FAYETTE COUNTY BOARD OF DD

December 13, 2023

5:30 PM BOARD MEETING

LOCATION: Economics Building

The Fayette County Board of Developmental Disabilities met in regular session at 5:30 pm on Wednesday, December 13, 2023 at Economics Building.

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

Others present were Debra Buccilla, Superintendent, Sherry Burns, Ex. Administrative Assistant, Lori Moore, Business Director, Elizabeth Brennfleck, HR Director, Jennifer Goodwin, Investigative Agent. Bret Malone, Assistant Superintendent, Renee Guess, SSA Director

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

**ADDITIONS TO AGENDA:** None

**The minutes of the October 11, 2023** Regular Board Minutes were reviewed and approved in a motion by Mitchell Kirby, seconded by Constance Enochs. All yea. Motion Carried.

**Roll Call: Mitchell Kirby, yea; David Sanders, yea, Nicholas Miller, yea; Constance Enochs, yea**

**The minutes of the November 8, 2023** Regular Board Minutes will be tabled until January 2024 because of lack of December Quorum.

**New Vendors:** Wesley Hatfield- OBI Instructor

A motion was made by Mitchell Kirby to approve the new vendor, seconded by Nicholas Miller. All yea. Motion carried.

**Roll Call: Mitchell Kirby, yea; David Sanders, yea, Nicholas Miller, yea; Constance Enochs, yea**

**Transfers and Advances: None**

**Monthly expenditures for December 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; David Sanders, yea, Nicholas Miller, yea; Constance Enochs, yea**

**Superintendent Report**

Larry Gray and I were able to meet to discuss the transition plan which will begin in January. The first week we will focus on signing/notarizing the transfer of accounts, data bases/systems etc. We will go over 2024 budgets and staffing and have scheduled individual and group meetings. Larry will attend his first SOCOG meeting in Ross County.

The second week will focus on individual meetings with direct reports and discuss each departments goals. There will also be a Superintendent meeting and then discussion concerning statewide issues.

Larry and I will establish a daily/weekly schedule to touch base as we move through the month of January. In February we will do the same based upon Larry’s needs.

During these two months, I will be working on contracts, the 2023 annual report and a few policies/procedures.

**OLD BUSINESS:**

**Strategic Plan Update – Bret Malone**

* + Goal 5, Objective 1, bullet #3 - SAAS that we can run vulnerability scans on a monthly basis. (Brady will present)
    - Threats and Patches has been implemented in 2023.  This is an add-on product for the Desktop Central product used to manage all board PCs and servers.  This service scans all PCs daily and reports missing patches or software fixes required.
  + Goal 1, Objective 3, bullet #2 (Bret will present): Continue building on our current safety practices and hold various safety drills and meetings involving community partners.
    - Fire, tornado and safety drills are held routinely at the preschool and all staff participate in those drills.  A full evacuation drill will be scheduled in 2024.  Preschool Management met with local first responders (Fire Chief, Police Chief, Sherriff, EMA) to discuss safety plans.  Don Raybold from Pike County ESC review the safety plan and provided recommendations.  Jenni Luke from Pike County ESC met with preschool staff to review safety protocols.
  + Goal 1, Objective 1, bullet #1 (Liz will present): Compose a leadership team for TIC across all departments to keep this in front of staff and integrated in our culture.
    - The Trauma Response Committee (TRC) was developed in 2023 with members across all departments.  Meetings were held, a staff survey was completed, and data complied.  The TRC is working toward implementing recommendations from the survey to ensure ongoing exposure to TIC ideas.

**Review of Cash Balance – Debra Buccilla**

You reviewed these in November when you were approving the 2024 budget however, I wanted to address this again since there was a great deal of information to get thru last month. As of November, there is a total cash balance of all funds which equals $5,549,243.95. There will be bills paid for the remainder of the year so this balance will change come January. Larry and I will sign off on this new balance in January

**NEW BUSINESS:**

**Tuition Reimbursement Policy- Elizabeth Brennfleck**

Eligibility

* + Funding: A maximum of $25,000 for calendar year 2024 (based on the availability of funds in the budget)
  + No disciplinary action beyond a verbal reprimand
  + 1 year of employment (unless it is a requirement for the position, then can apply upon hire date)
  + Full time employees: max of $4,000 per calendar year  
    Part time employees: max of $2,000 per calendar year
  + Intermittent substitute employees are not eligible.
  + Must apply 30 days in advance of the course start date, supervisor must approve, then HR/Superintendent  
    Must receive a “C” or higher or “Passing grade” (if pass/fail grading system)
  + Must turn in receipt to be reimbursed upon completion.
  + Travel, lab fees, books, meals or lodging not included.
  + Employees who resign within 12 months of receiving the funds must reimburse the Board on a pro-rated basis.

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| **Months from Completion of Course** | **Percentage of Reimbursement** |
| 1-3 Months | 100% |
| 4-6 Months | 75% |
| 7-9 Months | 50% |
| 10-12 Months | 25% |

Constance Enochs made a motion to approve the Tuition Reimbursement Policy, seconded by Nicholad Miller. All yea. Motion carried.

**Roll Call: Mitchell Kirby, yea; David Sanders, yea, Nicholas Miller, yea; Constance Enochs, yea**

**2024 Shared Contracts – Debra Buccilla**

As I mentioned, I will be getting contracts ready for Larry for 2024. I am currently working with Steve Postalakis to update the language to specifically cover benefits for the shared employees. There are 10 shared staff between the counties who will be getting the updated contracts.

In the January organizational meeting, we will also update the shared service agreement between the counties and I am suggesting this now be done annually.

**FCBDD Accreditation – Debra Buccilla**

* The accreditation dates for Highland are September 11-12, 2024
* Jennifer Goodwin will do a mock audit in June or July of 2024

**Life Insurance Coverage- Elizabeth Brennfleck**

Our Board recently approved adding a life insurance policy in the amount of $15,000 for each full-time staff member who is eligible for insurance benefits through the FCBDD. The Board is covering the cost of this added benefit from Nippon Life Insurance. The new life insurance policy is effective 1/1/2024.

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