

BOARD MEETING MINUTES

March 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; Robert Beitzel; Drew Hansen; and Steve Haren

ABSENT: Tony Coury and Diana White; Secretary

Program Support Team

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

V. GUESTS: Kyle Ledford, MCBDD IT Specialist

VI. PUBLIC PARTICIPATION:

VII. PRESENTATION:

VIII. MINUTES

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

IX. REPORTS

A. Business Operations

- Neuhart recommended the Board to approve the January 2021 Revenue Report. A motion to approve the revenue report, as presented, was made by Haren and seconded by Whitacre. Motion passed with all in favor.
- Neuhart recommended the Board to approve the January 2021 Expenditures Report. A motion to approve the expenditures report, as presented, was made by Beitzel and seconded by Haren. Motion passed with all in favor.
- Neuhart recommended the Board to approve the February 2021 bills. A motion to approve the bills, as presented, was made by Hansen and seconded by Beitzel. Motion passed with all in favor.

Hardware Replacement for Starlight School

Neuhart recommended the Board to approve the purchase of 10 new desktops, for Starlight School classrooms, in the amount, not to exceed \$6,000.00. A motion to approve the purchase, as presented, was made by Beitzel and seconded by Haren. Neuhart discussed the hardware that is currently at the school is old and needs replaced. The desktops won't have to be replaced as often as the Surfaces that the employees at Community Services use. Motion passed with all in favor.

2021 MCBDD Cost Projections

Neuhart recommended the Board to approve the 2021 MCBDD cost projections. A motion to approve the projections, as presented, was made by Beitzel and seconded by Haren. Neuhart discussed MCBDD will have a short fall in 2024 so therefore a meeting with the Budget Commission will be scheduled to restore levy. Motion passed with all in favor.

Ohio Mid-East Regional Education Service Agency Consortium and Joint Purchasing Program

Neuhart recommended the Board to approve joining the Ohio Mid-Eastern Regional Education Service Agency joint purchasing programs, in order to acquire a new school bus and to trade in two old school buses. A motion to approve joining the agency, as presented, was made by Hansen and seconded by Whitacre. Neuhart discussed this is free for us to join and will allow us to purchase the bus under a cooperative purchasing agreement. This allows us to reduce our time in searching and bidding, which the consortium will do. A motion passed with all in favor.

Resolution 2021-02 – Disposal and Purchase of Equipment

Neuhart recommended the Board to approve Resolution 2021-02 – Disposal and Purchase of Equipment. A motion to approve Resolution 2021-02, as presented, was made by Beitzel and seconded by Haren.

Neuhart discussed MCBDD inserted this cost into the budget in 2020 but was put on hold due to COVID.

Roll Call: Beitzel – yea; Hansen – yea; Haren – yea; Norman – yea; Whitacre – yea;

Absent: Coury and White

Motion passed with all in favor.

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

B. Administrative Services Report

- Searls reported 50 attendees for the virtual sign language class.
- Searls reported Kellie Brown, an SSA and himself presented the March Partner of the Month award to The Carr Center.
- Searls reported March is DD Awareness Month. MCBDD sent out cards and magnets to the community.
- Searls reported working with MEORC, agencies and providers to provide provider support.
- Searls reported Brown speaking with the Times Recorder for an article on DD Awareness Month.

C. School Services Report

- Brannon reported all students will be back in person in April.
- Brannon reported scheduling a virtual open forum for parents regarding their thoughts of opening back up.
- Brannon reported Starlight School will start open enrollment for 2021-2022 school year.

- Brannon reported 3/19 will be full remote due to staff receiving the 2nd dose of the vaccine.
- Brannon reported there are 9 pre-k openings and 3 school age openings. Once MCBDD hires an Intervention Specialist there will be 11 school age openings.
- See board report for updates

D. Community Services Report

- Busse reported Community Services staff is working hard with individuals we support.
- Busse reported lots of virtual meetings and activities taking place.
- Busse reported in mid-April Community Services will have full staff.
- See board report for updates.

E. Human Resources Report

- Russell reported seeking approval for Maintenance/Custodian position description. May only need to hire 1 person.
- Russell reported also seeking approval for salary schedule and wage ranges. These will reflect the changes that were made.
- See board report for updates.

F. Early Intervention Report

- Kirkbride reported kids are transitioning into kindergarten; EI is filling the opening with those that have transitioned out.
- See board report for updates.

G. Superintendent Activities Report

- Brown reported meeting with Bricker and Eckler for the next steps regarding Guardianship Board. Our interest in starting a Guardianship Board has caught the interest of APSI, who is now wondering why we are not happy with their services.
- Brown reported applying for \$15,000.00 from the Feller Foundation. If granted, these funds will go toward the playground renovations.

X. OLD BUSINESS

A. OACB/DODD

No report.

B. Keckley Trust

MCBDD's W9 was requested.

C. Advocacy Report

No report.

D. November 2021 Board Meeting Date Change

Brown recommended the Board to make a revision to the Board meeting calendar, as presented and approved at the January 14, 2021 Organizational Board meeting, due to the November 2021 regularly scheduled meeting is slated for November 11, which is Veteran's Day. A motion to approve the revision, as presented, was made by Beitzel and seconded by Haren. Brown discussed the revised Board meeting time will be Tuesday, November 16, 2021. A motion passed with all in favor.

XI. NEW BUSINESS

A. FCFC Coordinator Agreement

Brown recommended the Board to approve the Service Agreement with Muskingum County FCFC Council and MCBDD to provide Coordination and Administration. A motion to approve the the Service Agreement, as presented, was made by Haren and seconded by Whitacre. Motion passed with all in favor.

B. 2021-2022 Starlight School Calendar

Brannon recommended the Board to approve the 2021-2022 Starlight School calendar. A motion to approve the calendar, as presented, was made by Haren and seconded by Beitzel. Motion passed with all in favor.

C. Revised Position Description

Russell recommended the Board to approve the revised Maintenance Custodial (formerly Custodian II) position description. A motion to approve the revised position description, as presented, was made by Beitzel and seconded by Whitacre. Russell discussed the person that would fill this position would have a flexible work schedule with hours of work changing based on program needs. Motion passed with all in favor.

D. Revised Salary Schedule and Wage Ranges

Russell recommended the Board to approve the revised salary schedule and wage ranges. A motion to approve the revisions, as presented, was made by Hansen and seconded by Haren. Russell discussed the only changes were made was to the name of the position, not wages. Motion passed with all in favor.

E. 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 Beitzel and seconded by Haren. Motion passed with all in favor.

F. Board Member Excused Absence

Brown recommended the Board to approve the excused absences of board members, Diana White and Tony Coury from the March 2021 board meeting. A motion to approve the excused absences, as presented, was made by Haren and seconded by Whitacre. Motion passed with all in favor.

Executive Session

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

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

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

Time In: 6:09 pm

A motion to adjourn Executive Session was made by Haren and seconded by Beitzel at 6:18 pm.
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 Haren. Motion passed with all in favor.



MCBDD Board President



MCBDD Board Secretary

