

September 8, 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.

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

ROLL CALL: Larry Hamrick, absent (prior notice); Marti Knauff, present; Lary Lohse, present; Brice Mikesell, present; Tom Potts, absent (prior notice); Linda Stepp, present; and Linda Waugh, absent (prior notice). Also present was Scott Amen, Superintendent; Norma Chamblin, Business Manager; Liz Lafferty, Workshop Director; and Andrea Parks, Fiscal Director. Sandy Landers with Medicaid Consulting Group, Inc. was present to discuss salary restructuring.

ETHICS COUNCIL: None

APPROVAL OF MINUTES OF LAST MEETING: Brice Mikesell made a motion to approve the minutes of the August 11, 2011 meeting with Lary Lohse seconding the motion. All in favor, motion carried.

****MOTION 11-62**

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

****MOTION 11-63**

MONTHLY FINANCIAL REPORTS: The Auditor's office did not have the financial reports ready for reconciliation. They will be submitted at next month's board meeting.

SUPERINTENDENT'S REPORT: Scott stated that we will not be receiving the TPPT after this year, but there has been a change in de-regulation – it will not be going away as quickly as we thought.

Sandy Landers was present to discuss the salary survey analysis that we had contracted with MCG to do for our agency. She gave the Board copies of the salary scale comparison. She explained that in order to put our employee compensation program into a quantitative view, she compared current employee compensation (wages only), by position, to other comparable county boards. She selected seven county boards of like and similar size and in the same geographic region, with a few exceptions. Worksheets were used to provide initial data needed to determine if current employees are over/under paid when compared to their peers, and as a starting salary scale for new hires. After collecting data from the comparable counties, salary ranges were established. The average hourly rate was compiled for each position and a range of 90% - 110% of the average was calculated. An hourly range scale was made for each position. Current employee hourly rates were then compared to this range to determine if employees were above, within or below the salary range. Almost all of our employees fell within this range. A few were above and a few were below. She stated that if the Board wanted to implement the salary range, a compensation plan would have to be written. Linda asked Scott to bring some preliminary figures to the next board meeting.
ENC. (A)

Scott asked the Board to approve the revised policy for "Adult Services Staffing Needs". Brice Mikesell made a motion to adopt the policy with Lary Lohse seconding the motion. All in favor, motion carried.

ENC. (B)

****MOTION 11-64**

Scott asked the Board to approve the revised policy regarding "Contracts" pending approval by the Prosecuting Attorney. Lary Lohse made a motion to adopt the policy pending the PA's approval with Marti Knauff seconding the motion. All in favor, motion carried.

ENC. (C)

****MOTION 11-65**

Scott asked the Board to approve the revised “Building and Grounds Security” policy. Brice Mikesell made a motion to adopt the policy with Marti Knauff seconding the motion. All in favor, motion carried.
ENC. (D)

**MOTION 11-66

Scott asked the Board to approve a new policy, “Deadly Weapons and Dangerous Ordnance”. We are required to post notices at the entrance of the building, but this policy describes more completely what we are talking about when we say deadly weapons and dangerous ordnance, as well as how we would respond as per policy. Marti Knauff made a motion to adopt the new policy with Lary Lohse seconding the motion. All in favor, motion carried.

ENC. (E)

**MOTION 11-67

Scott stated that the Commissioners have asked us to adopt the county’s policy regarding use of motor vehicles as required by CORSA. After discussion, it was noted that in the section regarding the use of hands free devices for cell phones (page 8 – X. Miscellaneous - D), that our bus drivers/CDL drivers are prohibited from using cell phones while driving, even with the hands free devices. Marti Knauff made a motion to adopt the “Policy for Use of Motor Vehicles by Adams County Employees” with the addition that our bus drivers/CDL drivers cannot use cell phones while driving (they must be parked off of the roadway), and that if any of our policies regarding bus drivers/CDL drivers is more restrictive than this one, ours would supersede. Lary Lohse seconded the motion, all in favor, motion carried.

ENC. (F)

**MOTION 11-68

Scott discussed the propane contract at Oliver School. We have been using Blue Flame, but they are raising their new contract price from \$1.89 to \$2.19, plus additional yearly service and delivery fees as well as other miscellaneous charges. With Arrick’s Propane in Peebles, we can get locked in at \$1.99 through the winter with no other fees or charges, plus they are a local business. Scott recommended that the Board approve the contract with Arrick’s Propane. Brice Mikesell made a motion to contract with Arrick’s Propane @ \$1.99 per gallon with Lary Lohse seconding the motion. All in favor, motion carried.

ENC. (G)

**MOTION 11-69

DIRECTOR’S REPORT: ENC. (H)

Liz stated that the Greenhouse should arrive next week.

Brice asked the Board for funds to help with expenses of the greenhouse project over and above what the \$10,000.00 grant would cover. Marti Knauff made a motion to allow up to \$5,000.00 for additional expenses with the greenhouse project. Lary Lohse seconded the motion, all in favor, motion carried.

**MOTION 11-70

OLD BUSINESS: None

NEW BUSINESS: None

COMMUNICATIONS & GUESTS: Nola Bailey.

Brice Mikesell made a motion to go into executive session to discuss a personnel matter with Marti Knauff seconding the motion. Roll call vote: Lary, yea; Marti, yea; Brice, yea; and Linda S., yea. All in favor, motion carried.

**MOTION 11-71

THE BOARD WENT INTO EXECUTIVE SESSION AT 8:10 P.M. TO DISCUSS A PERSONNEL MATTER AND RESUMED REGULAR SESSION AT 8:20 P.M.

ADJOURNMENT: Brice Mikesell made a motion to adjourn at 8:30 p.m. with Lary Lohse seconding the motion. All in favor, motion carried.

**MOTION 11-72

Board President

Board Secretary

Minutes prepared by: N. Chamblin