

BOARD MEETING MINUTES

February 11, 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; Benjamin Whitacre, Vice President; Diana White, Secretary; Robert Beitzel; Tony Coury; Drew Hansen; and Steve Haren

Program Support Team

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

V. GUESTS: Brenda Noland, Matteson Lauroesch and Misty Baird

VI. PUBLIC PARTICIPATION:

VII. PRESENTATION: Starlight School Staff: Brenda Noland, Pre-School Intervention Specialist, Matteson Lauroesch, School Age Intervention Specialist and Misty Baird, School Age Intervention Specialist.

VIII. MINUTES

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

IX. REPORTS

A. Business Operations

- Neuhart recommended the Board to approve the December 2020 Revenue Report. A motion to approve the revenue report, as presented, was made by Hansen and seconded by White. Motion passed with all in favor.
- Neuhart recommended the Board to approve the December 2020 Expenditures Report. A motion to approve the expenditures report, as presented, was made by Beitzel and seconded by White. Motion passed with all in favor.

- Neuhart recommended the Board to approve the January 2021 bills. A motion to approve the bills, as presented, was made by White and seconded by Hansen. Motion passed with all in favor.

Appropriations Amendment

Neuhart recommended the Board to approve the increased appropriation in the Starlight General Operating Fund (018) as follows: 018-694-503020 – ODE Broadband Connectivity Grant in the amount of \$5,359.06. A motion to approve the increased appropriations, as presented, was made by Whitacre and seconded by Beitzel. Motion passed with all in favor.

Hardware Replacement Plan

Neuhart recommended the Board to approve the purchase of seven Microsoft Surface Pros, in the amount of \$8,511.79. A motion to approve the purchase, as provided, was made by White and seconded by Hansen. Neuhart discussed this amount includes the cost of the machine, a keyboard, pen and 3 years insurance on each device. Motion passed with all in favor.

Request For Transfer of Proceeds From Sale of Zane Street

Neuhart recommended the Board to approve the request for County Commissioner to adopt a resolution approving the transfer of proceeds for County General Fund (001) to the Starlight Permanent Improvement Fund (019). A motion to approve the request, as presented, was made by Beitzel and seconded by White. Motion passed with all in favor.

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

B. Administrative Services Report

- Searls reported Network Night was held virtually on February 9.
- Searls reported working closely with ZMCHD and Genesis in coordinating vaccinations for the individuals we support.
- Searls reported March is DD Awareness Month.
- Searls - Words of appreciation to Genesis Healthcare Systems for providing PPE to MCBDD.
- See board report for updates.

C. School Services Report

- Brannon reported the new stove for the kitchen was delivered on Wednesday, February 10.
- Brannon reported Brandi Lewis, RN is now a certified CPR trainer. She will be going through the RN trainer class this month.
- See board report for updates

D. Community Services Report

- Busse reported working with Ryan Weaver and Jordon Searls to ensure all individuals that want vaccinated are able to do so.
- Busse reported Community Services staff are reaching out to individuals during severe weather.
- See board report for updates.

E. Human Resources Report

- Russell reported receiving notice of 3 staff members retirement.
- Russell reported one new SSA starts this week and another next week.
- Russell reported 55% of staff elected to be vaccinated next week.

- Russell reported OPERS service credit has been credited back to 9-month employees.
- See board report for updates.

F. Early Intervention Report

- Kirkbride reported since November, about 35% of kids that age out of EI services do not qualify for preschool services.
- See board report for updates.

G. Superintendent Activities Report

- Brown reported due to water lines break at Community Services and then at the bus garage, we will be buying flood detector sensors.
- Brown reported the Employee Engagement Survey did not report favorably but we will use the information to expand on employee engagement.
- Brown reported for DD Awareness month MCBDD will buy inclusion book “Strictly No Elephants” for each classroom, pre-k through 2nd grade, in all local school districts.
- Brown reported sending each board member the COVID report.
- Brown reported the Keckley Trust is closed.

X. OLD BUSINESS

A. OACB/DODD

No report.

B. Keckley Trust

Trust settlement is in final stages.

C. Advocacy Report

No report.

XI. NEW BUSINESS

A. February 2021 Ethics Council Recommendations

Brown recommended the Board to approve the Annual Review of the February 2021 Ethics Council Recommendations. A motion to approve the recommendations, as presented, was made by Beitzel and seconded by Whitacre. Motion passed with all in favor.

B. Employee, Provider, Individuals Served and Board Member Expenditures – Public Use of Funds

Brown recommended the Board to approve employee, provider, individuals served and board member expenditures-public use of funds, in the amount, not to exceed \$5,000.00 for calendar year 2021, for food, drinks and food services. A motion to approve the expenditures, as presented, was made by White and seconded by Hansen. Motion passed with all in favor.

C. Sign Language Class

Searls recommended the Board to approve payment to Lois Frame, Instructor, to provide classes through calendar year 2021, to individuals we support, providers, family members, and others who provide services to individuals with developmental disabilities, in the amount, not to exceed \$5,000.00. A motion to approve the cost of sign language class was made by Beitzel and seconded by Haren. Brown discussed Frame provides a wonderful service to the community. Motion passed with all in favor.

D. Revised Smoke and Tobacco Use Free Workplace Policy 2.13

Russell recommended the Board to approve the revised Smoke and Tobacco Use Free Workplace Policy 2.13. A motion to approve the policy 2.13, as presented, was made by Whitacre and seconded by Hansen. Russell discussed the policy 2.13 is outdated and currently MCBDD does have a designated smoking area. Motion passed with all in favor.

E. Revised Smoking and Tobacco Use 10.04 Personnel Policy

Russell recommended the Board to approve revised Smoking and Tobacco Use 10.04 Personnel Policy. A motion to approve the revised policy, as provided, was made by Whitacre and seconded by White. Motion passed with all in favor.

Executive Session

A motion to enter into Executive Session for the sole purpose and consideration of discussing the employment of a public employee was made by Beitzel and seconded by Haren.

Roll Call: Beitzel – yes; Coury – yes; Hansen– yes; Haren – yes; Norman – yes; Whitacre –yes; White – yes.

Others in Attendance: Kellie Brown, Superintendent; Stephanie Neuhart, Business Manager; Melinda Russell, Director of Human Resources; Christine Ross, Administrative Assistant

Time In: 6:25 pm

A motion to adjourn Executive Session was made by Beitzel and seconded by Whitacre at 6:46 pm. Motion passed with all in favor.

F. SSA/FCF Coordinator Position Description

Russell recommended the Board to approve the new SSA/FCF Coordinator Position Description. A motion to approve the new position description, as provided, was made by Whitacre and seconded by Hansen. Motion passed with all in favor.

G. Revised Table of Organization

Russell recommended the Board to approve the revised Table of Organization, to include the SSA/FCF Coordinator position. A motion to approve the revised Table of Organization was made by White and seconded by Beitzel. Motion passed with all in favor.

H. Revised Salary Schedule

Russell recommended the Board to approve the revised Salary Schedule to include the SSA/FCF Coordinator position. A motion to approve the revised salary schedule was made by Beitzel and seconded by Whitacre. Motion passed with all in favor.

XII. OPEN DISCUSSION

XIII. MOTION TO ADJOURN

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

Michelle

MCBDD Board President

Absent

MCBDD Board Secretary

