FAYETTE COUNTY BOARD OF DD

September 13, 2023

5:30 PM BOARD MEETING

LOCATION: Starting Gate Preschool

The Fayette County Board of Developmental Disabilities met in regular session at 5:30 pm on Wednesday, September 13, 2023 at Starting Gate Preschool.

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

Others present were Debra Buccilla, Superintendent, Sherry Burns, Ex. Administrative Assistant, Lori Moore, Business Director, Renee Guess, SSA Director, Elizabeth Brennfleck, HR Director, Bret Malone, Assistant Superintendent, Clint Wharton, Operations Manager, Suzie Janasov, Early Childhood Director, Jennifer Goodwin, Investigative Agent, Becky Pollard, Nurse

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

**ADDITIONS TO AGENDA:** None

**The minutes of the September 13, 2023** Regular Board Minutes were reviewed and approved in a motion by Constance Enochs, seconded by Ben Snodgrass. All yea. Motion Carried.

**Roll Call: Mitchell Kirby, yea; Mark Heiny, yea, David Sanders, yea, Ben Snodgrass, yea; Constance Enochs, yea, Nicholas Miller, abstain**

**New Vendors:** None

**Transfers and Advances: None**

**Monthly expenditures for September 2023** were reviewed and approved in a motion by Nicholas Miller, seconded, Mitchell Kirby. Roll Call. All yea, motion carried.

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

**OLD BUSINESS:**

**Strategic Plan Updates**

**Goal #1 Obj. #1 Trauma Informed Care Culture- Renee Guess**

The agency Trauma Response Committee has been meeting monthly.  We completed the employee TRC Fact Gathering survey and reviewed the data.  The committee took the information from the survey and started pulling ideas. The committee has decided to do an ice cream social and carry ins to get staff to meet and mingle with other staff.  Other things that are being discussed are updates to the daily morning emails and staff appreciation ideas.  The committee does consist of a representative from all departments.

**Goal #1, Obj. #2 Enhance Provider Pool – Jennifer/Renee**

We have found success in working with individuals and families to find someone they know to work with them. That person can then get hired by an agency or they can apply to be an independent provider with DODD. We have also sent information to surrounding county boards to send to their local providers of individuals here needing a provider. We reposted a flyer on our website and Facebook of the need for direct support professionals and resending to local schools and colleges.

We have assisted three people to become certified as independent providers.  We are available to give guidance or walk them through the entire application and approval process, sharing tips and trainings they need or completing the application with them to ensure all is uploaded to the state application system.

**Goal #2 Obj. #2 Enhance Revenue Streams/Grants – Lori/Suzi/Bret**

We have the following grants:

HMG – Part C Federal Grant $93,612 Fayette $139,593-Highland

Title XX Grant- Federal Grants $23,000

Idea Part B-Special Education $23859.51

Early Childhood Grant- $12,848.94

ODE Funding for 22-23 - $235,445.82 (based on need of disability)

We are pursuing grant from BWC:

School Safety, Security HVAC $15,000

Safety Innovation Grant- 3 to 1 match (we get 3 to 1 contribution up to $40,000 ever 3 years)

School Safety Security $40,000 every 3 years

In the future we will need to have discussions about increasing tuition for the 24/25 school year.

**NEW BUSINESS:**

**Review/Questions-Medication Administration Quality Assurance Training- Becky Pollard**

The focus is on the process of medication administration and health related activities administered by their providers. By looking for patterns that indicate areas of concern that need to be addressed, we can ensure the safest environment possible.

As the RN QA review is completed, it is essential that the perception of a punitive approach is avoided.

Primarily focus on Medication Administration (staff):

Observation of a med pass, look for Procedure/step by step directions, Provider knowledge of what each medication is for and why they are administering and what is the expected outcome, are PRN as needed medication parameters followed and proper documentation.

Staff are required to take a Medication Administration Class called Certification 1.

+ It is required to be a minimum of 14 hours, but it really takes about 16 to 18 hours.

+ After they complete this class, they can administer medications and perform 13 health related activities without a nurse. A nurse must delegate anything that is not taught in the class.

There are two other medication classes, Certification 2, administration of food or prescribed medication through a Gastrostomy tube (G-Tube) and Certification 3, Subcutaneous Injection of Insulin, and treatment of Metabolic Glycemic disorders. Each class is 4 hours and require a Nurse to delegate to staff.

**Resolution to transfer funds to General Fund – Lori Moore**

1006-2032-0007 – Other Expenses - $50,000

1006-2032-0008 Contract Services - $50,000

1006-2032-0029- Transfers Out - $173,512.43

Mitchell Kirby made a motion to authorize the transfer of $273,512.43 from Fund #1424 Help Me Grow Board of DD to the DD General Operating Fund #1006 to the following Line items: 1006-2032-0007 – Other Expenses - $50,000, 1006-2032-0008 Contract Services - $50,000.

1006-2032-0029- Transfers Out - $173,512.43, seconded by Nicholas Miller. All yea. Motion carried

**Roll Call: Mitchell Kirby, yea; Mark Heiny, yea, Ben Snodgrass, yea; Constance Enochs, yea; David Sanders, yea, Nicholas Miller, yea**

David Sanders, President adjourned the Fayette County Board Meeting at 5:58 pm.to go into Executive Session.

Fayette County Board returned to regular session at 6:08 pm.

David Sanders, President adjourned the Fayette County Board Meeting at 6:10 pm.

Prepared by: Sherry Burns, Ex. Administrative Assistant

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David Sanders, President Benjamin Snodgrass, Secretary