

November 11, 2010
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, absent (prior notice); Brice Mikesell, present; Tom Potts, present; and Linda Stepp, 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: Marti Knauff made a motion to approve the minutes of the last regular meeting (October 14, 2010) with Tom Potts seconding the motion. All in favor, motion carried.

****MOTION 10-78**

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

****MOTION 10-79**

MONTHLY FINANCIAL REPORTS: Tom Potts made a motion to approve the financial report ending October 2010 with Larry Hamrick seconding the motion. All in favor, motion carried.

ENC. (A)

****MOTION 10-80**

SUPERINTENDENT'S REPORT: Scott stated that he would like to hire Cecelia Hummel, SSA Assistant, full-time. She has been working 25 hours per week since last November with no benefits. Her annual salary would be \$22,116.16 with one year experience on the salary schedule with full benefits. Brice Mikesell made a motion to hire Cecelia Hummel as full-time SSA Assistant with Tom Potts seconding the motion. All in favor, motion carried.

****MOTION 10-81**

The two diesel van bids that were left open from last month's meeting were discussed. The TESCO bid was \$58,349.00 and the Edwin H. Davis bid was \$62,030.00 plus \$2,575.00 for air conditioning for a total of \$64,605.00. Scott contacted both TESCO and Edwin H. Davis about bringing a demo van to the board meeting. TESCO was unable to bring one and Edwin Davis was unable to be here but he brought one down for the Board to look at. The Board looked at the van. Scott gave the Board a comparison chart of the two vans. Discussion followed. Liz stated that she drove both vans and that TESCO's seemed generic and the way the windshield and side windows were styled made it hard to maneuver. Also, the GVW is 3,000 lbs. less than the other one. She talked to someone from Preble Co. and they said that we should be careful with TESCO's vans. She also stated that our mechanic was not able to be at the meeting, but he recommended the van from Edwin Davis. He said that there are problems with water leaking in on the side windows in the van from TESCO and that it causes problems inside of the van making repairs more costly. After discussion, Marti Knauff made a motion that based upon the recommendation of our mechanic and the weight and durability issues as well as the other reviews, that we accept the van bid from Edwin H. Davis. Larry Hamrick seconded the motion. All in favor, motion carried.

****MOTION 10-82**

Scott stated that he has not heard anything from Judge Spencer regarding the Board vacancy.

Scott asked the Board if they would like to approve the revised Supported Living Policy and Contract Procedure (pending approval from Aaron Haslam) that he sent to them. The Policy was updated and the Contract Procedure is new. He sent it to Aaron Haslam to review, but hasn't heard anything back yet. Brice Mikesell made a motion to approve the revised Supported Living Policy and new Contract Procedure pending approval from the prosecuting attorney, with Tom Potts seconding the motion. All in favor, motion carried.

ENC. (B)

**MOTION 10-83

We recently had a Title XX audit conducted by the Ohio Dept. of DD and it went very well. The only thing that needs to be done is to add "approved on the FY 10-11 CSSP" to the Title XX Policy that was approved last month. Larry Hamrick made a motion to approve this addition to the Policy with Marti Knauff seconding the motion. All in favor, motion carried.

ENC. (C)

**MOTION 10-84

There have been no changes in the VRP3 Project supported employment grant since it was explained in September. The grant amount will allow us to do what we want. We can move money around, so we don't have to decide exactly what and how many positions we need now or if we are going to share a coordinator position. If we don't expend all of the money allowable, they will just reduce our match obligation. Scott recommended that it be approved, determining the needs as we go. Brice Mikesell made a motion to approve the VRP3 Grant with Marti Knauff seconding the motion. All in favor, motion carried.

ENC. (D)

**MOTION 10-85

Contract renewals for 2011: Dr. Edward Shelleby, psychological services; Lavonne McCoy, program nurse; and Adams Co. Board of Health, back-up nurse (changed from Adams Co. Regional Medical Center). Tom Potts made a motion to approve the three contracts for 2011 with Larry Hamrick seconding the motion. All in favor, motion carried.

ENC. (E) (F) & (G)

**MOTION 10-86

Scott stated that he and Andrea met with the Budget Commission on October 21st regarding our budget and the large carryover that we currently have. Aaron Haslam, Lisa Newman, David Gifford and a clerk from the Auditor's Office was also in attendance. We gave them our budget projections for the next five years that take into account the loss of deregulation and TPP as well as unpredictable increases in health insurance. Modest salary increases for employees were also included. David Gifford said that some people are wondering why we need the money since we no longer have a school. That information was also given to them showing that the expenses for the school over the last several years were a very tiny percentage of the total budget. We haven't heard anything from them since the meeting.

Scott gave the Board a copy of the proposed 2011 Annual Action Plan to review. The public hearing is scheduled for Tuesday, December 21, 2010 at 4:00 p.m. at Oliver School. It will be ready for the Board to adopt at the January 2011 board meeting.

Scott discussed the Annual Conversion Plan. The current plan says that only those management employees with a contract for two or more years can cash in a week of vacation leave annually. Since Liz's new contract is for one year, he recommends that we change this to allow those with one year contracts to cash in one week annually. He also discussed allowing all staff to do this. Several employees have very large vacation balances and he thinks that this will be a large liability when employees start to retire. It would be better to pay some extra cash each year than to have large payouts all at once. The Board agreed to change the current plan for one year management contracts, and for Scott to write up a plan for allowing all employees to cash in vacation time. Larry Hamrick made a motion to change the current Annual

Conversion Plan to include one year contract management employees with Marti Knauff seconding the motion. All in favor, motion carried.

ENC. (H)

**MOTION 10-87

Scott discussed the Supported Living monies that we receive that are sent to the SOCOG (Southern Ohio Council of Governments).

Scott asked the Board if they would like to make a motion to not have a board meeting in December 2010. Marti Knauff made a motion not to have a board meeting in December with Tom Potts seconding the motion. All in favor, motion carried.

**MOTION 10-88

DIRECTOR'S REPORT: ENC. (I)

Liz stated that the \$10,000.00 grant was received from the Attorney General's office for the greenhouse.

Liz asked the Board to renew the three contracts between the Non-profit Board and the DD Board. They are the same as last year's contracts for: Job Training, Transportation and General Responsibilities. Brice Mikesell made a motion to renew the three contracts for 2011 with Larry Hamrick seconding the motion. All in favor, motion carried.

ENCS. (J) (K) & (L)

**MOTION 10-89

OLD BUSINESS: None

NEW BUSINESS: Scott stated that the Holiday dinner will be held at Oliver School on December 10th at 11:00 a.m.

COMMUNICATIONS & GUESTS: Nola Bailey and Shawna Mikesell.

ADJOURNMENT: Tom Potts made a motion to adjourn at 7:28 p.m. with Marti Knauff seconding the motion. All in favor, motion carried.

**MOTION 10-90

Board President

Board Secretary

Minutes prepared by: N. Chamblin