FAYETTE COUNTY BOARD OF DD

May 13, 2020

5:30 PM BOARD MEETING

BRIDGE CONFERENCE CALL

The Fayette County Board of Developmental Disabilities met in regular session at 5:30 pm on Wednesday, May 13, 2020 per a bridge line conference call. Board Members present: Mitchell Kirby, Alice Craig, David Sanders, Larry Mayer, Janelle Mead. Absent: Cody Kirkpatrick and Mark Heiny

Others present were Debra Buccilla, Superintendent, Sherry Burns, Ex. Admin. Assistant, Lori Moore, Business Director, Larry Gray, Operations Director.

**ROLL CALL**: Mitchell Kirby, present; Alice Craig, present; David Sanders, present; Janelle Mead, present, and Larry Mayer, present.

**ADDITIONS TO AGENDA:** None

**The minutes of the April 8, 2020** Regular Board Meeting were reviewed and approved in a motion by Janelle Mead, seconded by Mitchell Kirby. All yea. Motion carried.

**Roll Call**: Mitchell Kirby, yea; Alice Craig, yea; David Sanders, yea; Larry Mayer, yea, Janelle Mead, yea

**New Vendors: Sterling Paper Company, Tire Discounters**

A motion was made by Janelle mead, seconded by Alice Craig to approve the new vendors. All yea. Motion carried.

**Roll Call**: Mitchell Kirby, yea; Alice Craig, yea; David Sanders, yea; Larry Mayer, yea, Janelle Mead, yea

**Transfers and Advances: None**

**Monthly expenditures for May 2020** were reviewed and approved in a motion by Janelle Mead, seconded, David Sanders. Roll Call. All yea. Motion carried.

**Roll Call**: Mitchell Kirby, yea; Alice Craig, yea; David Sanders, yea; Larry Mayer, yea, Janelle Mead, yea

**Superintendent’s Report:**

We continue to do well with the remote work schedule we have instituted since the start of the pandemic. We are beginning to plan for more time in the office beginning June 1st. We are working out the details, but the end result will be the offices are “open” for most of each day. We will continue to do things by appt. only, to assure foot traffic is kept to a minimum.

We have prepared remote working procedures and an agreement document to be signed by anyone who will continue to work remotely. We just want to be certain that all staff understand the expectations of this type of work.

Requests from providers for supplies have leveled off. It appears they have been able to now find some sources for purchases.

There have been several individuals served who have fallen ill and have been tested for COVID-19. Thankfully have been negative. Likewise, we have had no reports from providers that any staff have been ill either.

We asked and received an extension for the submission of our preliminary budget usually due June 1st. We plan to submit July 1st after we have an idea what will be allowable in the preschool program.

As has been predicted all along, the budget will be in the red. We are working on options to balance this budget and will be requesting a finance committee meeting as soon as the preschool decision is made.

The County Commissioners have sent out correspondence to Dept. Heads requesting a 25% reduction in budgets for 2021. DD funds are separate from the funds for all other departments however, we need to be conscientious of this expected reduction.

We submitted our 5-year forecast to the department however, we believe it will be the “first go around” for submission as they fine tune the information they need. You will recall that this was put in legislation that counties would need to begin to submit these to assist DODD in future planning for the state.

Obviously, the dedication for Caryl Bookman will be postponed. I was able to touch base with Roger Bookman and Pat Parsons and told them I didn’t think we could plan anything until at least fall. Aside from the social gathering issue, the Robinson Rd. is under construction for the new jail and presents many obstacles for us sometimes just getting in and out.

Lastly, our June Joint Training will need to be canceled but I would still like to have our meeting. There should be numerous developments by then that will need discussed. We have the Mahan Building scheduled for this meeting which is our regular Board date and time.

In the future, we hope to find a location in Fayette County to hold our Board meeting which offer us more space than we currently have.

**OLD BUSINESS:**

**HVAC Update**

Cooling tower is now installed and operational. We are running a water rust inhibitor through the system for a week. This will be finished on Monday, May 18.

**NEW BUSINESS:**

**Scanning and Shredding**

We are making good progress with the shredding. We have concentrated scanning on the school files, SSA files, Board Minutes and financial documents

The Administrative Team has also been updating our record retention schedule to assure we are retaining the proper documents per the Ohio Historical Records Association and our local records commission.

We will continue scanning through the summer months once we return to normal schedule.

Larry Mayer, President adjourned the Fayette Board Meeting at 6:10 pm.

Prepared by: Sherry Burns, Ex. Administrative Assistant

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Larry Mayer, President Alice Craig, Secretary