FAYETTE COUNTY BOARD OF DD

AUGUST 10, 2022

5:30 PM BOARD MEETING

LOCATION: Economic Building

The Fayette County Board of Developmental Disabilities met in regular session at 5:34 pm on Wednesday, August 10, 2022 in the Economic Building (old BMV).

Board Members present: Mitchell Kirby, Constance Enochs, Betty Hoppes, Benjamin Snodgrass, Mark Heiny and David Sanders. Absent: Nicholas Miller

Others present were Debra Buccilla, Superintendent, Sherry Burns, Ex. Admin. Assistant, Lori Moore, Business Director, Bret Malone, Education Director, Elizabeth Brennfleck, HR Director,

Renee Guess, SSA Director, Rana Helms, Fiscal Admin, Clint Wharton, Operations, Manager, Chad Blakeley, Community First Specialist, and Larry Gray, Metro Housing Director.

**ROLL CALL: Mitchell Kirby, present; Constance Enochs present; Benjamin Snodgrass, present; Nicholas Miller, absent Mark Heiny, present; Betty Hoppes, present, David Sanders, present**.

**ADDITIONS TO AGENDA:** None

**The minutes of the June 8, 2022** Regular Board Meeting were reviewed and approved in a motion by Constance Enochs, seconded by Mitchell Kirby. Roll Call. All Yea. Motion Carried.

**Roll Call: Mitchell Kirby, yea; Constance Enochs, yea; Betty Hoppes, yea, Ben Snodgrass, yea, Mark Heiny, yea, David Sanders, yea.**

**New Vendors:** Web Fencing and Complete Floor Care

A motion was made by Mark Heiny to approve the new vendors as presented, seconded by Constance. Roll Call. Motion carried

**Roll Call: Mitchell Kirby, yea; Constance Enochs, yea; Betty Hoppes, yea, Ben Snodgrass, yea, Mark Heiny, yea, David Sanders, yea.**

**Transfers and Advances: None**

**Monthly expenditures for July 2022** were reviewed and approved in a motion by Ben Snodgrass, seconded, Mark Heiny.

**Roll Call: Mitchell Kirby, yea; Constance Enochs, yea; Betty Hoppes, yea, Ben Snodgrass, yea, Mark Heiny, yea, David Sanders, yea.**

**Monthly expenditures for August 2022** were reviewed and approved in a motion by Ben Snodgrass, seconded, Constance Enochs. Roll Call. All yea, motion carried.

**Roll Call: Mitchell Kirby, yea; Constance Enochs, yea; Betty Hoppes, yea, Ben Snodgrass, yea, Mark Heiny, yea, David Sanders, yea.**

**OLD BUSINESS:**

**Levy Follow-Up-Debra Buccilla**

We were notified by the Commissioners Office that we are set to go on the ballot in November for the renewal of our 1.5 mill levy.

**Rock-A-Bye Space at Starting Gate- Debra Buccilla**

Community Action did minor repairs and repainted the space. Clint and Bill finished the additional repairs and clean up in order to get it operational for us. There are 3 distinct spaces: front of the building is a conference/training space on one side with the potential of office space on the other. The middle section has been taken over by Operations and now houses the preschool office in the front with operations staff including the bus drivers taking up the middle and back side. The back of the space has now been added to the preschool and will house the therapy space and a small office. We are going to utilize this space as described with plans to do any needed renovations at the end of the upcoming school year.

**Preschool update- Bret Malone**

August is off to a busy start. We had a fourteen hour Med Training on August 1 and August 2, Teachers and aides will return on August 15, we will have an Open House on August 16 from 5-7 pm, and the first day of school will be August 17. We currently have 75 students in four class rooms and we do have a waiting list. We are 99% staffed for this school year, with only one more aide to hire.

**Update on Buses- Bret Malone**

Our 3 buses have been inspected and we have one backup bus. Our new bus has been ordered and we are planning on it arriving in October. We currently have two buses listed on www.govdeals.com and when our new bus arrives we will list our back up bus.

We did receive the part for the catalytic converter that was stolen from our bus and it has been replaced. This bus and our new bus will be parked at the County Engineers Office on Robinson Road.

**NEW BUSINESS:**

**New Hires for Fayette- Elizabeth Brennfleck**

We have had 16 new hires in 2022. To date, we are almost fully staffed.

**Preschool (12 new hires)**

We have hired a Preschool Supervisor, a Compliance Coordinator who will also be a backup Intervention Specialist who is shared between both counties, 4 Preschool Teachers, 1 contracted vendor to provide Intervention Specialist services, and 5 Educational Aides. Previously classrooms were staffed with one teacher and one aide. This year we made the decision to staff two aides per classroom. This created 4 new Aide positions, (one for each classroom). We do have one more open Educational Aide position open and are interviewing this week.

**Early Intervention (1 new hire)**
We have hired an Autism Program Manager and Developmental Specialist. She will be taking referrals from Highland as well as providing the primary service in Fayette

**Operations (2 new hires)**We have hired an Operations Manager
We have hired a Custodian that will replace the vendor who currently provides cleaning services.

**Human Resources (1 new hire)**
We have hired a part-time contracted vendor to provide HR Administrative Support who is shared between both counties.

**New IRS Mileage Rate (62.5)- Debra Buccilla**

For the final six month of 2022, the standard mileage rate for business travel will be 62.5 cents per mile, up 4 cents from the rate effective the start of the year.

Constance Enochs made a motion to approve the revised IRS Mileage Rate of 62.5 cents, seconded by Mitchell Kirby. All yea. Motion carried

**Roll Call: Mitchell Kirby, yea; Constance Enochs, yea; Betty Hoppes, yea, Ben Snodgrass, yea, Mark Heiny, yea, David Sanders, yea.**

**Policy and Procedure Updates- Debra Buccilla**

We have procedure updates for the Compensation Policy and Communicable Disease Policy.

Procedure updates include adding a line to the Compensation Policy which states, “Employees who successfully complete probation may be eligible to receive a cost-of-living increase if one was approved by the Board in the calendar year.

Communicable Disease Policy we will be adding the following verbiage: “The agency will follow the guidance from the local health department and CDC when dealing with an infectious illness such as COVID and its variants.

These procedure updates will be effective September 1, 2022.

**Housing – Larry Gray, Metro Housing Guest**

Four contractors were sent bid packets for the home on Grace Street. We only have one bid returned for $379,000 and the contractor can start in August. This cost does not include fire suppression, architect fees, land purchase and tap fees from the city. Our approximate cost for this home will be approximately $425,000. We were awarded $255,000 from the state and hope to have $100,000 from the sales proceeds from 842 Lincoln which will give us $355,000.

The Housing Authority has paid $22,500 but I would like to request the Fayette County Board of DD contribute $25,000 of local funds toward this project.

Mitchell Kirby made a motion to contribute $25,000 to the Grace Street project, seconded by Constance Enochs. Roll Call. Motion carried with five yea and one nay.

**Roll Call: Mitchell Kirby, yea; Constance Enochs, yea; Betty Hoppes, yea, Ben Snodgrass, yea, Mark Heiny, yea, David Sanders, nay.**

David Sanders, FCBDD President adjourned the Fayette County Board of DD Board Meeting at 6:29 pm.

Prepared by: Sherry Burns, Ex. Administrative Assistant

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David Sanders, President Benjamin Snodgrass, Secretary