we do not have a December meeting scheduled). We are looking deciding about signage, etc. and we can put these things on hold if needed. Each Board member shared they liked Bluebird better than Impact.

*Motion Passed to use Bluebird Marketing, Co.* by majority vote.

**ADDITIONAL MOTION:**

**Res. 2020-11-12**

**Ken Yuchasz moved to approve the official naming of the 601 Senior Drive building in honor of Sarah A. Winters. Rachel Barnhart seconded the motion.**

**Discussion:** The Board looked at two potential motions, deciding on this one. They recognize the contributions of David Couch and upon his retirement would like to look into renaming the building at 601 Senior Drive or another appropriate facility in his honor. David shared that he is humbled by the Board's gesture but feels that until he retires the building name so go forward with being in Sarah A. Winter's honor. The Board agreed to option/motion #1 (above).

*Motion Passed* by majority vote.

**Res. 2020-11-11**

**Thresa Moore moved to adjourn to executive session at 6:27 pm to consider the evaluation of the Superintendent. Kevin Howell seconded the motion.**

**Discussion:** None

*Motion Passed* by majority vote.

**Meeting called back to order by Ken Yuchasz at 6:41 pm.**

**ADDITIONAL MOTION:**

**Res. 2020-11-13**

**Theresa Moore moved to honor the agreement in accordance with the Superintendent's contract to provide the Superintendent the maximum amount bonus of \$3,000.00. Kevin Howell seconded the motion.**

**Discussion:** The Board members all thanked David for all he does. Sally shared that his evaluations from his Senior Leadership team and the other Board members reflect the appreciation and value of his leadership.

*Motion Passed* by majority vote.

**VIII. PUBLIC COMMENTS:** None

**IX. ADJOURNMENT:**

**Motion by: Ken Yuchasz Seconded by: Tara Layne**

**Time Adjourned: 6:47 pm**

Two handwritten signatures are present. The top signature is in cursive and appears to read 'Ken Yuchasz'. The bottom signature is also in cursive and appears to read 'Tara Layne'. Both signatures are written over horizontal lines.

Submitted by:  
Chrissy Berkheimer  
Executive Assistant - PCBDD