

Board Meeting Minutes
August 12, 2021
5:15 PM

I. CALL TO ORDER

Diana White, Secretary

II. PLEDGE OF ALLEGIANCE

III. OATH OF OFFICE

IV. ROLL CALL

Board Members

Diana White, Secretary; Robert Beitzel; Tony Coury; Drew Hansen

Absent: Michael Norman, President; Benjamin Whitacre, Vice-President; and Steve Haren

V. GUESTS: Kellie Brown, Chanda Busse, Stephanie Neuhart, Melinda Russell and Christine Ross

VI. PUBLIC PARTICIPATION:

VII. PRESENTATION:

VIII. MINUTES

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

A motion to approve the June 2021 Special Board meeting minutes, as provided, was made by Beitzel and seconded by White. Motion passed with all in favor.

IX. REPORTS

A. Business Operations

- Neuhart recommended the Board to approve the May 2021 Revenue Report. A motion to approve the revenue report, as presented, was made by White and seconded by Hansen. Motion passed with all in favor.

- Neuhart recommended the Board to approve the May 2021 Expenditures Report. A motion to approve the expenditures report, as presented, was made by White and seconded by Coury. Motion passed with all in favor.
- Neuhart recommended the Board to approve the June 2021 Revenue Report. A motion to approve the revenue report, as presented, was made by White and seconded by Beitzel. Motion passed with all in favor.
- Neuhart recommended the Board to approve the June 2021 Expenditures Report. A motion to approve the expenditures report, as presented, was made by Hansen and seconded by Coury. Motion passed with all in favor.
- Neuhart recommended the Board to approve the June 2021 bills. A motion to approve the bills, as presented, was made by Coury and seconded by White. Motion passed with all in favor.
- Neuhart recommended the Board to approve the July 2021 bills. A motion to approve the bills, as presented, was made by Beitzel and seconded by Coury. Motion passed with all in favor.

Michael Norman, President, entered the meeting at 5:25PM.

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

B. Human Resources

- Russell reported on resignations and retirements.
- Russell reported Jordon Searls submitted his resignation, effective August 27, 2021.
 - Once approved The Director of Administrative Services position will be abolished and replaced with the Community Relations/Special Projects Coordinator position.
- Russell reported she and Brown met with EI Supervisor, Keely Kirkbride, to discuss Early Childhood Supervisor duties, Kirkbride will accept the new role upon board approval.
- Russell reported Pat Fisher, Facilities Manager, last working day is August 13, 2021. Pat is choosing to vacation out to his retirement date.
- See board report for updates.

C. Superintendent Activities Report

- Brown reported on Friday, August 6, 2021, an Intervention Specialist asked MCBDD to release her license. MCBDD could not do so because there are 88 students that the Intervention Specialist is committed to. ODE's rule is that an Intervention Specialist shall submit a resignation prior to July 10th.

X. OLD BUSINESS

- A. Keckley Trust
No Report

- B. Amendment to the 2021 Agreement for Sharing Services of Director of Human Resources
Neuhart recommended the Board to approve the amendment to the 2021 Agreement for Sharing Services of the Director of Human Resources. A motion to approve the amended agreement, as presented, with corrections, was made by Beitzel and seconded by Hansen. Neuhart discussed sharing services is going well. Guernsey is not compensating enough for the hours that Russell is spending there. Motion passed with all in favor.

- C. Revised Rehab Associates Contract
Brannon recommended the Board to approve the revised Rehab Associates Contract, which was originally approved at the December 2020 board meeting. A motion to approve the revised contract, as presented, was made by White and seconded by Coury. Brown discussed, the revised contract reflects adding 600 hours for OT services. This is due to the MCBDD's part time OT resigning. Motion passed with all in favor.

XI. NEW BUSINESS

- A. Donations to MCBDD
Brown recommended the Board approve the following donations:
Hubbard Lodge #220, in the amount of \$110.00; James & Sharon Clegg, in the amount of \$200.00; and Sulsberger Foundation Trust, in the amount of \$11,073.59. A motion to approve the donation, as presented, was made by Beitzel and seconded by White. Brown discussed the donations will go toward the playground project fund. Motion passed with all in favor.

- B. August 2021 Ethics Council Recommendations
Brown recommended the Board to approve the August 2021 Ethics Council recommendations, to approve the payment of direct services contracts to individuals and/or families and outside employment of public employees. A motion to approve the recommendations of the Ethics Council, as presented, was made by Hansen and seconded by Beitzel. Brown discussed all recommendations fell with Board guidelines. Motion passed with all in favor.

C. Purchase of 2022 Chevrolet Equinox LT AWD

Brown recommended the Board to approve the lowest and best quote from WMD Motors, Inc., for the purchase of a 2022 Chevrolet Equinox, in the amount of \$26,183.50, as presented, was made by Beitzel and seconded by Coury. Brown discussed MCBDD will not purchase a vehicle without safety features, for example, a backup camera and built-in navigation. Motion passed with all in favor.

D. Revised Medication Administration and Performance of Nursing Task Policy 2.03

Brown recommended the Board to approve the revised Medication Administration and Performance of Nursing Task Policy 2.03. A motion to approve the revised policy, as presented, was made by White and seconded by Beitzel. Brown discussed Brandi Lewis, RN, is looking through current policies to revise/update. Some of the policies pertain to MCBDD when operating a workshop. Motion passed with all in favor.

Benjamin Whitacre, Vice-President, entered the meeting at 5:43 PM.

E. Revised General Health and Well Being of All Individuals Receiving Services Policy 2.00

Brown recommended the Board to approve the revised General Health and Well Being of All Individuals Receiving Services Policy 2.00. A motion to approve the revised policy, as presented, was made by Whitacre and seconded by White. Motion passed with all in favor.

F. Abolishment of Do Not Resuscitate Policy 2.05

Brown recommended the Board to approve the abolishment of the Do Not Resuscitate Policy 2.05. A motion to approve the abolishment, as presented, was made by Whitacre and seconded by White. Brown discussed that when the Board operated a workshop the policy was needed and now is obsolete. The nursing staff at the school must follow the doctor's orders of each student. Motion passed with all in favor.

G. 2022 Agreement for Sharing Services of Director of Human Resources

Neuhart recommended the Board to approve the 2022 Agreement for Sharing Services of Director of Human Resources. A motion to approve the agreement, as presented, with corrections, was made by Whitacre and seconded by White. Neuhart discussed the terms of this agreement from January 1, 2022 through December 31, 2022. Motion passed with all in favor.

H. Abolishment of Positions

Russell recommended the Board to approve the abolishment of the following positions:

- Community Services Fiscal Specialist, effective 8/12/21
- Part-Time Occupational Therapist, effective 8/13/21

- Director of Administrative Services, effective 8/27/21
- Community Network Support Specialist, effective 8/31/21

A motion to approve the abolishment, as presented, was made by Hansen and seconded by Whitacre. Russell discussed the Community Services Fiscal Specialist is now a SSA level position, the part-time Occupational Therapist position will not be filled, Director of Administration Services position is changing, and Community Network Support Specialist, which is Drenten, will become the intermittent Special Olympics Coordinator. Motion passed with all in favor.

I. New Position Descriptions

Russell recommended the Board to approve the following new position descriptions:

- Fiscal SSA
- Early Childhood Supervisor (formerly Early Intervention Supervisor)
- Special Olympics Coordinator
- Community Relations/Special Projects Coordinator

A motion to approve the new position descriptions, as presented, with corrections, was made by Beitzel and seconded by Whitacre. Russell discussed the additional essential function of Preschool Step Up To Quality to be added to the Early Childhood Supervisor position description. Motion passed with all in favor.

J. 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 Whitacre and seconded by White. Russell discussed all the new position description changes are reflected on this Table of Organization. Motion passed with all in favor.

K. Revised Salary Schedule

Russell recommended the Board to approve the revised salary schedule. A motion to approve the revised salary schedule, as presented, with the addition of Community Relations/Special Projects Coordinator, was made by Hansen and seconded by Whitacre. Motion passed with all in favor.

L. Board Member Excused Absence

Brown recommended the Board to approve the excused absence of Steve Haren, Board Member. A motion to approve the excused absence, was made by Whitacre and seconded by White. Motion passed with all in favor.

XII. OPEN DISCUSSION

XIII. MOTION TO AJOURN

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



MCBDD Board President



MCBDD Board Secretary