

# BOARD MEETING MINUTES

May 13, 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; Tony Coury; Drew Hansen; and Steve Haren

Absent: Diana White, Secretary

### Program Support Team

Kellie Brown, Brent Brannon, Stephanie Neuhart, Christine Ross, and Melinda Russell

## V. GUESTS:

## VI. PUBLIC PARTICIPATION:

## II. PRESENTATION:

## VIII. MINUTES

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

## IX. REPORTS

Diana White entered Board meeting at 5:37 PM.

### A. Business Operations

- Neuhart recommended the Board to approve the March 2021 Revenue Report. A motion to approve the revenue report, as presented, was made by Beitzel and seconded by Haren. Motion passed with all in favor.
- Neuhart recommended the Board to approve the March 2021 Expenditures Report. A motion to approve the expenditures report, as presented, was made by Haren and seconded by Hansen. Motion passed with all in favor.
- Neuhart recommended the Board to approve the April 2021 bills. A motion to approve the bills, as presented, was made by Hansen and seconded by Beitzel. Motion passed with all in favor.
- Neuhart called attention to her financial board notes and highlights.

B. Administrative Services Report

- See board report for updates.

C. School Services Report

- See board report for updates

D. Community Services Report

- See board report for updates.

E. Human Resources Report

- See board report for updates.

F. Early Intervention Report

- See board report for updates.

G. Superintendent Activities Report

- Brown reported 2 more individuals are being placed in developmental centers for short term stabilization. MCBDD will cover the cost for the DC placements. Currently, MCBDD has 3 individuals placed at the Developmental Centers for short term stabilization.
- Brown reported adding another motion to the board agenda for a recommendation to have OACB advocate to the Legislature for a waiver rate increase preferable to 2% but not to exceed 2.5%. There was supposed to be a partnership with the Department of DD for a wage increase, but the Department share was not included in the budget language.

**X. OLD BUSINESS**

A. OACB/DODD

No report.

B. Keckley Trust

No report.

C. Advocacy Report

No report.

D. MCBDD & Children's Institute of Pittsburgh Agreement Motion Rescinded

Brown recommended the Board to approve rescinding MCBDD & Children's Institute of Pittsburgh Agreement motion, This is due to Children's Institute no longer providing this service. This agreement was approved at the April 8, 2021 board meeting, as presented, was made by Beitzel and seconded by Hansen. Motion passed with all in favor.

**XI. NEW BUSINESS**

A. May 2021 Ethics Council Recommendations

Brown recommended the Board approve the May 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 discussed, was made by Beitzel and Hansen. Whitacre abstained from discussion and

vote. Brown discussed all recommendations fell within guidelines. Motion passed with all in favor.

**B. Robert E. Fellers & Leona L. Fellers Foundation Trust Donation**

Brown recommended the Board to approve the donation from Robert E. Fellers & Leona L. Fellers Foundation Trust, in the amount of \$4,000.00. A motion to approve the donation, as presented, was made by Coury and seconded by Whitacre. Motion passed with all in favor.

**C. Unneeded/Obsolete Playground Equipment**

Brown recommended the Board make recommendations to the Muskingum County Commissioners to donate unneeded/obsolete playground equipment to another government entity, school or non-profit organization on a first come first serve bases. All equipment not donated or unfit will be disposed of. A motion to approve making recommendations, as presented, was made by Haren and seconded by White. Brown discussed wanting to make the Commissioners aware of what MCBDD was proposing for the old playground equipment. Motion passed with all in favor.

**D. Playground Prep and Equipment Removal**

Brown recommended the Board to approve the authorization of the Superintendent to award the contractor with the lowest and best quote received by May 19, 2021 to remove playground equipment, hard and soft surface ground cover and grad according to specifications, in the amount not to exceed \$7,5000.00. A motion to approve the authorization of the Superintendent, as presented, was made by Whitacre and seconded by Hansen. Motion passed with all in favor.

**E. Advocacy by OACB**

Brown recommended the Board to approve OACB to advocate to the State Legislature in the biennium budget a preferable 2% increase in the waiver rates and not to exceed 2.5% increase to the waiver rate. This said increase is borne solely on local county levy funds. A motion to approve the increase, as presented, was made by Beitzel and seconded by Hansen. Brown discussed the Association is asking Boards to commit to a percentage waiver rate increase. They wanted a 5% increase from the Boards without DODD committing but some of most affected counties couldn't commit to that amount, therefore, 2.5% was the highest that was discussed to be committed. Motion passed with all in favor.

**F. MEORC Contract with Eagle Consulting**

Brown recommended the Board to approve adding a service with MEORC to contract with Eagle Consulting for confidentiality and computer security policies, HIPAA training, basic security risk assessment and ongoing risk management, security awareness training, and HIPAA hotline, in the amount of \$5,600.00. A motion to approve the contract, as presented, was made by White and seconded by Beitzel. Brown discussed all employees are required to take the micro training. Additionally, Eagle Consulting sends phishing emails to all staff. Motion passed with all in favor.

**G. Eagle Consulting**

Brown recommended the Board to approve Eagle Consulting contract for assistance with follow through of computer risk assessment recommendation, in the amount, not to exceed \$3,000.00 per year. A motion to approve the contract, as presented, was made by Whitacre and seconded by Haren. Brown discussed this is an actual contract with Eagle Consulting to do risk assessment follow through, not through the MEORC contract. Motion passed with all in favor.

**H. Renewal of FCFC Coordinator Agreement**

Brown recommended the Board to approve the renewal of the FCFC Coordinator agreement. The renewal will begin July 1, 2021 and end on June 30, 2022. A motion to approve the renewal, as presented, was made by Beitzel and seconded by Haren. Motion passed with all in favor.

**I. Estimated Budget for Calendar Year 2022**

Neuhart recommended the Board to approve the estimated budget for calendar year 2022. A motion to approve the revised salary schedule, as presented, was made by Beitzel and seconded by Hansen. Neuhart discussed including the years 2019 and 2020 to show typical spending levels pre Covid. We will bring another motion for 2022 budget in October with a better picture of what 2022 looks like. Motion passed with all in favor.

**J. School Bus Purchase**

Neuhart recommended the Board to approve the purchase of a 2-21 Integrated CE S Bus, in the amount, not to exceed \$98,000.00. A motion to approve the purchase, as presented, was made by Hansen and seconded by Coury. Neuhart discussed the \$1000.00 increase that reflects the cost of steel that has gone up since the last quote. Motion passed with all in favor.

**K. Dr. Amy McTighe Independent Contractor Consultation Contract**

Neuhart recommended the Board to approve the independent contractor contract between MCBDD and Dr. Amy McTighe for Prader Willi consultation services effective June 1, 2021 through May 31, 2022, in the amount, not to exceed \$8,000.00. A motion to approve the contract, as presented, was made by White and seconded by Beitzel. Motion passed with all in favor.

**L. Haugland Contract**

Brannon recommended the Board to approve the contract with Haugland Learning Center for professional development, behavior therapy and BCBA services for students at Starlight School. A motion to approve the contract, with revisions, as presented, was made by Beitzel and seconded by Whitacre. Motion passed with all in favor.

**M. MVESC Purchase of Services Contract**

Brannon recommended the Board to approve the Muskingum Valley Educations Service Centers, purchase of speech services contract, effective July 1, 2021 through June 30, 2022, in the amount of \$57,164.62. A motion to approve the contract, as presented, was made by Beitzel and seconded by Whitacre. White abstained from discussion and vote. Brannon discussed Speech Therapist will be in the school 3 days next year instead of 2 because School Age 5 classroom will resume. Motion passed with all in favor.

**N. The Creative Curriculum for Pre-School**

Brannon recommended the Board to approve the Creative Curriculum for Preschool, in the amount of \$11,084.00 (\$9,750.00 for 3 year subscription, \$864.00 annual charge for GOLD assessment and \$470.00 for one time set up of assessment). A motion to approve the curriculum, as discussed, was made by Haren and seconded by Hansen. Brannon discussed receiving an end of life notice from Big Day for Pre-K curriculum with no virtual/digital access as of December 31, 2021. Brannon stated that preschool staff have reviewed the curriculum and believes it will meet their needs. Motion passed with all in favor.

O. Revised SSA Position Description

Russell recommended the Board to approve the revised SSA position description. A motion to approve the position description, as presented, was made by Haren and seconded by White. Russell discussed this position description is just being updated with reference to a flexible work schedule. Motion passed with all in favor.

P. Revised Facilities Manager Position Description

Russell recommended the Board to approve the revised Facilities Manager position description. A motion to approve the position description, as presented, was made by Beitzel and seconded by Hansen. Motion passed with all in favor.

Q. Revised FMLA Personnel Policy

Russell recommended the Board to approve the revised FMLA Personnel Policy. A motion to approve the revised personnel policy, as presented, was made by Whitacre and seconded by Beitzel. Russell discussed currently the policy is a calendar year for eligibility and the new policy will be a rolling year with leave time running concurrently. Motion passed with all in favor.

R. Interim Contract Renewal

Russell recommended the Board to approve the renewal of Interim contract. A motion to approve the contract renewal, as discussed, was made by Hansen and seconded by Haren. Russell discussed needing an LPN to step in for a staff member until the end of the school year. Motion passed with all in favor.

Brannon discussed and presented the Board Members the school playground redesign.

Executive Session

A motion to enter into Executive Session for the sole purpose of discussing the discipline 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 and Melinda Russell, Director of Human Resources

Time In: 6:37 pm

A motion to adjourn Executive Session was made by Beitzel and seconded by Hansen at 6:49 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.

*Michelle N*

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MCBDD President

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MCBDD Secretary