

# WCBDD Board Meeting

## MINUTES

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August 7, 2018

### **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, August 7, 2018 at 5:17 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, absent, excused; Mrs. Haines, present; Mrs. Huck, present; Dr. Kolankiewicz, absent, excused; Mr. Lauer, absent, excused.

Brenda Riffe was also present.

### **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 following additions to the agenda was heard. (Motion VIII 18-059)

### **VI. APPROVAL OF MINUTES**

A motion to approve the minutes of the June 5, 2018 regular board meeting was presented. (Motion VIII 18-060).

### **VII. REPORTS AND DISCUSSIONS**

1. BRENDA RIFFE, ASSISTANT SUPERINTENDENT – Mrs. Riffe discussed the Financial Report enclosed in the board packet.

Motions to approve the vouchers (Motion VIII 18-061) and the out of county attendance (Motion VIII 18-062) were presented.

A motion to delete Board Policy 16.09 (Vocational Rehabilitation VRP3) (Motion VIII 18-063) was presented.

Mrs. Riffe presented a motion to approve the increase of substitute hourly rates (Motion VIII 18-064).

2. JANE BATEMAN, DIRECTOR OF SSA/MEDICAID SERVICES – Mrs. Bateman's report was enclosed in the board packet.

Mrs. Riffe reported Regina Duff, SSA has resigned to take a position at Family and Children First. She discussed the difficulty of finding qualified SSA and stated the position will be posted.

3. MELISSA NETHING, PRINCIPAL – Mrs. Nothing's report was enclosed in the board packet.

Motions to approve new board policies 11.30 (Pledge of Allegiance – Veteran's Day Observance) and 17.26 (Safe Eating and Drinking Guidelines) were presented. (Motion VIII 18-065)

A motion to approve the revisions to board policy 13.38 (Ewing School Food Service) as presented. (Motion VIII 18-066)

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Mrs. Riffe stated a preschool teacher has been hired to fill the position vacancy. Mrs. Riffe informed the board that a schoolage teacher has resigned and that position has been posted.

3. CURT ALDEN, DIRECTOR OF IT/OPERATIONS – The IT/Operations Report was attached to the addendum.

Mrs. Riffe reported she and Mr. Alden met with David Haught to discuss overseeing facility improvement projects. One project Mrs. Riffe discussed is updating the bathrooms to make them ADA accessible. Mr. Haught would be responsible for creating a budget for planned the projects, any contractors and bids that will be required. She stated his fee is below the normal rate of others.

4. BOARD PRESIDENT -  
Thank You for Donations were distributed:
  - Inez Vekich – Cards & Pens
  - Mr. & Mrs. John Wharff, Marietta Community Foundation - \$50.00 – Ewing School Playground in the memory of Linda Flannery-Vandall.

A sympathy card was signed by board members for the family of past board member Vaughn Moore, which served on the board 1993-2000.

September 4 is the next scheduled regular meeting of the board. A 2-hour board member inservice will be held on October 2.

At 5:39 p.m. the board moved to adjourn the regular meeting and enter into executive session to discuss compensation of a public employee. (Motion VIII 18-067)

### **VIII. MOTIONS**

#### **18-059 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. Haines.

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

#### **18-060 APPROVAL OF MINUTES**

**Motion: That the Washington County Board of Developmental Disabilities moves to approve the minutes of the June 5, 2018 regular board meeting as presented:**

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

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

#### **18-061 APPROVAL OF VOUCHER LISTS:**

**Motion: That the Washington County Board of Developmental Disabilities moves to approve the voucher lists for June 18, 2018, July 1, 2018, July 2, 2018, July 9, 2018, July 16, 2018, July 23, 2018, August 1, 2018 and August 6, 2018:**

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

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

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**18-062 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:

**Early Childhood Summer Conference, Chauncey, OH**

Registration \$0.00 – Lodging \$0.00 – Car Rental or Mileage \$117.72 – Meals \$0.00, total cost for the following:

|                 |          |
|-----------------|----------|
| Melissa Nething | 08/02/18 |
| Paula Church    | 08/02/18 |
| Sarah Carpenter | 08/02/18 |
| Patty Robinson  | 08/02/18 |
| Jody Lewis      | 08/02/18 |

**OACB Superintendent's Conference, Berlin, OH**

Registration \$225.00 – Lodging \$375.00 – Car Rental or Mileage \$102.02 – Meals \$60.00, total cost for the following:

Brenda Riffe 08/08/2018 – 08/10/18

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

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

**18-063 MOTION TO APPROVE THE DELETION OF BOARD POLICY 16.09**

Motion: That the Washington County Board of Developmental Disabilities moves to approve the deletion of Board Policy 16.09 (Vocational Rehabilitation Program (VRP3)):

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

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

**18-064 MOTION TO APPROVE THE INCREASE OF SUBSTITUTE RATES**

Motion: That the Washington County Board of Developmental Disabilities moves to approve the following substitute rates, effective August 13, 2018:

- **Substitute Instructor Aides, Substitute Clerical and Substitute Bus Monitor to \$9.00 per hour**
- **Substitute Bus Driver to \$11.75 per hour**
- **Substitute Instructor \$13.75 per hour**

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

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

**18-065 MOTION TO APPROVE NEW BOARD POLICY 11.30 AND 17.26**

Motion: That the Washington County Board of Developmental Disabilities moves to approve new Board Policy 11.30 (Pledge of Allegiance – Veteran's Day Observance) and 17.26 (Safe Eating and Drinking Guidelines) as presented:

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

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

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**18-066     APPROVAL OF REVISIONS TO BOARD POLICY 13.38**

**Motion: That the Washington County Board of Developmental Disabilities moves to approve the revisions to board policy 13.38 (Ewing School Food Service) as presented:**

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

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

**18-067     ADJOURNMENT**

**MOTION TO ENTER INTO EXECUTIVE SESSION TO DISCUSS COMPENSATION OF A PUBLIC EMPLOYEE**

**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 compensation of a public employee:**

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

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

**X.     SIGNATURES:**

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Carolyn Ditchendorf, Board President

 (not present)  
Susan Tilton, Superintendent

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Ann Emrick, Board Secretary