

BOARD MEETING MINUTES

April 8, 2021

5:30 PM

I. CALL TO ORDER

Michael Norman, President

II. PLEDGE OF ALLEGIANCE

III. OATH OF OFFICE:

IV. ROLL CALL

Board Members

Michael Norman, President; Diana White, Secretary; Robert Beitzel; Tony Coury; Drew Hansen; and Steve Haren

ABSENT: Benjamin Whitacre, Vice President

Program Support Team

Kellie Brown, Brent Brannon, Chanda Busse, Keely Kirkbride, Stephanie Neuhart, Christine Ross, Melinda Russell and Jordon Searls

V. GUESTS: Noah Ihinger, Lee McClintock, Kelly Jackson (MCBDD)

VI. PUBLIC PARTICIPATION:

VII. PRESENTATION: Noah Ihinger presented on his employment at the Abbott Home.

VIII. MINUTES

A motion to approve the March 2021 board meeting minutes, as provided, was made by Beitzel and seconded by Hansen. Motion passed with all in favor.

IX. REPORTS

A. Business Operations

- Neuhart recommended the Board to approve the February 2021 Revenue Report. A motion to approve the revenue report, as presented, was made by White and seconded by Beitzel. Neuhart discussed local school districts still pay for one on one for students. Motion passed with all in favor.
- Neuhart recommended the Board to approve the February 2021 Expenditures Report. A motion to approve the expenditures report, as presented, was made by Hansen and seconded by Haren. Neuhart discussed MCBDD is waiting for bus until next board meeting, won't see until in April's report. Motion passed with all in favor.
- Neuhart recommended the Board to approve the March 2021 bills. A motion to approve the bills, as presented, was made by Beitzel and seconded by Hansen. Motion passed with all in favor.

- Neuhart called attention to her financial board notes and highlights.

B. Administrative Services Report

- Searls reported on DD Awareness Month, books were purchased for all local school districts pre-school through second grade classes.
- Searls reported April 13, 2021 is the next Network Night with specials guests: Breaking Free Therapeutic Riding Center, The Carr Center Special Riders Program and the YMCA (The Recreation Center).
- Searls reported Capital Housing – E. King Avenue bathroom is complete. Waiting on Decorators Den to start flooring on Merrick Avenue. MCBDD is also looking into purchasing a home on Newark Road.
- See board report for updates.

C. School Services Report

- Brannon reported all student returning to in-person learning full time on April 12, 2021.
- Brannon reported updating the COVID plan.
- Brannon reported since opening open enrollment for Pre-K, there are 12 partners for 21-22 sign up.
- See board report for updates

D. Community Services Report

- Busse reported 9 more individuals are employed since board report was written.
- Busse reported SSA's are continuing to connect with individuals both in-person and virtual.
- Busse reported The Carr Center will have summer outings for individuals.
- See board report for updates.

E. Human Resources Report

- Russell reported P. Fisher officially announced his retirement for September.
- Russell reported M. Tilton accepted the FCFC position. Tilton has been with MCBDD for 32 years.
Russell reported salary increases will occur the first pay in September for eligible 9 month employees. Twelve-month employees received theirs in January.
- Russell reported local colleges have expressed interest in having practicum students complete their fieldwork at Starlight School in the 21-22 school year so therefore asking for approval for affiliation agreements with Kettering College, Muskingum University and Zane State College.
- Russell reported starting to the interview process for teacher, custodian and SSA positions that have been posted.
- See board report for updates.

F. Early Intervention Report

- Kirkbride reported 75 children received services in March and 70 children are on the current roster.
- Kirkbride reported Muskingum County received 100% compliance for the State Compliance Indicator – Timely receipt of Service.
- Kirkbride reported evaluations for eligibility and regular visits have been taking place in the EI Playroom.
- See board report for updates.

G. Superintendent Activities Report

- Brown reported would like to hire someone for Facilities Manager before Fisher's retirement so they could work along Fisher for at least 30 days.

X. **OLD BUSINESS**

A. OACB/DODD

No report.

B. Keckley Trust

No report.

C. Advocacy Report

No report.

XI. **NEW BUSINESS**

A. Shared Agreement of Business Manager

Brown recommended the Board to approve the shared agreement of the Business Manager with Guernsey County Board of DD for services to begin July 1, 2021 through June 30, 2022. A motion to approve the shared agreement, as presented, was made by Beitzel and seconded by Hansen. Motion passed with all in favor.

B. Resolution 2021-03 – Starlight School Playground Renovation Project

Brown recommended the Board to approve Resolution 2021-03 – Starlight School Playground Renovation Project. A motion to approve Resolution 2021-03, as presented, was made by White and seconded by Beitzel. Brown discussed the project committee broke up into four groups. The groups then scored on each company that sent proposals. Then those scores were tallied with DWA Recreations being the favorite of the three presented. Pictures from DWA Recreations was shown to the Board Members.

Roll Call: Beitzel – yea; Coury – yea; Hansen – yea; Haren – yea; Norman – yea; White – yea;

Absent: Whitacre

Motion passed with all in favor.

C. APSI and MCBDD Agreement

Brown recommended the Board to approve the agreement between APSI and MCBDD for guardianship services, in the amount of \$43,445.00 per year, beginning July 1, 2021. A motion to approve the agreement, as presented, with revisions, was made by Beitzel and seconded by Hansen. Brown discussed Muskingum County will be responsible for the annual invoice of \$43,445.00, which represents 23 individuals served by APSI, Guernsey County will have 22 individuals. Motion passed with all in favor.

D. Ohio Alliance of Direct Support Professionals (OADSP) Virtual Summit

Searls recommended the Board to approve Muskingum County providers the ability to register for OADSP virtual summit on May 19, 2021, in the amount, not to exceed \$1,000.00. A motion to approve the registration of providers, as presented, was made by White and seconded by Hansen. Searls reported the amount of \$1,000.00 is for registration of the first 50 providers. Motion passed with all in favor.

E. MCBDD & Children's Institute of Pittsburgh Agreement

Busse recommended the Board to approve the consultation contract for PWS (Prader-Willi Syndrome) from the Children's Institute of Pittsburgh, in the amount, not to exceed, \$8,000.00. A motion to approve the agreement, as presented, was made by Beitzel and seconded by White. Brown discussed S. Blum brought this to our attention. PWS is a genetic disorder where it makes an individual eat excessively, whether it be edible or non-edible. The individuals have many restrictions. There is a significant amount of individuals in Muskingum County diagnosed with PWS. Motion passed with all in favor.

F. Abolish CS Support Specialist/Customer Guide Position

Russell recommended the Board to approve the abolishment of CS Support Specialist/Customer Guide position. A motion to approve the abolished position, as presented, was made by Beitzel and seconded by Hansen. Russell discussed L. Clark held this position before her retirement. MCBDD filled this position with FCFC position. Motion passed with all in favor.

G. Abolish Custodial/Maintenance Supervisor Position

Russell recommended the Board to approve the abolishment of Custodial/Maintenance Supervisor position. A motion to approve the abolished position, as presented, was made by Beitzel and seconded by Haren. Russell discussed J. Nelson is stepping away from the supervisor position. MCBDD has a Facilities Manager, no need for middle management. Motion passed with all in favor.

H. Revised Table of Organization

Russell recommended the Board to approve the revised Table of Organization. A motion to approve the revised table of organization, as presented, was made by White and seconded by Hansen. Russell discussed revisions reflects the addition of one Maintenance/Custodian position. Motion passed with all in favor.

I. Revised Salary Schedule

Russell recommended the Board to approve the revised salary schedule. A motion to approve the revised salary schedule, as presented, was made by Haren and seconded by Hansen. Russell discussed the revised salary schedule reflects removing the custodial/maintenance supervisor and CS Support Specialist/Customer Guide. Motion passed with all in favor.

J. Affiliation Agreement for the 21-22 School Year

Russell recommended the Board to approve the Kettering College Affiliation Agreement. A motion to approve the agreement, as presented, was made by Beitzel and seconded by Haren. Russell discussed this agreement will be for Occupational Therapy students to fulfill their practicum hours. Motion passed with all in favor.

Russell recommended the Board to approve the Muskingum University Affiliation Agreement. A motion to approve the agreement, as presented, was made by Haren and seconded by Hansen. Russell discussed this agreement is also for Occupational Therapy students to fulfill their practicum hours. Motion passed with all in favor.

Russell recommended the Board to approve the Zane State Affiliation Agreement. A motion to approve the agreement, as presented, was made by Haren and seconded by White. Russell discussed

this agreement is for Occupational Therapy Assistant, Physical Therapy Assistant and Social Work Assistant students to fulfill their practicum hours. Motion passed with all in favor.

K. Board Member Excused Absence

Brown recommended the Board to approve the excused absence of board member, Benjamin Whitacre, from the April 2021 board meeting. A motion to approve the absence, as discussed, was made by Beitzel and seconded by Hansen. Motion passed with all in favor.

XII. OPEN DISCUSSION

XIII. MOTION TO ADJOURN

A motion to adjourn the board meeting was made by Coury and seconded by Hansen. Motion passed with all in favor.



MCBDD President



MCBDD Secretary



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