

**FAYETTE COUNTY BOARD OF DD  
FEBRUARY 13, 2013  
BOARD MEETING MINUTES**

**Present:** Caryl Bookman, Jim Miteff, Larry Mayer, Suzi McCracken, Mitchell Kirby and Janelle Mead arrived (5:48 pm). Cody Kirkpatrick was excused. Also present: Fred Williams, Lori Moore, Mark Schwartz, Renee Guess, Sandy Kelley and Debbie Yoho  
Ethics Council Meeting: None needed.

**Meeting was called to order** by President Mitchell Kirby at 5:31pm and roll call was taken.

**Fred Williams read minutes from** the January 23, 2013 Special Ethics' meeting. The committee reviewed the request and found this within the guidelines of Fayette County Board of DD ethics. A copy of the minutes from that meeting is included with the February 13, 2013 meeting items.

**The minutes of the** January 16, 2013 meeting was approved as amended. The name Caryl Wagner was changed to Caryl Bookman. A motion by Caryl Bookman to adopt the minutes was made and seconded by Jim Miteff. Roll call was given all ayes.

**There were no** transfers or advances.

**There were no additions** to the vendor list.

**Approval to pay the** monthly expenditures was made by Larry Mayer and seconded by Caryl Bookman. Roll call was given all ayes. Lori Moore updated the Board regarding the Rock-A-Bye daycare rent. The Board would like to review rent payments at the March meeting.

**Fred Williams advised the** Board the Strategic Plan meeting is scheduled for Friday, February 15<sup>th</sup> after this meeting the Board should start seeing Administrative reports/projects each month.

**Announcements were** made by Mark Schwartz regarding the Annual Dwight Turner Memorial Spaghetti Dinner which is scheduled for Friday, March 1, 2013. A reminder to all the Special Olympics Basketball game is 6:30pm, Thursday February 19<sup>th</sup> at Cherryhill School.

**OLD BUSINESS:**

**FAYETTE COUNTY BOARD OF DD  
FEBRUARY 13, 2013  
BOARD MEETING MINUTES**

**Shared Service updates;** things are going well as reported by Fred Williams. Highland County Board of DD (HCBDD) completed an Annual report for the first time in several years. The Board was very impressed with the newspaper article they reviewed regarding the HCBDD. The school had an Ohio Department of Education on site review and was found to be in total compliant. They have 3 reappointed Board members for 2013. Lori Moore reported they hired a new Fiscal Administrative Assistant and she is doing very well. Renee Guess talked about some struggles in the SSA department regarding additional 4 new staff. The Staff are working together as a team.

**Fred Williams updated the Board** on the Safety plan project. Committee meetings that involve the Board members and Staff will be recapped in notes as to what was discussed, after the meeting they will be kept on file. We have met with several Safety Officers to find out where they are in terms of safety and what we need to look at. It is agreed we need to upgrade the camera coverage for both buildings. It is understood we can't stop the intruder. Recommendations were made to track people in and out of buildings. The Starting Gate is a concern due to a 4 hour window, which is 2 hrs before preschool and 2 hours after preschool that the building is open to other occupant's business hours. We were given an overview regarding entry ways and windows. The next step is to create a matrix or grid on things we have to do with a tier of what needs to be done and the cost of each tier. This will be brought to the Board for review at the March Board meeting.

**Lori Moore distributed and explained** the 2012 Merit pay breakdown. The handout will be kept on file.

**NEW BUSINESS:**

**Presentation of Focus on Service** this month was given by Sandy Kelley, Operations Manager. Sandy revealed the new Fayette County Board of DD web page. Sandy explained how the web site works and the information it provides.

**Renee Guess reviewed with the Board** the 2012 Target Case Management results. The TCM is a revenue source. The SSA department billed for \$272, 000 which is up by nearly \$80,000 from 2011. We saw an increase of 8,000 units and this is due to the department using Gatekeeper to track and monitor services.

The SSA staffs are reporting all the activities they perform. Adult Service tracks services and attendance for people in the workshop to bill Medicaid.

**FAYETTE COUNTY BOARD OF DD  
FEBRUARY 13, 2013  
BOARD MEETING MINUTES**

Janelle Mead requested to go to executive session for personnel reasons. At 6:31 pm Larry Mayer made a motion to go into executive session and Jim Miteff seconded the motion. Roll call was given all ayes.

The Board returned from executive session at 7:04 with no decision reached.

Fred requested the Board to consider extending current contract for Suzanne Janasov, Early Intervention Instructor from January 1, 2013 to December 31, 2015. Larry Mayer made a motion to renew Suzanne Janasov. This motion was seconded by Jim Miteff. Roll call was given all ayes.

The Board would like an update at the March meeting on the revamping of Early Intervention.

**OTHER DISCUSSION:** None

With no other business to come before the Board, President Mitchell Kirby adjourned the meeting at 7:06 [m.

  
\_\_\_\_\_  
Mitchell Kirby, President

  
\_\_\_\_\_  
Janelle Mead, Secretary