

**From:** Norma Chamblin (nchamblin@hughes.net)  
**To:** adamsmrdd@yahoo.com  
**Date:** Thu, January 28, 2010 10:58:01 AM  
**Subject:** Bd. minutes

November 12, 2009  
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:** Charalena (Charlie) Bess, absent; Larry Hamrick, present; Marti Knauff, present; Lary Lohse, absent (prior notice given); 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:** Larry Hamrick made a motion to approve the minutes of the last meeting (October 8, 2009) with Marti Knauff seconding the motion. All in favor, motion carried.

\*\*MOTION 09-56

- Larry Hamrick made a motion to approve the minutes of the Finance Committee meeting on October 28, 2009 with Brice Mikesell seconding the motion. All in favor, motion carried.

ENC. (A)

\*\*MOTION 09-57

- **FINANCIAL REPORT: MONTHLY BILLS:** After reviewing the bill sheet, Tom Potts made a motion to pay all bills listed on the bill sheet with Larry Hamrick seconding the motion. All in favor, motion carried.

\*\*MOTION 09-58

- **MONTHLY FINANCIAL REPORTS:** Tom Potts made a motion to approve the financial report ending October 2009 as presented with Brice Mikesell seconding the motion. All in favor, motion carried.

ENC. (B)

\*\*MOTION 09-59

- **SUPERINTENDENT'S REPORT:** Scott stated that we need a motion to accept Mary Tackett's (Early Intervention Specialist) resignation with regret and appreciation for 12 years of dedicated service. She will be retiring at the end of this year. Brice Mikesell made a motion to accept Mary Tackett's resignation with Tom Potts seconding the motion. All in favor, motion carried.

ENC. (C)

\*\*MOTION 09-60

- Scott gave the Board a 3<sup>rd</sup> quarter update on the Annual Action Plan.

ENC. (D)

Scott gave the Board a summary of the annual survey results. Out of 150 surveys, there were only 29 responses. According to the surveys, there seems to be a need for more community employment and adult services options. This needs to be more of a priority for the coming year.

ENC. (E)

Scott gave the Board a form showing what type of contracts we have for each copier. He is talking with Van Dyke, Inc. to see what options we have on the agreements.

Three annual contracts need to be renewed for 2010: Dr. Edward Shelleby, Psychologist; Lavonne McCoy, RN, Delegated Nursing; and ACRMC, back-up Delegated Nursing. Tom Potts made a motion to renew the three contracts for 2010 with Larry Hamrick seconding the motion. All in favor, motion carried.

ENCs. (F) (G) & (H)

\*\*MOTION 09-61

- Our Accreditation with the DODD is scheduled for February 24 & 25, 2010. We have already completed our in-house self-review.

Scott asked the Board if they would like to approve the new and revised policies in Section III: Rights of Individuals Served that he had given them for review. Aaron Haslam had reviewed them and said that they were fine. The revisions for Section III were: 3.01, 3.01.1, 3.01.2, 3.01.3, 3.01.4, 3.02, 3.07, 3.07.1, 3.07.2 and 3.08. Marti Knauff made a motion to adopt the policy revisions with Larry Hamrick seconding the motion. All in favor, motion carried.

ENC. (I)

\*\*MOTION 09-62

- The new policies for Section III were: 3.03, 3.03.1, 3.04, 3.05, 3.06, 3.08.1 and 3.09. Brice Mikesell made a motion to adopt the new policies with Tom Potts seconding the motion. All in favor, motion carried.

Also ENC (I)

\*\*MOTION 09-63

- Policies that were adopted at the September board meeting also need to be separated into "revised" and "new" with a motion. The revisions for Section I: The Board were: 1.01, 1.04, 1.05, 1.06, 1.07, 1.08, 1.09, 1.10, 1.10.1, 1.11, 1.12, 1.13, 1.14, 1.15, 1.16, 1.17, 1.18, 1.19, 1.20, and 1.22. Larry Hamrick made a motion to adopt the policy revisions with Tom Potts seconding the motion. All in favor, motion carried.

\*\*MOTION 09-64

- The new policies for Section I were: 1.00, 1.02, 1.03 and 1.21. Brice Mikesell made a motion to adopt the new policies with Marti Knauff seconding the motion. All in favor, motion carried.

\*\*MOTION 09-65

- Policies that were adopted at the September board meeting for Section II: Board Operations and Management revisions were: 2.06. Larry Hamrick made a motion to adopt the policy revision with Marti Knauff seconding the motion. All in favor, motion carried.

\*\*MOTION 09-66

- The new policies for Section II were: 2.01, 2.02, 2.03, 2.04, 2.05, 2.07 and 2.08. Tom Potts made a motion to adopt the new policies with Marti Knauff seconding the motion. All in favor, motion carried.

\*\*MOTION 09-67

- \*\*\*\*Sections I and II are enclosed with the September 2009 board minutes.

Scott asked the Board to sign an agreement with MCG (Medicaid Consulting Group) to complete our annual cost report @ \$1,000.00. They have done this for the past several years. Larry Hamrick made a motion to sign the agreement with MCG with Marti Knauff seconding the motion. All in favor, motion carried.

ENC. (J)

\*\*MOTION 09-68

- Scott asked the Board if they would like to skip the December meeting. Brice Mikesell made a motion to skip the December meeting with Larry Hamrick seconding the motion. All in favor, motion carried.

\*\*MOTION 09-69

- Scott stated that we need a Resolution to create an EFMAP fund. Due to the American Reinvestment and Recovery Act (ARRA), we will be receiving additional federal financial participation (FFP) for our Medicaid reimbursed services. It is a requirement that it must be placed in a separate fund and can only be used for Medicaid related services. Brice Mikesell made a motion that a resolution be made to request that a separate fund be created for the EFMAP funds with Tom Potts seconding the motion. Roll call vote: Charlie Bess, absent; Larry Hamrick, yea; Lary Lohse, absent; Marti Knauff, yea; Brice, yea; Tom, yea; and Linda Stepp, yea. All in favor, motion carried.

ENC. (K)

\*\*MOTION 09-70

- The Finance Committee met on October 28<sup>th</sup>. They made a recommendation to the Board that no raises be granted at this time. Brice Mikesell made a motion to accept the recommendation of the Finance Committee not to grant staff increases at this time. They will review this in January based on what we learn from the health insurance costs. Larry Hamrick seconded the motion, all in favor, motion carried.

\*\*MOTION 09-71

Scott stated that Marti, Lary Lohse and Tom still need the 4 hours of Board training.

**DIRECTOR'S REPORT:** ENC. (L)

Liz stated that the funding came through for the Christmas Sharing Toy program. Three hundred children will be served Christmas presents.

Venture has a new contract with Dr. Harless and Western Brown schools for secure document shredding. Liz is negotiating with Brown Co. Hospital for a possible shredding contract.

The three annual contracts between VPI and Adams Co. Bd. DD for Transportation @ \$250.00 per month, Job Training @ \$500.00 per month and General Responsibilities of both Boards need to be renewed for 2010. Tom Potts made a motion to renew the three contracts for 2010 with Brice Mikesell seconding the motion. All in favor, motion carried.

ENCS. (M) (N) (O)

\*\*MOTION 09-72

Liz talked about the 5 year projection plan for the gardening project.

**OLD BUSINESS:** None

**NEW BUSINESS:** There will be a carry-in dinner at the Oliver School on Friday, December 11<sup>th</sup> at 11:00 a.m. We are providing the turkey, green beans, potatoes and drinks. Each family is to bring a covered dish. The bell choir will perform and a group from OVLS will be singing.

**COMMUNICATIONS & GUESTS:** Aaron Haslam, Karen and Venus Snyder.

Brice Mikesell made a motion to go into executive session at 7:35 p.m. to discuss personnel with Larry Hamrick seconding the motion. Roll call vote: Charlie, absent; Larry, yea; Lary L., absent; Marti, yea; Brice, yea; Tom, yea; and Linda, yea. All in favor, motion carried.

\*\*MOTION 09-73**THE BOARD WENT INTO EXECUTIVE SESSION AT 7:35 P.M. TO DISCUSS PERSONNEL AND RESUMED TO REGULAR SESSION AT 8:40 P.M.**

**ADJOURNMENT:** Brice Mikesell made a motion to adjourn at 8:42 p.m. with Larry Hamrick seconding the motion.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

Minutes prepared by: N. Chamblin