

WCBDD PUBLIC HEARING MINUTES

Page | 7

February 6, 2018

A public hearing was held on February 6, 2018 to receive input from the public and review the draft of the 2018-2020 Strategic Plan. The hearing began at 5:15 p.m.

Board President Carolyn Ditchendorf asked for roll call.

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

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

There was no public in attendance.

Debbie Buchman reviewed and discussed the draft of the Strategic Plan. Board members made suggestions, for the charts of individuals served, to include adults being served by the board. Ms. Tilton stated the Table of Organization will be revised before board members approve the plan.

At 5:24 p.m. the board moved to adjourn the public hearing and enter into the regular meeting of the board.

18-020 ADJOURNMENT

Motion: **That the Washington County Board of Developmental Disabilities moves to adjourn the public hearing and enter into 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. Haines, yes; Dr. Kolankiewicz, yes; Mrs. Huck, yes; Mr. Lauer, yes.

WCBDD Regular Board Meeting

MINUTES

Page | 8
February 6, 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, February 6, 2018 at 5:25 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, present; Mrs. Huck, yes; Dr. Kolankiewicz, present; Mr. Lauer, present.

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

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 18-021)

VI. APPROVAL OF MINUTES

A motion to approve the minutes of the January 9, 2018 annual organization meeting and regular board meeting was presented. (Motion VII 18-022).

VII. REPORTS AND DISCUSSIONS

1. **BRENDA RIFFE, ASSISTANT SUPERINTENDENT** - Mrs. Riffe reviewed and discussed the fund balance report enclosed in the board packet. Mr. Lauer asked about the MEORC listing on the voucher and Mrs. Riffe stated the amount listed is a yearly fee.

Motions to approve the vouchers (Motion VII 18-023) and the out of county attendance (Motion VII 18-0124) were presented.

A motion to approve the revisions to the Salary Schedule was presented. (Motion VII 18-025) Ms. Tilton discussed the salary schedule and stated the proposed motion includes adjustments for minimum and maximum changes. She asked that the maximum changes not be included at this time. She stated they are not correct and would later be presented for adoption.

2. **MELISSA NETHING, PRINCIPAL** – Mrs. Nething's report was attached to the addendum. Mrs. Nething reported a Crisis Response Team has been established for the safety of the students. Eight staff have been assigned to the team and have been attending CPI training. Mrs. Nething stated the team has responded twice to help with a new student. She stated the classroom knows the student and works to calm the student and only requests the CPI team if necessary.

Mrs. Nething reported that a Preschool Instructor has been hired and the Project WAVE Instructor has resigned. She stated she will be looking for a teacher and is also reevaluating the WAVE program.

Dr. Kolankiewicz stated she has heard a lot of good things about SW Resources. SW Resources provides vocational training and employment opportunities for individuals with disabilities. They are located in Parkersburg and are very creative. She stated they are involved with Marietta High

WCBDD Regular Board Meeting

MINUTES

Page | 9

February 6, 2018

School teaching job skills. Mrs. Emrick stated she also has good things about them. Dr. Kolankiewicz suggested contacting SW Resources to discuss the possibility of collaborating with them.

Ms. Tilton discussed the Opportunities for Ohioans with Disabilities (OOD) contract. She stated the board employs 4 OOD staff. Ms. Tilton discussed the changes over the past 12 years and the difficulty meeting the requirements such as coordinators maintaining 90 individuals on each caseload. Ms. Tilton stated Theresa Skinner, OOD Supervisor has resigned. Ms. Tilton suggested changing the model for OOD from the current contract and entering into a Memorandum of Understanding. In this model, our match would fund a counselor dedicated to serving our population. Ms. Tilton discussed the benefits of a MOU. A motion was presented. (Motion VII 18-026)

3. BRYAN WHITTEKIND, TRANSPORTATION SUPERVISOR – The Transportation Report was enclosed in the board packet. Mr. Whittekind reviewed and discussed the report. Mr. Whittekind stated the potential substitute driver that he was preparing to start did not show up for a required CPR class and will not be able to start as he had hoped.

Mr. Whittekind discussed fading the use of harnesses on the buses for some students and the OSHP recommendations for car seats.

4. SUSAN TILTON, SUPERINTENDENT

Ms. Tilton reported MEORC will be coming at the end of the year to help prepare for next year's accreditation review.

Ms. Tilton stated one of the goals listed in the proposed Strategic Plan is to partner with providers to recruit, train and retain the best Direct Service Professionals (DSPs) possible.

Ms. Tilton reported one staff member from Pathways is now an SSA. Pathways staff are working together to cover the duties and the part-time Employment Specialist will become full-time.

5. BOARD PRESIDENT

A Thank you for donation from the Gilman United Methodist Church (towels) was circulated for signatures.

Board member Mrs. Huck stated a parent called her and stated she was unable to contact anyone over the winter break when needed. Ms. Tilton stated an after-hours number for SSA is on the SSA answering machine and is listed on the board website. Mrs. Riffe stated SSA had had a problem with the after-hours phone. Ms. Tilton stated she would contact the parent.

Board President Mrs. Ditchendorf stated the program will be closed February 19 in observance of President's Day.

The next meeting of the board is scheduled for March 6, 2018, 5:15 p.m.

At 6:43 p.m. the board moved to adjourn the regular meeting. (Motion VII 18-027)

VII. MOTIONS

18-021 ADOPTION OF BOARD AGENDA ADDITIONS

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

WCBDD Regular Board Meeting

MINUTES

February 6, 2018

Dr. Kolankiewicz 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; Mrs. Huck, yes; Mr. Lauer, yes.

18-022 APPROVAL OF MINUTES

Motion: That the Washington County Board of Developmental Disabilities moves to approve the minutes of the January 9, 2018 annual organizational meeting and regular board meeting:

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

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

18-023 APPROVAL OF VOUCHER LISTS:

Motion: That the Washington County Board of Developmental Disabilities moves to approve the voucher lists for January 15, 2018, January 22, 2018, February 1, 2018 and February 6, 2018:

Mrs. Huck 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; Mrs. Huck, yes; Mr. Lauer, yes.

18-024 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:

F.U.M.C. Co, Williamstown, WV

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

Project WAVE Student (internship, Mondays) 1/22/18-5/21/18

Person Centered Thinking Exposure, Cambridge, OH

Registration \$0.00 – Lodging \$0.00 – Car Rental or Mileage \$0.00 – Meals \$90.72, total cost for the following:

Casey Mercer 3/14/18, 3/15/18

AAI Training, Zanesville, OH

Registration \$0.00 – Lodging \$0.00 – Car Rental or Mileage \$0.00 – Meals \$69.66, total cost for the following:

Casey Mercer 2/16/18

Cost Report and Business Manager's Training, Columbus, OH

Registration \$0.00 – Lodging \$116.00 – Car Rental or Mileage \$160.00 – Meals \$60.00, total cost for the following:

Robin O'Neal 3/07/18

Brenda Riffe 3/07/18

Oarnet, Columbus, OH

Registration \$0.00 – Lodging \$0.00 – Car Rental or Mileage \$125.00 – Meals \$0.00, total cost for the following:

Curt Alden 3/27/18

Mrs. Haines 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; Mrs. Huck, yes; Mr. Lauer, yes.

18-025 APPROVAL OF REVISIONS TO THE SALARY SCHEDULE

Motion: That the Washington County Board of Developmental Disabilities moves to approve the revisions to the January 2018 Salary Schedule with the changes as follows:

1. Remove the lines referencing the exclusion of the top 27 counties.
2. Remove the lines with duplicate information.
3. Adjusted minimum salaries as such:

Position	From	To
Administrative Assistant	\$13.55	11.52
Food Service Coordinator	\$11.20	\$13.00
Aquatics Specialist		\$12.75
Job Developer	\$13.35	\$14.47
Job Coach	\$14.47	\$13.35
Community Employment Mgr	\$14.36	\$15.00
SSA Director	\$21.28	\$25.69

Mr. Huck 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; Mrs. Huck, yes; Mr. Lauer, yes.

18-026 APPROVAL MOTION TO DISCONTINUE CONTRACT WITH OOD

Motion: That the Washington County Board of Developmental Disabilities moves to discontinue the current contract with the Opportunities for Ohioans with Disabilities (OOD) for Vocational Rehabilitation Services and enter into a Memorandum of Understanding (MOU) for the time period of March 1, 2018 through September 30, 2018, whereby WCBDD will pay the match for a dedicated counselor to serve people with disabilities in Washington County:

Mr. Lauer 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.

18-027 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 Dr. Kolankiewicz.

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

VIII. SIGNATURES:

Carolyn Ditchendorf, Board President

C. Ann Emrick

Ann Emrick, Board Secretary

Susan E. Tilton

Susan Tilton, Superintendent

WCBDD Special Board Meeting
MINUTES

February 22, 2018

I. CALL TO ORDER

The special board meeting of the Washington County Board of Developmental Disabilities was called to order by Board Vice President Sandra Kolankiewicz, February 22, 2018 at 1:36 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, excused; Mrs. Ditchendorf, absent, excused; Mrs. Emrick, present; Mrs. Haines, absent, excused; Mrs. Huck, present; Dr. Kolankiewicz, present; Mr. Lauer, present.

Also present were Susan Tilton and Brenda Riffe.

III. PLEDGE OF ALLEGIENCE – Superintendent Susan Tilton led those present in the Pledge of Allegiance.

IV. DISCUSSION

Superintendent Susan Tilton stated the board passed a motion on February 6, 2018 to discontinue the current contract with the Opportunities for Ohioans with Disabilities (OOD) for Vocational Rehabilitation Services and enter into a Memorandum of Understanding (MOU) for the time period of March 1, 2018 through September 30, 2018, whereby WCBDD will pay the match for a dedicated counselor to serve people with disabilities in Washington County. Ms. Tilton stated the SSA Department has informed her they have two counselors available to them and do not see the need for a dedicated counselor paid by the board. Ms. Tilton presented a motion to discontinue the current contract with OOD and not enter into an MOU for a dedicated counselor. (Motion 18-028)

Board members asked if there will be any problems with discontinuing the contract. Mrs. Riffe stated there is a thirty day out clause if an MOU was signed. Mrs. Riffe stated she did not know if there will be a penalty since the board will not be entering into an MOU with them.

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

At 2:16 p.m. the board moved to adjourn the regular meeting. (Motion VII 18-029)

VI. MOTIONS

18-028 APPROVAL OF DISCONTINUING CONTACT WITH OOD

Motion: **That the Washington County Board of Developmental Disabilities moves to discontinue the contract with OOD and NOT enter into an MOU for a dedicated counselor:**

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

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

18-029 ADJOURNMENT

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

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

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

VII. SIGNATURES:

Sandra Kolankiewicz, Board Vice President

C. Ann Emrick

Ann Emrick, Board Secretary

Susan E. Tilton

Susan Tilton, Superintendent