

WCBDD Regular Board Meeting

MINUTES

September 5, 2017

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 September, 2017 at 5:24 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, absent, arrived at 5:48 p.m.; Mrs. Ditchendorf, present; Mrs. Emrick, present; Mrs. Haines, present; Mrs. Huck, present; Dr. Kolankiewicz, absent, excused; Mr. Lauer, absent, excused.

Also present were Susan Tilton, Brenda Riffe, Robin O'Neal, Melissa Nething, Keith Snodderly, Hanna Sinnett and Tyler Sinnett.

III. PLEDGE OF ALLEGIANCE – Board President Carolyn Ditchendorf led those present in the Pledge of Allegiance.

IV. COMMENTS FROM THE PUBLIC –Mrs. Ditchendorf welcomed Keith Snodderly, Hanna Sinnett and Tyler Sinnett. The visitors stated they wanted to observe the board meeting.

V. ADOPTION OF ADDITIONS TO THE BOARD AGENDA (Exhibit 1)

A motion to approve the following additions to the agenda was heard. (Motion VIII 17-071)

VI. APPROVAL OF MINUTES

A motion to approve the minutes of the August 1, 2017 regular board meeting was presented. (Motion VIII 17-072).

VII. REPORTS AND DISCUSSIONS

1. BRENDA RIFFE, DIRECTOR OF BUSINESS

Mrs. Riffe distributed and discussed the fund report. (Exhibit 2) Mrs. Riffe stated she, Mrs. Ditchendorf and Mr. Lauer met with the County Commissioners to review the board's expenses and the board's obligation for the Medicaid match. She stated they plan to meet quarterly to review and help the Commissioners understand the program finances.

Ms. Riffe stated there will be no fund balance report in October. Reports will be distributed in the monthly board packets starting in November.

Motions to approve the Out of County Attendance (Motion VIII 17-073) and the vouchers (Motion VIII 17-074) were presented.

A motion to approve new board policy 16.10 (Federal Funding) was presented for board approval. (Motion VIII 17-075)

2. JANE BATEMAN, DIRECTOR OF SSA/MEDICAID SVCS – The SSA Report was enclosed in the packet.

3. MELISSA NETHING, PRINCIPAL – The Education Report was enclosed in the packet. Mrs. Nething reported students have returned for the new school year. She reported a few openings are still available for typical preschool partners.

Motions to approve the Ewing Special Education Handbook (Motion 17-076) and the Ewing School Administrative Practices and Procedures Manual (17-077) were presented. Mrs. Nething

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reviewed and discussed the handbook and manual. Ms. Tilton recognized Mrs. Nething for her work creating the manuals.

4. CURT ALDEN, DIRECTOR OF IT/OPERATIONS – Mr. Alden’s report was distributed (Exhibit 3) Ms. Tilton reported the dishwasher has been installed and is working.

5. SUSAN E. TILTON, SUPERINTENDENT

A motion for approval of the Superintendent motion for bargaining unit pay increase was presented. (Motion VIII 17-078) Ms. Tilton stated the Bargaining Unit requested a wage re-opener. The Bargaining Unit originally requested a 50¢ per hour increase. Ms. Tilton met with the representative and after negotiation agreed to ask the board for a 25¢ increase. Ms. Tilton stated she informed the Bargaining Unit representative she would present the request to the Finance Committee but could not guarantee the committee would recommend it to the board. The Finance Committee met and did not make a recommendation to the board. The committee felt that the Bargaining Unit should not receive any wage increase at this time. A salary study is being conducted and the board has decided to wait until after the first of 2018 to review the study and make a decision regarding rate increases for both salary and bargaining unit employees.

A motion to appoint the Superintendent as the authorized representative for Washington County on the Southern Ohio Council of Government (SOCOG) was presented. (Motion VIII 17-079)

A motion to approve job coach substitute rate was presented. (Motion VIII 17-080) Ms. Tilton discussed the substitute position and stated she felt the rate will attract quality substitutes for job coaching.

A motion to amend the 2017-2018 Ewing School calendar, program closed December 22, 2017 and open on January 2, 2018, was presented for board approval. (Motion VIII 17-081)

Ms. Tilton discussed the recent Special Olympics trip to Tennessee. She stated the trip was wonderful. Everyone looked out for each other. Ms. Tilton stated the activities were amazing and everyone had a great time.

6. BOARD PRESIDENT, CAROLYN DITCHENDORF

The next regular meeting of the board is scheduled for October 3, 2017, 5:15 p.m. at Ewing School.

At 6:09 p.m. the board moved to adjourn the regular meeting. (Motion VIII 17-082)

VIII. MOTIONS

17-071 ADOPTION OF BOARD AGENDA ADDITIONS

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

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

Roll call: Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Haines, yes; Mrs. Huck, yes.

17-072 APPROVAL OF MINUTES

Motion: **That the Washington County Board of Developmental Disabilities moves to approve the minutes of the August 1, 2017 regular board meeting:**

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Mrs. Huck moved to approve the motion, seconded by Mrs. Ditchendorf.
Roll call: Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Haines, yes; Mrs. Huck, yes.

17-073 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:**

OT/PT School-Based Practices , Columbus, OH

Registration \$285.00 – Lodging \$159.00 – Car Rental or Mileage \$78.00 – Meals \$30.00, total cost for the following:

Adrienne Nagy 08/07/17, 08/08/17

ESC of Cuyahoga County , Independence, OH

Registration \$85.00 – Lodging \$0.00 – Car Rental or Mileage \$78.00 – Meals \$0.00, total cost for the following:

Caleb Darling 08/08/17

SST Region , Athens, OH

Registration \$85.00 – Lodging \$0.00 – Car Rental or Mileage \$78.00 – Meals \$0.00, total cost for the following:

Sarah Carpenter 08/21/17

Primary Solutions Training , Dublin, OH

Registration \$450.00 – Lodging \$630.00 – Car Rental or Mileage \$150.00 – Meals \$80.00, total cost for the following:

Erin Lockhart 08/23/17-08/25/17

Robin O'Neal 08/23/17-08/25/17

SSA Forum , Columbus, OH

Registration \$0.00 – Lodging \$0.00 – Car Rental or Mileage \$22.00 – Meals \$0.00, total cost for the following:

Jane Bateman 08/29/17

Benefits & Employment in 2017 , Reynoldsburg, OH

Registration \$99.00 – Lodging \$0.00 – Car Rental or Mileage \$78.00 – Meals \$0.00, total cost for the following:

Malisa Barnes 10/18/17

SST8 Kindergarten Readiness Assessment , Cuyahoga Falls, OH

Registration \$0.00 – Lodging \$0.00 – Car Rental or Mileage \$10.00 – Meals \$0.00, total cost for the following:

Leslie Lazio 08/22/17

Conducting an Effective Interview Training , Lewis Center, OH

Registration \$0.00 – Lodging \$234.00 – Car Rental or Mileage \$151.00 – Meals \$40.00, total cost for the following:

Erin Lockhart 09/10/17 – 09/12/17

Superintendent Leadership Development , Columbus, OH

Registration \$75.00 – Lodging \$0.00 – Car Rental or Mileage \$140.00 – Meals \$0.00, total cost for the following:

Brenda Riffe 09/22/17

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

Roll call: Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Haines, yes; Mrs. Huck, yes.

17-074 APPROVAL OF VOUCHER LISTS:

Motion: **That the Washington County Board of Developmental Disabilities moves to approve the voucher lists for August 7, 2017, August 25, 2017, August 31, 2017, September 1, 2017 and August 29, 2017:**

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

Roll call: Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Haines, yes; Mrs. Huck, yes.

17-075 APPROVAL OF NEW BOARD POLICY 16.10 (Federal Funding)

Motion: **That the Washington County Board of Developmental Disabilities moves to approve new board policy 16.10 (Federal Funding) as presented:**

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

Roll call: Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Haines, yes; Mrs. Huck, yes.

17-076 APPROVAL OF EWING SPECIAL EDUCATION HANDBOOK

Motion: **That the Washington County Board of Developmental Disabilities moves to approve the 2017-2018 Ewing Special Education Handbook as presented:**

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

Roll call: Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Haines, yes; Mrs. Huck, yes.

17-077 APPROVAL OF THE EWING SCHOOL ADMINISTRATIVE PRACTICES & PROCEDURES MANUAL

Motion: **That the Washington County Board of Developmental Disabilities moves to approve the Ewing School Administrative Practices & Procedures Manual as presented:**

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

Roll call: Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Haines, yes; Mrs. Huck, yes.

17-078 MOTION FOR BARGAINING UNIT PAY INCREASE

Motion: **That the Washington County Board of Developmental Disabilities moves, in agreement with the Finance Committee, to deny the Bargaining Unit's request for a .25¢ per hour pay rate increase at this time:**

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

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

17-079 APPROVAL OF APPOINTING SUPERINTENDENT AS AUTHORIZED REPRESENTATIVE

Motion: **That the Washington County Board of Developmental Disabilities moves to appoint the Superintendent as the authorized representative for Washington County on the Southern Ohio Council of Government (SOCOG):**

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

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

17-080 MOTION TO APPROVE JOB COACH SUBSTITUTE RATE

Motion: **The Washington County Board of Developmental Disabilities moves to approve the substitute rate for job coach of \$10.00 per hour:**

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

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

17-081 MOTION TO AMEND THE 2017-2018 EWING SCHOOL CALENDAR

Motion: **That the Washington County Board of Developmental Disabilities moves to amend the Ewing School calendar, program closed December 22, 2017 and open on January 2, 2018, as presented:**

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

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

17-082 MOTION TO ADJOURN

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

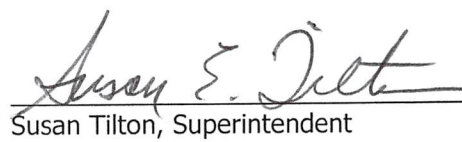
Mrs. Haines moved to approve the motion, seconded by Mrs. Huck.

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

IX. SIGNATURES:



Carolyn Ditchendorf, Board President



Susan Tilton, Superintendent



Ann Emrick, Board Secretary