

# WCBDD Regular Board Meeting

## MINUTES

October 3, 2017

### **I. CALL TO ORDER**

The regular board meeting of the Washington County Board of Developmental Disabilities was called to order by Board Vice-President Dr. Kolankiewicz October 3, 2017 at 5:10 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, absent, arrived at 5:24 p.m.; 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, Melissa Nething, Curt Alden, Bryan Whittekind and Jane Bateman.

### **III. PLEDGE OF ALLEGIANCE** – Board Vice-President Dr. Kolankiewicz led those present in the Pledge of Allegiance.

### **IV. 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 17-083)

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

A motion to approve the minutes of the September 5, 2017 regular board meeting was presented. (Motion VIII 17-084).

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

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

Mrs. Riffe stated the fund balance will be included in the November board meeting packet.

Motions to approve the vouchers (Motion VIII 17-085) and the Out of County Attendance (Motion VIII 17-086) were presented.

A motion to approve Board Policy 9.01 and 13.38 was presented for board approval. (Motion VIII 17-087)

A motion to approve the revisions to Personnel Policy 7.03 (Reimbursement of Expenses) was presented. (Motion VIII 17-088)

#### **2. JANE BATEMAN, DIRECTOR OF SSA/MEDICAID SVCS** – The SSA Report was enclosed in the board packet. Mrs. Bateman stated there is currently a bed bug infestation in Washington County. They have been reported in group homes, apartments, residential homes and hotels. Mrs. Bateman stated the SSA's are making kits to try to help with the situation. She stated exterminators can be expensive but are necessary.

Mrs. Bateman discussed Employment Navigation. She stated Jamie Huck does an excellent job with the Employment Navigation. Mrs. Bateman stated she recently attend a meeting at the O'Neil Senior Center with Community Action and JFS to discuss transportation options and will be meeting with the SSA's to provide them with information to help individuals and families.

#### **3. MELISSA NETHING, PRINCIPAL** – The Education Report was enclosed in the board packet. Mrs. Nething reported she recently attended a Preschool Supervisors meeting and discussed new

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mandates for next year. Mrs. Nething reported the ODE on-site preschool review was held recently. It went well and the program passed the review.

A motion to approve an ODE waiver request for Classroom 6 (Age range for Instructional Period (OAC 3301-51-09) Delivery of Services) was presented. (Motion VIII 17-089)

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 discussed the outdated radio system in the Transportation Department. Mrs. Ditchendorf stated the Finance Committee met and discussed the radio system. Mr. Alden stated that ODE is currently doing a review of transportation. The need for the radio system will be based on the outcome of the review. Mr. Alden stated he expects the review to be completed within a short period of time.

Mr. Alden discussed the need for replacing some of the copiers and stated Poynters has excellent service and responds quickly once they are notified there is a problem with the copiers. He stated he is very pleased with Poynters Best Products.

Motions to approve the purchase of a new radio system for transportation (Motion VIII 17-090) and to enter into a new contract with Poynters Best Products for copiers and printers (Motion VIII 17-091) were presented.

5. BRYAN WHITTEKIND, TRANSPORTATION SUPERVISOR – The Transportation report was enclosed in the board packet. Mr. Whittekind reviewed and discussed the report. Mr. Whittekind stated Sharon Robertson, who recently retired, will be returning as a substitute bus driver once her 60 days of separation is complete.

6. SUSAN E. TILTON, SUPERINTENDENT  
Ms. Tilton distributed and discussed a copy of the County Boards of DD levy issues that will appear on county ballots in the upcoming election.(Exhibit 2).

Ms. Tilton discussed the Direct Service Professional pilot project and a motion for the Approval of Subscription to DSPOHIO was presented. (Motion VIII 17-092)

7. BOARD PRESIDENT, CAROLYN DITCHENDORF  
The next regular meeting of the board is scheduled for November 7, 2017, 5:15 p.m. at Ewing School.

At 6:23 p.m. the board moved to adjourn the regular meeting. (Motion VIII 17-093)

### **VIII. MOTIONS**

#### **17-083 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. Emrick, yes; Mrs. Haines, yes; Mrs. Huck, yes; Dr. Kolankiewicz, yes; Mr. Lauer, yes.

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**17-084 APPROVAL OF MINUTES**

Motion: That the Washington County Board of Developmental Disabilities moves to approve the minutes of the September 5, 2017 regular board meeting:

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

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

**17-085 APPROVAL OF VOUCHER LISTS:**

Motion: That the Washington County Board of Developmental Disabilities moves to approve the voucher lists for September 11, 2017, September 18, 2017, September 25, 2017 and October 2, 2017:

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

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

**17-086 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:

**First United Methodist Church , Williamstown, WV**

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

Project WAVE Class                      Monthly 10/2017 - 05/2018

**First United Methodist Church , 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    Weekly 10/2017 - 05/2018

**Early Learning Assessment Technology Training , Chauncey, OH**

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

Paula Church                      09/13/17

**Ohio Association of Services for Children (OASC) EI Leadership Meeting, Worthington, OH**

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

Debbie Peck                      09/18/17

Ginger O'Conner                      09/18/17

**Primary Solutions Training , Columbus, OH**

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

Robin O'Neal                      09/21/17

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**Ohio Association of Services for Children (OASC) Workgroup, Worthington, OH**

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

Debbie Peck 09/22/17

**Early Learning Quarterly 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 09/28/17

**Butcher Family Farms , Washington, WV**

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

Classroom #5 09/28/17

**Child Outcomes Summary Training , Chauncey, OH**

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

Sarah Carpenter 09/29/17  
Jody Lewis 09/29/17

**Primary Solutions - Training, Columbus, OH**

Registration \$50.00 – Lodging \$0.00 – Car Rental or Mileage \$150.00 – Meals \$0.00, total cost for the following:

Erin Lockhart 10/05/17

**Assistive Technology Conference, Columbus, OH**

Registration \$0.00 – Lodging \$0.00 – Car Rental or Mileage \$50.00 – Meals \$0.00, total cost for the following:

Diane Webb 10/05/17  
Jennifer Stewart 10/05/17

**Implementing PBIS Systems, Chauncey, OH**

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

Melissa Nething 10/20/17

**Ohio Association of Services for Children (OASC)EI Committee Meeting, Worthington, OH**

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

Debbie Peck 10/27/17  
Sonnie Byers 10/27/17

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**OCALICON Convention, Columbus, OH**

Registration \$0.00 – Lodging \$444.00 – Car Rental or Mileage \$78.00 – Meals \$150.00, total cost for the following:

Sonnie Byers                    11/15/17 – 11/17/17  
Ginger O'Connor                11/15/17 – 11/17/17

**OACB Annual Convention , Columbus, OH**

Registration \$1460.00 – Lodging \$1170.00 – Car Rental or Mileage \$130.00 – Meals \$360.00, total cost for the following:

Susan Tilton                    11/29/17 – 12/01/17  
Brenda Riffe                    11/29/17 – 12/01/17  
Jane Bateman                    11/29/17 – 12/01/17  
Tiffany Neil                    11/29/17 – 12/01/17

**Xenos Conference Center , Columbus, OH**

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

Jane Bateman                    10/25/17  
Jamie Huck                    10/25/17

**LAMP Training , Zanesville, OH**

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

Jennifer Stewart                10/20/17  
Leslie Lazio                    10/20/17  
Brittany Piccone                10/20/17

**Alternate Assessment Training , Chauncey, OH**

Registration \$0.00 – Lodging \$0.00 – Car Rental or Mileage \$35.00 – Meals \$0.00, total cost for the following:

Leslie Lazio                    12/14/17

Mr. Lauer moved to approve the motion, seconded by Mrs. Haines.  
Roll call: Mrs. Emrick, yes; Mrs. Haines, yes; Mrs. Huck, yes, Dr. Kolankiewicz, yes, Mr. Lauer, yes.

**17-087 APPROVAL OF BOARD POLICY 9.01 AND 13.38**

Motion: **That the Washington County Board of Developmental Disabilities moves to approve the revisions to board policy 9.01 (Family Support Services) and 13.38 (Food Service) as presented:**

Mrs. Huck moved to approve the motion, seconded by Mrs. Emrick.  
Roll call: Mrs. Emrick, yes; Mrs. Haines, yes; Mrs. Huck, yes, Dr. Kolankiewicz, yes, Mr. Lauer, yes.

**17-088 MOTION TO APPROVE THE REVISIONS TO PERSONNEL POLICY 7.03 (REIMBURSEMENT OF EXPENSES)**

Motion: **That the Washington County Board of Developmental Disabilities moves to approve the revisions to Personnel Policy 7.03 (Reimbursement of Expenses), retroactive to September 15, 2017, as presented:**

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.

**17-089 MOTION TO APPROVE ODE WAIVER REQUEST FOR CLASSROOM 6**

Motion: **That the Washington County Board of Developmental Disabilities moves to approve an ODE waiver request for Classroom 6 (Age range for Instructional Period (OAC 3301-51-09) Delivery of Services):**

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.

**17-090 MOTION TO APPROVE THE PURCHASE OF NEW TRANSPORTATION RADIO SYSTEM**

Motion: **Upon the recommendation of the Finance Committee, the Washington County Board of Developmental Disabilities moves to approve the purchase of a new radio system for transportation pending the ODE transportation review decision:**

Mrs. Ditchendorf 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.

**17-091 MOTION TO ENTER INTO A CONTRACT WITH POYNTERS BEST PRODUCTS**

Motion: **Upon the recommendation of the Finance Committee, the Washington County Board of Developmental Disabilities moves to approve entering into a new contract with Poynters Best Products for copiers and printers:**

Dr. Kolankiewicz 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.

**17-092 APPROVAL OF SUBSCRIPTION TO DSPOHIO**

Motion: **That the Washington County Board of Developmental Disabilities moves to approve a one year subscription to DSPOhio for \$825.00:**

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.

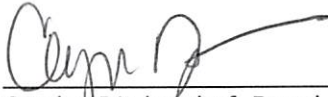
**17-093 MOTION TO ADJOURN**

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 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.

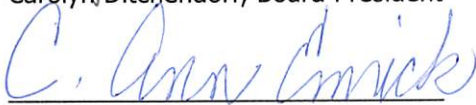
**IX. SIGNATURES:**



Carolyn Ditchendorf, Board President



Susan Tilton, Superintendent



Ann Emrick, Board Secretary