

FAYETTE COUNTY BOARD OF DD  
April 13, 2016  
5:30 PM BOARD MEETING  
LOCATION: Fayette County Board of DD

The Fayette County Board of Developmental Disabilities met in regular session at 5:35 pm Wednesday, April 13, 2016 at Fayette County Board of Developmental Disabilities. Board Members present: Larry Mayer, Mark Heiny, Janelle Mead, Caryl Bookman, Cody Kirkpatrick and Suzi McCracken. Absent: David Sanders,

Others present were Debra Buccilla, Superintendent, Sherry Burns, Ex. Administrative Assistant, Lori Moore, Business Director, Jan Cobb, Nurse, Suzie Janasov, Early Childhood Director, Renee Guess, SSA Director, Elizabeth Brennfleck, HR Director, Jess Weade.

**ROLL CALL:** Cody Kirkpatrick, present; Larry Mayer, present; Mark Heiny, present; Caryl Bookman, present; Janelle Mead, present, Suzi McCracken, present

**ADDITIONS TO AGENDA:** Human Resource updates and Media Policy

**The minutes of the March 9, 2016** Regular Board Meeting were reviewed and approved in a motion by Janelle Mead, seconded by Caryl Bookman. Roll Call. All yea, motion carried

Larry Mayer, yea; Janelle Mead, yea; Caryl Bookman, yea; Cody Kirkpatrick, yea; Suzi McCracken, NA; Mark Heiny, yea;

**The minutes of the March 21, 2016** Special Board Meeting were reviewed and approved in a motion by Janelle Mead, seconded by Caryl Bookman. Roll Call. All yea, motion carried

Larry Mayer, yea; Janelle Mead, yea; Caryl Bookman, yea; Cody Kirkpatrick, yea; Suzi McCracken, NA; Mark Heiny, yea;

**New Vendors: Dollar Tree, Really Good Stuff, Adventures in Advertising, Training Resource Network, U.S. Toy Company, Miami Trace**

Cody Kirkpatrick made a motion to approve the new vendors, seconded by Janelle Mead. Roll Call. All yea, motion carried

Larry Mayer, yea; Janelle Mead, yea; Caryl Bookman, yea; Cody Kirkpatrick, yea; Suzi McCracken, NA; Mark Heiny, yea;

**Transfers: An Appropriation of \$48,000 to Fayette Progressive Preschool grant fund #1056 for FY 2016 Acct # 2239-0007 Other expenses - \$24,000 Acct # 2239-0012 Equipment \$24,000**

Suzi McCracken made a motion to accept the transfers/advances as presented seconded by Cody Kirkpatrick. All yes. Motion carried.

Larry Mayer, yea; Janelle Mead, yea; Caryl Bookman, yea; Cody Kirkpatrick, yea; Suzi McCracken, NA; Mark Heiny, yea;

**Monthly expenditures for April** were reviewed and approved in a motion by Janelle Mead seconded, Mark Heiny. Roll Call. All yea, motion carried.

Larry Mayer, yea; Janelle Mead, yea; Caryl Bookman, yea; Cody Kirkpatrick, yea; Suzi McCracken, NA; Mark Heiny, yea;

### **Superintendent Updates:**

- Attended 2 forums to discuss provider capacity in the region (OPI, OPRA)
- Dragons basketball game held on March 24<sup>th</sup> at Washington Court House
- Attended pre-construction meeting at Starting Gate. Special Thanks to Mark Heiny for his help.
- Disability Rights Ohio (DRO) lawsuit was filed
- Continue to be unable to access the ODE SUTQ System

### **OLD BUSINESS:**

**Lori Moore, Business Director** informed the board of project updates.

#### **EI Renovation:**

- Demo has been completed. Walls and Flooring have been removed.
- Support beam has been added where it was structurally needed
- Four to six weeks for windows to arrive
- Getting estimates for 12 mill laminate wood look, plank tile flooring (low maintenance, no stripping, and waxing. Very durable)

#### **Preventive Maintenance:**

- We have three quotes that we are currently reviewing for heating and cooling system at Starting Gate.

#### **Bathroom:**

- Reviewed the plans and all items needing addressed were not in original plans. We have a quote to add electrical outlet, move heater (purchase different one) and install and replace grab bars.

**Debra Buccilla, Superintendent** gave an update on the FPI separation.

- Medicaid did arrive on April 1<sup>st</sup> to do the site visit. Report will be excepted at some point with the FPI Medicaid billing number hopefully following shortly thereafter.

### **NEW BUSINESS:**

**Liz Brennfleck – Human Resource Director**

#### **Personnel updates:**

- Sharon Anthony (substitute staff member) and Jennifer Harris, (Habilitation Specialist) resigned their positions with the Board and accepted positions working directly for FPI. This staffing change supports the separation process of FPI. We currently have 10 staff members employed by the Board currently working at FPI.
- We hired Brian Trent as a substitute Preschool Bus driver
- We hired Matt Bryant as a full time Preschool Bus driver
- We have hired Emily Tubbs as a Preschool teacher

**Debra Buccilla, Superintendent explained** the Resolution 2016-4.13 Regarding the Credit Card Authorization that needed board member signatures.

Caryl Bookman made a motion to accept Resolution 2016:4.13 regarding credit card authorization seconded by Cody Kirkpatrick Roll Call. All yea. Motion carried

Larry Mayer, yea; Janelle Mead, yea; Caryl Bookman, yea; Cody Kirkpatrick, yea; Suzi McCracken, NA; Mark Heiny, yea;

**Debra Buccilla, Superintendent explained** the need and cost to have an Investigative Agent position that would be shared between the two counties.

Janelle Meade made a motion to post for an Investigative Agent position that will be shared between Fayette and Highland Counties. Cody Kirkpatrick seconded the motion. All yea. Motion carried.

Larry Mayer, yea; Janelle Mead, yea; Caryl Bookman, yea; Cody Kirkpatrick, yea; Suzi McCracken, NA; Mark Heiny, yea;

**Liz Brennfleck, Human Resources Director presented** the three policies (Expense Reimbursement, Compensation and News Media/Residents) requiring approval.

#### **Expense Reimbursement Policy (revised)**

1. We needed to add some language about a 30 day deadline for turning in reimbursement requests. Those requests received after the deadline would still be reimbursed, but may become a disciplinary action.
2. We also added language about the process (being approved by the Board) and explained requests received after the Board meeting occurred in a given month will be presented at the next regular Board meeting.
3. The mileage reimbursement rate is set in January of each year.
4. A maximum of \$25 per day shall be reimbursed for meals.

Janelle Mead made a motion to accept the changes to the Expense Reimbursement Policy as presented, seconded by Suzi McCracken. Roll Call. All yea. Motion carried

Larry Mayer, yea; Janelle Mead, yea; Caryl Bookman, yea; Cody Kirkpatrick, yea; Suzi McCracken, NA; Mark Heiny, yea;

#### **Compensation Policy (new)**

We did not find a current policy that covers establishing compensation guidelines for employees; therefore this is a newly developed policy.

1. Management employees are to be notified of salaries prior to 30 days before the start of a new contract.
2. Salaries will not be reduced unless such reduction is part of an overall salary reduction affecting all employees.
3. Pay increases are contingent upon available funds. Employees must complete the probationary period (180 days for full time or 1,000 hours for part time) before being eligible for an increase in salary or merit pay. In order to be compensated by the Board, the employee must hold the certificate or license required for the position.

Cody Kirkpatrick made a motion to accept the changes to the Compensation Policy as presented seconded by Mark Heiny. Roll Call. All yea. Motion carried.

Larry Mayer, yea; Janelle Mead, yea; Caryl Bookman, yea; Cody Kirkpatrick, yea; Suzi McCracken, NA; Mark Heiny, yea;

### **News Media/Resident Policy**

Contact with News Media/Residents (new)

We needed a policy that provides guidance about contact with media.

1. All media/public inquiries are to be directed to the Superintendent.
2. We also needed to address Step Up To Quality guidelines which includes keeping templates for statements/press releases and a communication plan/policy in the Superintendent's office.

Cody Kirkpatrick made a motion to accept the News Media/Resident Policy as presented, seconded by Mark Heiny. Roll Call. All yea. Motion carried.

Larry Mayer, yea; Janelle Mead, yea; Caryl Bookman, yea; Cody Kirkpatrick, yea; Suzi McCracken, NA; Mark Heiny, yea;

**Janelle Mead, Board Member** gave a report on the Program Committee that meet on March 23, 2016.

#### **(1) Review Updated TO**

Discussed the need to revise Table of Organization to include the county board retaining two positions: coordinator for Special Olympics (Tim Stewart) and coordinator for Community First (Betty Reisinger)

#### **(2) Vehicle Ownership**

Reviewed vehicle ownership. Currently the only vehicles owned by FCBDD are (5) buses,

A 1985 truck and the Dodge Journey truck. All other vehicles in the fleet are owned by FPI.

There will be a need for a Board vehicle for Community First and Special Olympics activities.

#### **(3) Spotlight HCBS Tenets & DODD Compliance Plan related to Settings**

Discussed environments in which CMS defines as not meeting characteristics of HCBS settings.

- (4) **Separating administrative offices from the service provision of FPI** is the preferred course of action. In addition, an active presence in the community is the expectation.

#### **(5) Continue discussion specific to Administrative Office Potential Re-location**

See above. The committee discussed the possibility of the Robinson Rd. building being "donated" to FPI.

#### **(6) Discussed a potential separation package specific to how the FCBDD might support FPI.**

Consensus was to be as generous as possible.

At approximately 6:30 pm, Janelle Mead moved that the Fayette County Board of DD go into an Executive Session to discuss Personnel Matters. Caryl Bookman seconded the motion.

Larry Mayer, yea; Janelle Mead, yea; Caryl Bookman, yea; Cody Kirkpatrick, yea; Suzi McCracken, NA; Mark Heiny, yea;

At approximately 6:55 pm the Fayette County Board of DD re-entered into public session.

**PRESENTATION OF THE MARTHA WAGNER AWARD TO JESS WEADE**

Larry Mayer, FCBDD President adjourned the Fayette County Board of DD Board Meeting at 7:05 pm.

Prepared by: Sherry Burns, Ex. Administrative Assistant

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Larry Mayer, President

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Cody Kirkpatrick, Secretary