

WCBDD Organizational Meeting  
MINUTES

January 9, 2018

**I. CALL TO ORDER**

The annual organizational meeting of the Washington County Board of Developmental Disabilities was called to order by Carolyn Ditchendorf, January 9, 2018 at 5:13 p.m. The meeting was held at Ewing School, 1701 Colegate Drive, Marietta, Ohio and was open to the public.

**II. ROLL CALL**

Roll was taken by Debbie Buchman. Ms. Camp, present; Mrs. Ditchendorf, present; Mrs. Emrick, present; Mrs. Haines, absent, excused; Mrs. Huck, yes; Dr. Kolankiewicz, absent, excused; Mr. Lauer, present.

Also present were Susan Tilton, Brenda Riffe, Robin O'Neal, Curt Alden and Jesse Wharff.

**III. PLEDGE OF ALLEGIANCE** - Mrs. Ditchendorf led those present in the Pledge of Allegiance.

**IV. MOTIONS**

**18-001 ELECTION OF OFFICERS FOR 2018**

Motion: **That the Washington County Board of Developmental Disabilities moves to nominate and elect the following officers of the Board for the year of 2018:**

- **Carolyn Ditchendorf as Board President**
- **Dr. Sandra Kolankiewicz as Board Vice-President**
- **Ann Emrick as Board Secretary**

Mrs. Huck moved to approve the motion, seconded by Mr. Lauer.

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Huck, yes; Mr. Lauer, yes.

**18-002 RULES OF CONDUCT**

Motion: **That the Washington County Board of Developmental Disabilities moves to follow the Roberts Rules of Order and the Ohio Sunshine Law for the conduct of its meetings:**

Mrs. Emrick moved to approve the motion, seconded by Ms. Camp.

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Huck, yes; Mr. Lauer, yes.

**18-003 DESIGNATION OF BOARD MEETING - DAY, TIME AND LOCATION**

Motion: **That the Washington County Board of Developmental Disabilities moves to hold the regular monthly meetings of the Board, ten (10), as per ORC 5126.029 (A) (1). The meetings shall begin at 5:15 p.m. and will be held on the first Tuesday of each month at Ewing School.**

Mrs. Emrick moved to approve the motion, seconded by Ms. Camp.

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Huck, yes; Mr. Lauer, yes.

**18-004 ADJOURNMENT OF ORGANIZATION MEETING**

At 5:17 p.m. **the Washington County Board of Developmental Disabilities moved to adjourn the annual organizational meeting.**

Ms. Camp moved to approve the motion, seconded by Mr. Lauer.

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Huck, yes; Mr. Lauer, yes.

# WCBDD Regular Board Meeting

## MINUTES

Page | 2

January 9, 2018

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### **I. CALL TO ORDER**

The regular board meeting of the Washington County Board of Developmental Disabilities was called to order by Board President Carolyn Ditchendorf, January 9, 2018 at 5:17p.m. The meeting was held at Ewing School, 1701 Colegate Drive, Marietta, Ohio and was open to the public.

### **II. ROLL CALL**

Roll was taken by Debbie Buchman. Ms. Camp, present; Mrs. Ditchendorf, present; Mrs. Emrick, present; Mrs. Haines, absent, excused; Mrs. Huck, yes; Dr. Kolankiewicz, absent, excused; Mr. Lauer, present.

Also present were Susan Tilton, Brenda Riffe, Robin O'Neal, Curt Alden and Jesse Wharf.

**III. COMMENTS FROM THE PUBLIC** – There were no comments from the public. Jesse Wharff, a representative from WMOA, was present in the audience.

### **IV. ADOPTION OF ADDITIONS TO THE BOARD AGENDA (Exhibit 1)**

A motion to approve the following additions to the agenda was heard. (Motion VII 18-005)

### **V. APPROVAL OF MINUTES**

A motion to approve the minutes of the December 5, 2017 regular board meeting was presented. (Motion VII 18-006).

### **VI. REPORTS AND DISCUSSIONS**

#### **1. Adjournment**

- a. At 5:20 p.m. a motion to adjourn to executive session to discuss employee compensation was presented. (Motion VII 18-007)
- b. At 6:28 the board returned to the regular meeting. (Motion VII 18-008)

#### **2. BRENDA RIFFE, CHIEF OPERATIONS OFFICER**

Mrs. Riffe reviewed and discussed the fund balance report.

Motions to approve the vouchers (Motion VII 18-009) and the out of county attendance (Motion VII 18-010) were presented.

Motions to approve the OACBDD membership dues (Motion VII 18-011) and the Medicaid expenditures obligation (Motion VII 18-012) were presented. Ms. Tilton discussed the benefits of the OACBDD membership.

#### **3. SUSAN E. TILTON, SUPERINTENDENT**

Motions for approval of the Superintendent's authorization to sign contracts (Motion VII 18-013) and the authorization of participation (Motion VII 18-014) were presented.

Ms. Tilton circulated pictures of the completed flooring in a classroom. Board members commented on how nice the floors look. (Exhibit 2)

Ms. Tilton stated Mrs. Bateman reported at the December 5, 2017 board meeting that it was being considered to have a qualified SSA perform the duties of a Reporting Systems Coordinator (RSC). The RSC services are currently purchased from MEORC. Ms. Tilton stated the contract with MEORC is a two year contract and when the contract is fulfilled, the SSA may then perform the duties.

# WCBDD Regular Board Meeting

## MINUTES

Page | 3

January 9, 2018

Ms. Tilton reported the Preschool Instructor position has been filled by Lauren Sands. She stated the Project WAVE Instructor has resigned to pursue her passion as a kindergarten teacher elsewhere. Ms. Tilton stated the Instructor position will be filled with a long term substitute. She stated the entire program will be reevaluated before hiring a permanent replacement.

Motions were presented as a result of meeting in executive session to discuss employee compensation. A motion to approve salary ranges was presented. (Exhibit 3) (Motion VII 18-015), a motion to approve a one-time lump sum to those whose salary is above the listed maximum average (Motion VII 18-016), a motion to approve adjusting salaries of those which are currently below the entry level wages (Motion VII 18-017) and an increase to all employees salaries other than bargaining unit members, instructors and those listed in Motion 18-016 (Motion VII 18-018).

Ms. Tilton reviewed the draft of the 2018-2020 Strategic Plan with board members. She stated the plan will be completed and available for input from the public at the February public hearing. (Exhibit 4)

Ms. Tilton discussed preventative maintenance of the building and stated our archive files are currently being housed at the Children's Services building. She stated she has been informed the files will have to be moved in the future and stated if space becomes available at WASCO the files may be moved there.

Ms. Tilton stated Special Olympics Coordinator Rachele Flesher will be taking six people with disabilities to a self-advocacy retreat at Burr Oak State Park later in January. She stated the board will sponsor the individuals.

#### 4. BOARD PRESIDENT

Board President Carolyn Ditchendorf asked board members for board committees. After discussion, Board President Carolyn Ditchendorf assigned the following committees:

Finance Committee – Carolyn Ditchendorf, Dr. Sandra Kolankiewicz, Bruce Lauer  
Ethics Committee – Carolyn Ditchendorf, Ann Emrick, Bruce Lauer  
Residential Committee – Bruce Lauer, Yvonne Huck, Brandy Camp  
Executive Committee – Carolyn Ditchendorf, Dr. Sandra Kolankiewicz, Ann Emrick  
Operations Committee – Yvonne Huck, Brandy Camp, Terri Haines

Board President Mrs. Ditchendorf stated the program will be closed January 15 in observance of Martin Luther King Day and a public hearing will be held February 6, 5:15 p.m. for public input on the Strategic Plan with the regular meeting of the board immediately following.

At 7:09 p.m. the board moved to adjourn the regular meeting. (Motion VII 18-019)

### VII. MOTIONS

#### 18-005 ADOPTION OF BOARD AGENDA ADDITIONS

Motion: **That the Washington County Board of Developmental Disabilities moves to approve the additions to the agenda:**

Mrs. Huck moved to approve the motion, seconded by Mrs. Ditchendorf.

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Huck, yes; Mr. Lauer, yes.

WCBDD Regular Board Meeting  
MINUTES

January 9, 2018

**18-006 APPROVAL OF MINUTES**

**Motion: That the Washington County Board of Developmental Disabilities moves to approve the minutes of the December 5, 2017 regular board meeting:**

Mr. Lauer moved to approve the motion, seconded by Mrs. Emrick.

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Huck, abstained; Mr. Lauer, yes.

**18-007 ADJOURNMENT OF REGULAR MEETING**

**Motion: That the Washington County Board of Developmental Disabilities moves to adjourn its regular board meeting and enter into executive session to discuss employee compensation.**

Mrs. Emrick moved to approve the motion, seconded by Mrs. Ditchendorf.

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Huck, yes; Mr. Lauer, yes.

**18-008 ADJOURNMENT OF EXECUTIVE SESSION**

**Motion: That the Washington County Board of Developmental Disabilities moves to return from executive session and enter into the regular meeting.**

Mrs. Emrick moved to approve the motion, seconded by Mrs. Ditchendorf.

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Huck, yes; Mr. Lauer, yes.

**18-009 APPROVAL OF VOUCHER LISTS:**

**Motion: That the Washington County Board of Developmental Disabilities moves to approve the voucher lists for December 11, 2017, January 5, 2018, and January 8, 2018:**

Mrs. Emrick moved to approve the motion, seconded by Mrs. Camp.

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Huck, yes; Mr. Lauer, yes.

**18-010 APPROVAL OF OUT-OF-COUNTY ATTENDANCE**

**Motion: That the Washington County Board of Developmental Disabilities moves to approve the out-of-county meeting attendance, travel and payment of related costs for the following Board employees as indicated:**

**Medical and Psychological Aspects of Disabilities, Co, OH**

Registration \$0.00 – Lodging \$240.00 – Car Rental or Mileage \$200.00 – Meals \$120.00, total cost for the following:

Craig Pyles	10/10/17
Sue Schmitter-Motta	10/10/17

Mrs. Ditchendorf moved to approve the motion, seconded by Mrs. Emrick.

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Huck, yes; Mr. Lauer, yes.

**18-011 APPROVAL OF OACBDD MEMBERSHIP DUES**

**Motion: That the Washington County Board of Developmental Disabilities authorize payment of \$14,420.00 for membership to the OACBDD (Ohio Association of County Boards of Developmental Disabilities):**

Mr. Lauer moved to approve the motion, seconded by Mrs. Ditchendorf.

WCBDD Regular Board Meeting  
MINUTES

January 9, 2018

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Huck, yes; Mr. Lauer, yes.

**18-012 APPROVAL OF MEDICAID EXPENDITURES OBLIGATION**

**Motion: The WCBDD will ensure that state or local funds are available from the WCBDD to pay the estimated \$1,600,000 required for the nonfederal share of Medicaid expenditures in the 2018 calendar year.**

Mrs. Emrick moved to approve the motion, seconded by Ms. Camp.

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Huck, yes; Mr. Lauer, yes.

**18-013 APPROVAL OF SUPERINTENDENT'S AUTHORIZATION TO SIGN CONTRACTS**

**Motion: That the Washington County Board of Developmental Disabilities re-affirm that Superintendent Susan E. Tilton is authorized to enter into and sign contracts on behalf of the Washington County Board of Developmental Disabilities.**

Mr. Lauer moved to approve the motion, seconded by Mrs. Huck.

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Huck, yes; Mr. Lauer, yes.

**18-014 APPROVAL OF AUTHORIZATION OF PARTICIPATION**

**Motion: That the Washington County Board of Developmental Disabilities authorizes participation in any and all State and Federal programs as they become available during the year 2018:**

Mrs. Emrick moved to approve the motion, seconded by Mrs. Ditchendorf.

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Huck, yes; Mr. Lauer, yes.

**18-015 APPROVAL OF SALARY SCHEDULE**

**Motion: That the Washington County Board of Developmental Disabilities moves to approve the January 2018 Initial Review of Average Salaries as presented:**

Mrs. Ditchendorf moved to approve the motion, seconded by Mrs. Emrick.

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Huck, yes; Mr. Lauer, yes.

**18-016 APPROVAL OF ONE-TIME INCREASE OF SALARY**

**Motion: That the Washington County Board of Developmental Disabilities moves to approve the payment a one-time lump sum of 1.5% to employees whose salary is above the listed maximum average on the approved 2018 Initial Review of Average Salaries, effective January 1, 2018:**

Ms. Camp moved to approve the motion, seconded by Mrs. Ditchendorf.

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Huck, yes; Mr. Lauer, yes.

**18-017 APPROVAL OF ADJUSTMENT OF SALARIES**

**Motion: That the Washington County Board of Developmental Disabilities moves to approve adjusting salaries of employees which are currently below the entry level wages on the approved 2018 Initial Review of Average Salaries, effective January 1, 2018:**

Mrs. Ditchendorf moved to approve the motion, seconded by Mrs. Emrick.

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Huck, yes; Mr. Lauer, yes.

WCBDD Regular Board Meeting  
MINUTES

Page | 6

January 9, 2018

**18-018 APPROVAL OF EMPLOYEE PAY INCREASE**

Motion: **That the Washington County Board of Developmental Disabilities moves to approve a 3% pay increase for salaried staff effective January 1, 2018, excluding instructors, bargaining unit employees and employees whose salary is above the listed maximum average on the approved 2018 Initial Review of Average Salaries:**

Mrs. Huck moved to approve the motion, seconded by Ms. Camp.

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Huck, yes; Mr. Lauer, yes.

**18-019 ADJOURNMENT**

Motion: **That the Washington County Board of Developmental Disabilities moves to adjourn the regular meeting of the board:**

Mrs. Emrick moved to approve the motion, seconded by Ms. Camp.

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Huck, yes; Mr. Lauer, yes.

**VIII. SIGNATURES:**

  
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Carolyn Ditchendorf, Board President

  
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Susan Tilton, Superintendent

  
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Ann Emrick, Board Secretary