

FAYETTE COUNTY BOARD OF DD
APRIL 10, 2013
BOARD MEETING MINUTES

Present: Caryl Bookman, Jim Miteff, Suzi McCracken, Mitchell Kirby, Janelle Mead and Larry Mayer, Cody Kirkpatrick was excused. Also present: Fred Williams, Teresa Borden, Lori Moore, Mark Schwartz, Renee Guess, Sandy Kelley and Debbie Yoho. Guest attending were; Julie McDonald, Brian Kelley, Leslye Cathell, Wanda Coil, Jodie Baker, Claudia Coe, Sharon L.Gibbs and Connie Matthews representing the Rock –a- Bye Daycare.

Ethics Council Meeting: None needed.

Meeting was called to order by President Mitchell Kirby at 5:30pm and roll call was taken.

There were no additions to agenda.

The minutes of the March 13, 2013 meeting was approved. Larry Mayer made the motion to approve as read. Jim Miteff seconded the motion. Roll call was given all ayes.

There were no additions to the vendor list.

There were no transfers or advances.

Approval to pay the monthly expenditures was made by Larry Mayer and seconded by Caryl Bookman. Roll call was given all ayes. The Board asked staff to revisit cost of habilitation and cleaning supplies before next Board meeting.

Announcements were made by Fred Williams regarding the retirement of Debbie Allen on March 31, 2013. Teresa Borden shared an article with pictures that appeared in the Record Herald highlighting the unique things being done at the preschool. The annual 2 hour Board in-service training will be held at 5:30 before the July Board meeting which will start immediately after the training..

Administrative report regarding Strategic plan was tabled until the May meeting. Focus on service was presented by Jan Cobb. Jan distributed reference materials regarding “Delegated Nursing”. She talked about the State training requirements and procedures that staff must know and complete to pass medicine to individuals with DD.

OLD BUSINESS:

Rock-a-Bye Daycare Board members were invited to the April meeting to discuss their plan for payment on monthly lease that is in arrears. Fred Williams presented a breakdown on what the monthly lease amount provides to Rock-a –Bye (RAB). Brian Kelley speaking on behalf of RAB mentioned the past cannot be changed and the newly formed RAB Board wants to go forth. Both Boards agree \$12,183.00 is the past due

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amount and the current monthly rent is \$1418.31. RAB has committed to pay each month an additional \$1000.00 (on arrears) and current monthly rent \$1418.31.

A recommendation was made to have contact persons' established for reporting concerns that would need immediate attention. Jodie Baker, interim RAB Director and Fred Williams, FCBDD Superintendent will be the contact person. It was also announced that Julie McDonald, RAB Director will be retiring effective April 26, 2013. All payments should be paid to Lori Moore, Business Director. Connie Matthews requested a copy of the comparative chart presented by Fred Williams.

Shared Service updates; Fred Williams reported they are moving along with the 2013 Strategic Plan. Dan Ohler was hired to assist with this project. The outcome will be a 5 year plan for the Highland County Board of DD (HCBDD) which may include shared services. Other points of interest are:

- o Hired Lawrence Gray to fill the Transportation Supervisor position.
- o Security issues are coming along
- o Taking on attendance issues and the cost it has on the budget
- o Renee gave a positive report on new staff coming along very well.
- o SSA worked with BVR to help gentleman start his own business, "Small Engine repair shop".
- o Lori reported things are going well. Working to reward staff with perfect attendance.

The Board requested background information on the operator of the small engine repair shop.

Fred Williams gave an update on the Safety Plan Project. Things are moving along with keyless entry for both buildings to be started, lamination for windows and doors, oversized boulders scheduled for delivery, along with oversized planting pots soon to be in place. Reporting that project is coming in under the \$20,000 budget as of date \$15,000 has been spent.

NEW BUSINESS:

Presentation of Quarterly Financial Report was given by Lori Moore. We are currently at 27.67 % which is good. (see attachment)

Fred Williams shared a request from the SOCOG regarding investments of funds on hand.

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OTHER DISCUSSION: None

With no other business to come before the Board, President Mitchell Kirby adjourned the meeting at 7:02 pm.

Mitchell Kirby, President

Janelle Mead, Secretary