

WCBDD Regular Board Meeting

MINUTES

December 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 on December 5, 2017 at 5:20 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 5:24 p.m.; Mrs. Ditchendorf, present; Mrs. Emrick, present; Mrs. Haines, present; Mrs. Huck, absent, excused; Dr. Kolankiewicz, present; Mr. Lauer, present.

Also present were Susan Tilton, Brenda Riffe, Melissa Nething, Curt Alden, Bryan Whittekind, Jane Bateman and Robin O'Neal.

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

IV. COMMENTS FROM THE PUBLIC – There were no comments from the public.

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

A motion to approve the additions to the agenda was heard. (Motion VIII 17-094)

VI. APPROVAL OF MINUTES

A motion to approve the minutes of the October 3, 2017 regular board meeting was presented. (Motion VIII 17-095).

VII. REPORTS AND DISCUSSIONS

1. BRENDA RIFFE, DIRECTOR OF BUSINESS

Mrs. Riffe reviewed and discussed the fund balance included in the board meeting packet. Mrs. Riffe stated the 2017 year will end with 150K more available funds than anticipated. She stated property tax increase and the roof repair expense not being as much as expected were the reasons for the unexpected increase in dollars.

Dr. Kolankiewicz asked Mrs. Riffe when her required classes, for her Superintendent certification, will be completed. Mrs. Riffe stated she finishes her final class this week. Ms. Tilton stated Mrs. Riffe was recognized at the OACB convention for completing the Superintendent Development Program.

Mrs. Riffe distributed and discussed the proposed 2018 budget. (Exhibit 2) A motion to approve the 2018 annual budget was presented. (Motion VIII 17-096)

Motions to approve the vouchers (Motion VIII 17-097) and the Out of County Attendance (Motion VIII 17-098) were presented.

A motion to approve the increase of employee contribution limit in Flexible Spending Accounts (FSA) was presented. (Motion VIII 17-099)

A motion to approve the substitute instructor aide rate was presented. (Motion VIII 17-100)

2. JANE BATEMAN, DIRECTOR OF SSA/MEDICAID SVCS – The SSA Report was enclosed in the board packet. Mrs. Bateman discussed the need for providers. She stated the wage and required duties for providers make it hard to find good staff.

A motion to approve new board policy 16.11 (Overtime for Independent Providers) was presented. (Motion VIII 17-101)

Mrs. Bateman stated there are currently 4 individuals, 3 children, in developmental centers. One will be returning to their home in January.

Mrs. Bateman the SSA department is currently involved in 2 court cases regarding waivers.

Mrs. Bateman reported she is interviewing for an SSA position and stated 3 SSA staff are scheduled for surgeries soon. Mrs. Bateman reported we presently purchase the services of an Investigator and a Reporting Systems Coordinator (RSC) from MEORC. We are considering dropping the RSC contract and bringing those duties back in house. She stated we have a SSA who could perform those tasks.

3. MELISSA NETHING, PRINCIPAL – The Education Report was enclosed in the board packet. Mrs. Nething reported Magnum Magnetics and Santa will be coming on Wednesday to distribute presents to students. She reported school age students went to the mall today and preschool students will be going to the mall on Friday.

Mrs. Nething reported Frances Meckel and James Raney have donated 21 new children's coats, parkas and hats. She stated the donation was just received and she will be meeting with teachers to evaluate which students need coats. A thank you card for the donation was distributed for board member signatures.

Mrs. Nething reported she has received a Certificate of Recognition for meeting and exceeding the requirements of the Ohio Child Care Resource and Referral Association (OCCRRA). She stated the program went above and beyond with the food service providing home style healthy meals for students.

4. CURT ALDEN, DIRECTOR OF IT/OPERATIONS – The IT/Operations report was enclosed in the board packet. Mr. Alden reviewed and discussed his report.

Mr. Alden reported he met with instructors and instructor aides to start training them on bio hazard and to watch an active shooter video. Mr. Alden distributed an Active Shooter response guide. (Exhibit 3) He stated he will be meeting with administration for a tabletop school safety drill on December 13. Mr. Alden stated Bryan Whittekind, one Operations Department staff and two aides will be participating in a CPI training. The training will be a crisis response for behavioral support.

Mr. Alden stated the new ADA door system has been installed at Ewing School. He reported the air conditioner chiller failed late this fall. The competitive bidding process for replacing the chiller will begin after the first of the year. Mr. Alden expects the cost to replace the chillers to be \$65K. Mr. Alden discussed the heating system and reported the Operations Department is replacing the actuators in each room.

5. BRYAN WHITTEKIND, TRANSPORTATION SUPERVISOR – The Transportation report was enclosed in the board packet. Mr. Whittekind reviewed and discussed the report.

Mr. Whittekind stated he is working on proper etiquette for the bus radio system. He stated he spoke with the Sheriff's Department 911 Coordinator and will have the new radio system programed with a channel linked to a public emergency access. The new radio system has not yet been ordered.

Mr. Whittekind stated a bus driver has returned to work after being off for a surgery.

6. SUSAN E. TILTON, SUPERINTENDENT

Ms. Tilton reported that she received a Leadership Award from the Counseling Wellness Center. The award is for helping children thrive.

A public relations letter that will be sent to the local newspaper was distributed with the addendum. Dr. Kolankiewicz made a few suggestions for the letter.

A motion to approve an addendum to the OAPSE/AFSCME agreement was presented. (Motion VIII 17-102)

7. BOARD PRESIDENT, CAROLYN DITCHENDORF

The annual organizational meeting is scheduled for January 9, 2018 at 5:15 p.m. with the regular meeting of the board immediately following.

At 6:23 p.m. the board moved to adjourn the regular meeting of the board and enter into executive session to discuss employee compensation (Motion VIII 17-103)

VIII. MOTIONS

17-094 ADOPTION OF BOARD AGENDA ADDITIONS

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

Dr. Kolankiewicz moved to approve the motion, seconded by Mrs. Emrick.

Roll call: Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Haines, yes; Dr. Kolankiewicz, yes, Mr. Lauer, yes.

17-095 APPROVAL OF MINUTES

Motion: **That the Washington County Board of Developmental Disabilities moves to approve the minutes of the October 3, 2017 regular board meeting:**

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

Roll call: Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Haines, yes; Dr. Kolankiewicz, yes, Mr. Lauer, yes.

17-096 APPROVAL OF 2018 ANNUAL BUDGET

Motion: **That the Washington County Board of Developmental Disabilities moves to approve the 2018 annual budget:**

Mrs. Haines moved to approve the motion, seconded by Dr. Kolankiewicz.

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Haines, yes; Dr. Kolankiewicz, yes, Mr. Lauer, yes.

17-097 APPROVAL OF VOUCHER LISTS:

Motion: **That the Washington County Board of Developmental Disabilities moves to approve the voucher lists for October 9, 2017, October 16, 2017, November 1, 2017 and November 2, 2017, November 2, 2017, November 13, 2017, November 17, 2017, December 1, 2017, and December 4, 2017:**

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

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Haines, yes; Dr. Kolankiewicz, yes, Mr. Lauer, yes.

17-098 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

Implementing PBIS Systems, Chauncey, OH

Registration \$0.00 – Lodging \$0.00 – Car Rental or Mileage \$58.00 – Meals \$0.00, total cost for the following:

Jody Lewis 10/20/17
Paula Church 10/20/17
Patty Robinson 10/20/17
Sarah Carpenter 10/20/17
Monica Morganstern 10/20/17

Transition: What Works? 2017, Chauncey, OH

Registration \$0.00 – Lodging \$0.00 – Car Rental or Mileage \$30.00 – Meals \$0.00, total cost for the following:

Haley Stewart 11/02/17

Dealing Effectively with Unacceptable Employee Behavior, Columbus, OH

Registration \$0.00 – Lodging \$149.00 – Car Rental or Mileage \$104.00 – Meals \$0.00, total cost for the following:

Melissa Nething 11/21/17

Preschool Supervisors Meeting, Chauncey, OH

Registration \$0.00 – Lodging \$0.00 – Car Rental or Mileage \$58.00 – Meals \$0.00, total cost for the following:

Melissa Nething 11/16/17

OACB Annual Convention , Columbus, OH

Registration \$185.00 – Lodging \$0.00 – Car Rental or Mileage \$129.00 – Meals \$0.00, total cost for the following:

Carol Greening 12/01/17

Technical Assistance for Preschool Special Education, Columbus, OH

Registration \$0.00 – Lodging \$0.00 – Car Rental or Mileage \$117.00 – Meals \$0.00, total cost for the following:

Melissa Nething 12/06/17

Grand Central Mall, Vienna, WV

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

Project WAVE Class 12/19/17

OALI Board Meeting, Columbus, OH

Registration \$0.00 – Lodging \$0.00 – Car Rental or Mileage \$146.00 – Meals \$0.00, total cost for the following:

Ginger O'Connor 12/06/17

Alternate Assessment, Athens, OH

Registration \$0.00 – Lodging \$0.00 – Car Rental or Mileage \$55.00 – Meals \$0.00, total cost for the following:

Tiffany Binegar 1/11/18

Terra Whittekind 1/11/18

CPI Training, Caldwell, OH

Registration \$0.00 – Lodging \$0.00 – Car Rental or Mileage \$49.00 – Meals \$0.00, total cost for the following:

Patty Sims 1/24/18

Monark School - Training, Shaker Heights, OH

Registration \$0.00 – Lodging \$0.00 – Car Rental or Mileage \$169.00 – Meals \$0.00, total cost for the following:

Brittany Piccone 12/08/17

Mrs. Ditchendorf moved to approve the motion, seconded by Dr. Kolankiewicz.

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Haines, yes; Dr. Kolankiewicz, yes, Mr. Lauer, yes.

17-099 APPROVAL OF INCREASE OF AMOUNT IN FSA

Motion: **That the Washington County Board of Developmental Disabilities moves to approve an increase of \$50.00 in the amount of money employees will be permitted to deposit into their Flexible Spending Accounts or FSA for the 2018 calendar year, which brings the cap to \$2650.00 and is in line with the revised IRS rules. The Board also approves continuing the current practice of cutting off deposits and eligible expenditures into the HSA on December 31, 2017. Employees may carry over a maximum of \$500.00 in their accounts, into 2018.**

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

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Haines, yes; Dr. Kolankiewicz, yes, Mr. Lauer, yes.

17-100 APPROVAL OF SUBSTITUTE INSTRUCTOR AIDE RATE

Motion: **That the Washington County Board of Developmental Disabilities moves to approve the Substitute Instructor Aide rate from \$8.25 to \$8.50, effective January 1, 2018:**

Mrs. Ditchendorf moved to approve the motion, seconded by Dr. Kolankiewicz.

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Haines, yes; Dr. Kolankiewicz, yes, Mr. Lauer, yes.

17-101 MOTION TO APPROVE NEW BOARD POLICY 16.11 (OVERTIME FOR INDEPENDENT PROVIDERS)

Motion: **That the Washington County Board of Developmental Disabilities moves to approve new board policy 16.11 (Overtime for Independent Providers) as presented:**

Dr. Kolankiewicz moved to approve the motion, seconded by Mrs. Ditchendorf.

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Haines, yes; Dr. Kolankiewicz, yes, Mr. Lauer, yes.

17-102 APPROVAL OF AGREEMENT WITH OAPSE/AFSCME

Motion: **That the Washington County Board of Developmental Disabilities moves to approve the reallocation of 7 restricted leave days to members of the bargaining unit, due to the fact that their pay cannot be prorated over breaks. Specific criteria for the use of these leave days and other conditions of this addition to the agreement will be described in an addendum to the negotiated agreement between the WCBDD and OAPSE/AFSCME dated July 1, 2016 through June 30/2019. Addendum will be subject to approval of the Washington County Commissioners.**

Dr. Kolankiewicz moved to approve the motion, seconded by Mrs. Ditchendorf.

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Haines, yes; Dr. Kolankiewicz, yes, Mr. Lauer, yes.

17-103 MOTION TO ENTER INTO EXECUTIVE SESSION


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

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

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

yes, Mr. Lauer, yes.

IX. SIGNATURES:



Carolyn Ditchendorf, Board President



Susan Tilton, Superintendent



Ann Emrick, Board Secretary