

February 10, 2011
6:30 p.m.

The Adams Co. Bd. of Developmental Disabilities met in regular session on the above date and time at Venture Productions, Inc.

CALL MEETING TO ORDER: President Linda Stepp called the meeting to order.

ROLL CALL: Larry Hamrick, present; Marti Knauff, present; Lary Lohse, present; Brice Mikesell, arrived at 6:46 p.m.; Tom Potts, present; Linda Stepp, present; and Linda Waugh, present. Also present was Scott Amen, Superintendent; Norma Chamblin, Business Manager; and Liz Lafferty, Workshop Director.

ETHICS COUNCIL: None

APPROVAL OF MINUTES OF LAST MEETING: Tom Potts made a motion to approve the minutes of the last regular meeting (January 13, 2010) with Larry Hamrick seconding the motion. All in favor, motion carried.

**MOTION 11-09

Marti Knauff made a motion to approve the minutes of the Personnel Committee meeting (February 7, 2011) with Tom Potts seconding the motion. All in favor, motion carried.

**MOTION 11-10

FINANCIAL REPORTS: MONTHLY BILLS: After reviewing the bill sheet, Marti Knauff made a motion to pay all bills listed on the bill sheet with Linda Waugh seconding the motion. All in favor, motion carried.

**MOTION 11-11

MONTHLY FINANCIAL REPORTS: Lary Lohse made a motion to approve the financial reports ending January 2011 with Larry Hamrick seconding the motion. All in favor, motion carried.

ENC. (A)

**MOTION 11-12

SUPERINTENDENT'S REPORT: Scott discussed the (6.10) Electronic Signature Policy and asked the Board to adopt it. He stated that Aaron Haslam and Steve Postalakis (OACBDD) both approved it. Tom Potts made a motion to adopt the Electronic Signature Policy with Lary Lohse seconding the motion. All in favor, motion carried.

ENC. (B)

**MOTION 11-13

Scott asked the Board to adopt the (6.01) Targeted Case Management Services Policy, the (6.01.1) Targeted Case Management Procedures Policy and the (6.01.2) Targeted Case Management Documentation Procedure Policy. These describe what the SSA's can bill for as well as the procedures and documentation. Larry Hamrick made a motion to adopt the three policies with Linda Waugh seconding the motion. All in favor, motion carried.

ENCS. (C) (D) & (E)

**MOTION 11-14

Scott talked to the Board about purchasing document scanning software to better locate and organize our records and to eliminate a lot of old documents in storage. The software from Van Dyke, Inc. would be \$4,495.00 plus a \$1,200.00 annual fee for software support. We could contract with VPI to do the scanning since their copier is also a high speed scanner. Liz's computer is networked to it. Marti asked if there would be a copy charge for each document. Scott said that he would need to ask Van Dyke if there would

be. Linda Stepp suggested that it might be better to use a scanner instead. Scott is to find out if there is a cost per copy charge.

Scott talked about Senate Bill 5. This Bill includes doing away with salary schedules and step increases and replacing them with a merit-based pay system. Most of SB5 has to do with collective bargaining which does not apply to us.

Scott talked about the State Budget. There are several things being discussed at state level that will affect us, depending upon the Governor's budget. We may no longer continue to receive a tax equity, our subsidy may be cut by 10%, TPP will probably be cut out, and the 10% Rollback/12.5% Homestead tax may be eliminated. The Governor's proposed budget should be out by mid-March.

DIRECTOR'S REPORT: ENC. (F)

Liz gave the Board a copy of the 2010 Financial Reports and the 2011 Budget for Venture Productions, Inc. and Venture Housing Services, Inc. that was approved at the Non-Profit board meeting January 25th.
ENC. (G)

Venture will now be doing fruit baskets weekly instead of monthly for GE. GE also wants them to do the laundry for their fitness center each week.

Our new van was used for the first time last week for a community recreation outing.

OLD BUSINESS: None

NEW BUSINESS: Tom Potts stated that Prosecuting Attorney Aaron Haslam is leaving to accept a new position in Columbus. Since he has worked so well with us he thought it would be nice if we sent him a letter thanking him for his service to our Board. The Board agreed that he has been extremely helpful. Tom Potts made a motion to send him a "Thank you" letter for all of his service and support to our Board with Larry Hamrick seconding the motion. All in favor, motion carried.

ENC. (H)

****MOTION 11-15**

Scott stated that Wanda Massie, Wksp. Spec. and T.J. McClellan attended a four day Project STIR (Steps to Independence and Responsibilities) conference at Mohican State Park in Ashland Co. T.J. discussed his experiences with the Board and thanked them for letting him attend. He gave the Board a "Thank You" card. There is going to be a follow-up training in Delaware on April 6th. The Board thanked him for representing our county.

ENC. (I)

Scott stated that he would like to have a Finance Committee meeting on February 16th at 2:30 at VPI.

COMMUNICATIONS & GUESTS: Nola Bailey and T.J. McClellan.

ADJOURNMENT: Tom Potts made a motion to adjourn at 7:26 p.m. with Larry Hamrick seconding the motion. All in favor, motion carried.

****MOTION 11-16**

Board President

Board Secretary

Minutes prepared by: N. Chamblin

