

Program Self-Evaluation 2 Hours

Those present:

Ms. Camp, Mrs. Ditchendorf, Mrs. Emrick, Mrs. Haines, Mrs. Huck, Dr. Kolankiewicz, Mr. Lauer, Susan Tilton, Debbie Buchman, Brenda Riffe, Robin O'Neal, Curt Alden, Joe Faires, Debbie Peck, Amy Disbrow, Jamie Huck, Rachelle Flesher and Tiffany Neill.

The Washington County Board of Developmental Disabilities board members were present for 2 one-hour inservice presentations on June 6, 2017. The inservice began at 4:15 and concluded at 6:45 p.m. During the first hour Brenda Riffe reviewed each area of the department expenditures and revenue used/needed to serve individuals with developmental disabilities. She discussed Early Intervention, Ewing School (Preschool and Schoolage), OOD, Pathways, SSA (waivers) and Transportation.

Joe Faires, CEO WASCO Inc. updated the board regarding the transition of adult services.

The second hour of the inservice began at 5:45 and concluded at 6:50 p.m. Rachelle Flesher, Special Olympics Coach and People First Advisor praised Special Olympics participants for their accomplishments. She reviewed events, Past/Present/Future and explained People First.

Early Childhood – Debbie Peck, EI Supervisor introduced a parent, Amy Disbrow. Mrs. Disbrow spoke to the board of her child's success, due to the help from Help Me Grow and Early Intervention Sonnie Byers.

Jamie Huck, SSA, reviewed Employment Navigation with the board.

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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, June 6, 2017 at 6:53 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, present; Dr. Kolankiewicz, present; Mr. Lauer, present.

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

### **III. PLEDGE OF ALLEGIANCE** – 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 4)

A motion to approve the following additions to the agenda was heard. (Motion VIII 17-053)

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

A motion to approve the minutes of the May 2, 2017 regular board meeting was presented. (Motion VIII 17-054).

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

#### **1. BRENDA RIFFE, DIRECTOR OF BUSINESS**

Mrs. Riffe distributed and discussed the fund report. (Exhibit 5) Mrs. Riffe stated the property tax settlement has been received.

Motions to approve the vouchers (Motion VIII 17-055) and the Out of County Attendance (Motion VIII 17-056) were presented.

#### **2. MELISSA NETHING, PRINCIPAL** – The Education Report was enclosed in the packet.

#### **3. CURT ALDEN, DIRECTOR OF IT/OPERATIONS** – The Operations/IT Report was enclosed in the board packet. Mr. Alden stated two bids were received for the roof replacement at Ewing School, Tristate roofing and Murray Sheet Metal. Architect David L. Haught recommended Tri-State Roofing for the roof replacement. Board members asked about the lighting for the school and Mr. Alden stated the lighting and electrical is included in the bid.

Mr. Alden stated the Emergency Operations Plan has been accepted and approved by the Ohio Department of Education.

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

Ms. Tilton reported Crystal and Ben Ours, parents of Skylar Blankenship, donated a lift, ramp, hospital bed and equipment to the program. Skylar recently passed away and the parents wanted the equipment to be available to those that might need it. The parents also donated a van, which will be given to a young man that needs it.

A motion to approve the revisions/additions to Personnel Policies 4.03 (Code of Ethics) and 4.10 (Dress Code and Decorum) was presented. (Motion VIII 17-057). Ms. Camp stated policy 4.10 should include pajamas not be acceptable. It was noted that section H. (Closed toe and closed

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heel shoes are required on the workshop floor or other areas where production or industrial activities occur) be deleted in the policy also.

Motions to approve the position of Chief Operations Officer (COO) (Motion VIII 17-058) and revisions to the Instructor's Pay Scale were presented. (Motion VIII 17-059)

A motion to approve entering into a contract with J & R Management Consulting LLC was presented. (Motion VIII 17-060) Ms. Tilton stated Mr. Bourgault, J & R Management Consulting LLC, would evaluate employee job descriptions, duties and salaries. Ms. Tilton stated Mr. Bourgault would also review policies and make recommendations. Board member Mr. Emrick noted her concern of the cost.

A motion to accept the bid for roof replacement at Ewing School from Tri-State Roofing was presented. (Motion VIII 17-061)

Thank You Cards were distributed for board member signatures;

- \* Nancy Young for Donation to the Board for \$500 in the memory of Ann Ritchey Ross.
- \* Mary Wagner for Donation to the Board for \$50 in the memory of Ann Ritchey Ross.
- \* Crystal and Ben Ours – Donation of Van and Equipment

6. BOARD PRESIDENT, CAROLYN DITCHENDORF

There will be no regular meeting of the board scheduled for the month of July.

At 7:59 p.m. the board moved to adjourn the regular meeting and enter into executive session to discuss the compensation of a public employee. (Motion VIII 17-062)

### **VIII. MOTIONS**

**17-053 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 Ms. Camp.

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

**17-054 APPROVAL OF MINUTES**

Motion: **That the Washington County Board of Developmental Disabilities moves to approve the minutes of the May 2, 2017 regular board meeting:**

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

**17-055 APPROVAL OF VOUCHER LISTS:**

Motion: **That the Washington County Board of Developmental Disabilities moves to approve the voucher lists for May 8, 2017, May 15, 2017, May 22, 2017, June 2, 2017 and June 5, 2017:**

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

**17-056 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:**

**MOV – IT Conference , Parkersburg, WV**

Registration \$0.00 – Lodging \$0.00 – Car Rental or Mileage \$5.00 – Meals \$0.00, total cost for the following:

Curt Alden 05/10/17

**PLAY Advanced Workshop, Columbus, OH**

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

Debbie Peck 05/24/17, 05/25/17

**Provider Compliance Review, Columbus, OH**

Registration \$0.00 – Lodging \$124.00 – Car Rental or Mileage \$78.00 – Meals \$60.00, total cost for the following:

Jackie Biggins 06/07/17, 06/08/17  
Malisa Barnes 06/07/17, 06/08/17

**Delware County Board of DD, Columbus, OH**

Registration \$0.00 – Lodging \$230.00 – Car Rental or Mileage \$155.00 – Meals \$60.00, total cost for the following:

Brenda Riffe 06/11/17-06/13/17

**OOD Training, Columbus, OH**

Registration \$0.00 – Lodging \$115.00 – Car Rental or Mileage \$142.00 – Meals \$60.00, total cost for the following:

Theresa Skinner 06/07/17-06/08/17

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

**17-057 APPROVAL OF REVISIONS TO PERSONNEL POLICIES 4.03 and 4.10**

Motion: **That the Washington County Board of Developmental Disabilities moves to approve the revisions/additions to Personnel Policies 4.03 (Code of Ethics) and 4.10 (Dress Code and Decorum) (with noted revisions/additions stated in the minutes):**

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

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

- 17-058 MOTION TO APPROVE THE POSITION OF CHIEF OPERATIONS OFFICER (COO)**  
**Upon the recommendation of the Board Finance Committee: The Washington County Board of Developmental Disabilities moves to approve the position of Chief Operations Officer (COO):**

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

- 17-059 MOTION TO APPROVE THE REVISIONS TO THE INSTRUCTOR'S PAY SCALE AS PRESENTED**  
**Upon the recommendation of the Board Finance Committee: The Washington County Board of Developmental Disabilities moves to approve the revisions to the Instructor's Pay Scale as presented:**

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

- 17-060 MOTION TO APPROVE OF ENTERING INTO A CONTRACT WITH J & R MANAGEMENT CONSULTING LLC**  
**Upon the recommendation of the Board Finance Committee: The Washington County Board of Developmental Disabilities moves to approve entering into a contract with J & R Management Consulting LLC for the completion of a Comprehensive Job Audit and Compensation Study for the fee of \$18,200.00:**

Dr. Kolankiewicz moved to approve the motion, seconded by Mr. Lauer.

Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, no; Mrs. Haines, yes; Mrs. Huck, yes; Dr. Kolankiewicz, yes, Mr. Lauer, yes.

- 17-061 MOTION TO ACCEPT BID FOR ROOF REPLACEMENT AT EWING SCHOOL**  
**Motion: That the Washington County Board of Developmental Disabilities moves accept the competitive bid of \$429,260.00 from Tri-State Roofing as recommended by Architect David L. Haught for roof replacement at the Ewing School building:**

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

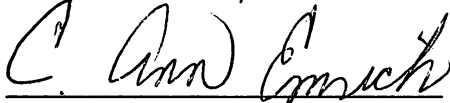
- 17-062 MOTION TO ADJOURN REGULAR MEETING AND ENTER INTO EXECUTIVE SESSION**  
**Motion: That the Washington County Board of Developmental Disabilities moves to adjourn the regular meeting of the board and enter into Executive Session to discuss the compensation of a public employee:**

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

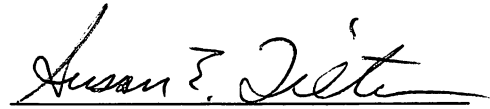
Roll call: Ms. Camp, yes; Mrs. Ditchendorf, yes; Mrs. Emrick, yes; Mrs. Haines, yes; Mrs. Huck, yes; Dr. Kolankiewicz, yes, Mr. Lauer, yes.

**VIII. SIGNATURES:**

Carolyn Ditchendorf, Board President



Ann Emrick, Board Secretary



Susan Tilton, Superintendent