

**FAYETTE COUNTY BOARD OF DD**  
**DECEMBER 12, 2018**  
**5:30 PM BOARD MEETING**  
**LOCATION: Fayette County Board of DD**

The Fayette County Board of Developmental Disabilities met in regular session at 5:58 pm on Wednesday, December 12, 2018 at Fayette County Board of Developmental Disabilities. Board Members present: Larry Mayer Alice Craig, Mark Heiny, Caryl Bookman, Cody Kirkpatrick, Janelle Mead and David Sanders.

Others present were Sherry Burns, Administrative Assistant, Lori Moore, Business Director, Larry Gray, Operations Director, Renee Guess, SSA Director, Suzie Janasov, Early Childhood Director, Jan Cobb, Nurse, Betty Hodges, Community First Director

**ROLL CALL:** Cody Kirkpatrick, present, Alice Craig, present, Caryl Bookman, present, Mark Heiny, present, Larry Mayer, present, Janelle Mead, present, David Sanders, present

**ADDITIONS TO AGENDA:** Removed reference to a Service Provision Statement and added 2019 Board Appointments under new business.

**The minutes of the November 14, 2018 Regular Board Meeting** were reviewed and approved in a motion by Caryl Bookman, seconded by Janelle Mead. Roll Call. Motion carried.

**ROLL CALL:**

Caryl Bookman, yea, Cody Kirkpatrick, yea, Alice Craig, yea, Mark Heiny, yea, Larry Mayer, yea, Janelle Mead, yea, David Sanders, yea.

**New Vendors: The Childhood League Center**

Cody Kirkpatrick made a motion to accept the vendors as presented, seconded by Mark Heiny. All yea. Motion Carried.

**ROLL CALL:**

Caryl Bookman, yea, Cody Kirkpatrick, yea, Alice Craig, yea, Mark Heiny, yea, Larry Mayer, yea, Janelle Mead, yea, David Sanders, yea.

**Transfers and Advances: None**

**Monthly expenditures for December** were reviewed and approved in a motion by Mark Heiny seconded, David Sanders. Roll Call. All yea, motion carried.

**ROLL CALL:**

Caryl Bookman, yea, Cody Kirkpatrick, yea, Alice Craig, yea, Mark Heiny, yea, Larry Mayer, yea, Janelle Mead, yea, David Sanders, yea.

**SUPERINTENDENT'S REPORT**

- 2019 Budget was submitted, met with Commissioner Dean and incoming Commissioner Garland to explain the details. Emphasized the fragility of such a tight budget and the potential need to use funds from the cash balance for unexpected expenses and/or capital needs. Spoke briefly about the need of a levy renewal and the need to increase the millage to assure the sustainability of programs.

- Met with public school Superintendents in both Highland and Fayette Counties. The meeting was coordinated by the ESC serving both counties. The purpose of the meeting was to update the group regarding services being provided and funded by the tax levies. A follow up meeting has been scheduled with Washington and Miami Trace. The Fayette schools are very interested in transitioning youth services.
- In 2019 you will be seeing an increase in the cost of our cell carrier as we are ordering cell phones for SSA's and EI Staff.

## **OLD BUSINESS:**

### **Project Updates – Larry Gray**

- Will be installing on demand tankless water heater systems during the Christmas break. The cost for the on demand is \$6,000 compared to \$8,000 for a new 100 gallon water heater. Tankless are more efficient and supply consistent hot water.

### **HIPPA Compliance- Larry Gray**

Health Insurance Portability and Accounting Act compliance: DODD has requested information concerning how we protect personal information within our Information Technology networks. Example questions are Type of Firewall Security used, Password protections, and the ability to control mobile devices if stole or lost. We are in compliance with 17 of 19 of the requested items. Off site server, and a formal training plan are two areas we are still working on for compliance should a critical incident occur. We have completely separated logically with FPI and they have no access to our network. The server will be relocated to the Starting Gate School building in the upcoming weeks.

### **Housing update-Purchase of 530 Pearl Street- Larry Gray**

An individual approached the county board asking if Metropolitan Housing would be interested in purchasing a home. The home was co-owned with an individual being served and an aunt. We worked with Nancy Reed from Metropolitan Housing and the DODD Capital Housing to secure \$97,500 funds to purchase the home. The owner and metro have agreed on a contract. Once the property is purchased and closed we will submit for the funding which will pass through the Fayette County Board. The FCBDD will hold a 30 year forgivable mortgage loan with Metropolitan housing for use by individuals we serve.

Janelle Mead made a motion to work with Metropolitan Housing and DODD Capital Housing to purchase the property on 530 Pearl Street for \$97,500 seconded by David Sanders. All yea. Motion carried.

### **ROLL CALL:**

Caryl Bookman, yea, Cody Kirkpatrick, yea, Alice Craig, yea, Mark Heiny, yea, Larry Mayer, yea, Janelle Mead, yea, David Sanders, yea.

## **NEW BUSINESS:**

### **Endowment Fund Committee Meeting- Debra Buccilla**

We held our first meeting of the Endowment Fund Committee on December 5 at the FPI Building on Robinson Road.

A fund was established at Greene Giving named **Fayette County Endowment for DD** and will be managed by a five-person committee composed of community volunteers who will oversee both donations received, and expenditures made. This committee, chaired by Fayette County Prosecutor, Jess Weade, will meet quarterly as the need arises. The **Fayette County**

**Endowment for DD** offers a way to accept donations, receiving the benefit of the tax donation document.

**2019 Board Appointment – Debra Buccilla**

Caryl Bookman will be leaving the Fayette County Board with 12 years of service and we are still waiting to hear of a replacement for a new board member for 2019.

Larry Mayer moved to adjourn the Fayette County Board Meeting at 6:28 pm.

Prepared by: Sherry Burns, Ex. Administrative Assistant

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Larry Mayer, President

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Janelle Mead, Secretary