FAYETTE COUNTY BOARD OF DD

February 14, 2024

5:30 PM BOARD MEETING

LOCATION: Economics Building

The Fayette County Board of Developmental Disabilities met in regular session at 5:35 pm on Wednesday, February 14, 2024 in the Economics Building.

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

Others present were Larry Gray, Superintendent, Sherry Burns, Ex. Administrative Assistant, Lori Moore, Business Director, and Elizabeth Brennfleck HR Director.

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

**ADDITIONS TO AGENDA:** None

**The minutes of the January 10, 2024** Organizational Board Meeting were reviewed and approved in a motion by Mitchell Kirby, seconded by Betty Hoppes. Roll Call. Motion Carried.

**Roll Call:; Mitchell Kirby, yea; Betty Hoppes, yea; Benjamin Snodgrass, yea, Nicholas Miller, yea; David Sanders, yea**

**The minutes of the January 10, 2024** Regular Board Meeting were reviewed and approved in a motion by Betty Hoppes, seconded by Nicholas Miller. Roll Call. Motion Carried.

**Roll Call: Mitchell Kirby, yes; Betty Hoppes, yea; Benjamin Snodgrass, yea; Nicholas Miller, yea; David Sanders, yea**

**New Vendors:** No new vendors for February

**Transfers and Advances: None**

**Monthly expenditures for February 2024** were reviewed and approved in a motion by Mark Heiny, seconded, Nicholas Miller. Roll Call. All yea, motion carried.

**Roll Call: Mark Heiny, yea; Mitchell Kirby, yea; Betty Hoppes, yea; Benjamin Snodgrass, yea, Nicholas Miller, yea; David Sanders, yea**

**SUPERINTENDENT’S REPORT**

Housing update: We have two housing projects started with Fayette Metropolitan Housing Association (MHA). A garage remodel on Lindberg Ave, adding an additional bedroom and accessible bathroom. At 594 Leslie trace they are adding a new fire suppression system. Both projects have been approved by the DODD and are paid for with CCA funding. Scheduled to be completed in March.

We are currently working on the technology innovation room at the Starting Gate Preschool adding a wall, new door and flooring. This should be completed this month. We are also applying for a technology grant to cover cost of the remote technology equipment and other adaptive equipment that will be available for individuals to look at and try out before selecting equipment they may need in supportive living.

**OLD BUSINESS- NA**

**NEW BUSINESS:**

**Approval of Vacation Policy – Elizabeth Brennfleck**

We are asking approval for part time employees who work a 12 month schedule to earn vacation time. This does not include the school employees

Eligibility: Part-time

Accrual rates for 80-hour biweekly hours worked are set by law.  Staff working 12 months per year who are paid less than 80 hours in a pay period will earn vacation time based upon the number of hours worked in that pay period. All proration is based on the 80-hour standard. A person who holds more than one position with the Board will accumulate sick leave, vacation leave and personal leave separately according to each position held.  Documentation of earned leave for each position held will be kept bi-weekly

A motion was made by Mitchell Kirby, seconded by Benjamin Snodgrass to approve vacation time for part time employees.

**Roll Call: Mitchell Kirby, yea; Betty Hoppes, yea; Benjamin Snodgrass, yea, Nicholas Miller, yea; David Sanders, yea**

**Approval of Personal Day with Pay Policy- Elizabeth Brennfleck**

We are asking for approval of two paid personal days for part time employees who work a 12 month schedule.

Part-time employees: For purposes of this policy, the number of hours in a personal day will be the same as the number of hours the staff member works in their normally scheduled workday.

A motion was made by Mitchell Kirby, seconded by Benjamin Snodgrass to approve two paid Personal Days for part time employees.

**Roll Call: Mitchell Kirby, yea; Betty Hoppes, yea; Benjamin Snodgrass, yea, Nicholas Miller, yea; David Sanders, yea**

**MIP addition of MICROIX- Lori Moore/Larry Gray**

Fayette and Highland Co. are working together to add MICROIX – a Purchase Order, Budgeting System that is an add on to our current MIP system.  This addition to MIP will reduce the usage

of DocuSign which is a document that is signed and doesn’t flow into our current accounting system.  It was also reduce the cost of DocuSign for the Business Office and time spent on matching and generating files for MIP.  Training and the software costs will be shared with Highland Co.

The Microix Budget Module is an advanced planning and reporting tool that allows you to create budget worksheets for any time period. The Microix system automates the process by building budget worksheets based on any program, fund, grant, department, cost center or any other designation. You may also pre-load the worksheets with current and prior year data from MIP’s General Ledger. After managers finalize their budget worksheet, it may then be submitted to a multi-level approval process. Upon final approval, the worksheets are automatically transferred to the [MIP Fund Accounting™ system](https://jmtconsulting.com/software-partners/mip/) as un-posted budget entries.

The Microix Requisition Module enables accountants and non-accounting staff to create purchase requests from their desktop computer. Administrators can enforce specific requirements to reduce errors and ensure that information is accurately provided to properly process a request. Once the requests are submitted and approved through a multi-level approval process, it is automatically converted to a purchase order and seamlessly transferred to MIP as an un-posted encumbrance or A/P transaction.

**Preschool Tuition for 2024/2025 school year- Larry Gray**

We have done a comparison of the preschools in Fayette County. Our current rate for typical students is $175 a month plus $73.50 for transportation. We are asking for approval to raise the tuition for the 2024/2025 school year to $200 per month and $75.00 for transportation.

Nicholas Miller made a motion to approve the tuition increase to $200 per month and $75.00 per month for transportation, seconded by Mitchell Kirby. Roll Call. All yea. Motion carried.

**Roll Call: Mitchell Kirby, yea; Betty Hoppes, yea; Benjamin Snodgrass, yea, Nicholas Miller, yea; David Sanders, yea**

David Sanders, FCBDD President adjourned the Fayette County Board of DD Board Meeting at 5:55 pm.

Prepared by: Sherry Burns, Ex. Administrative Assistant

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David Sanders, President Benjamin Snodgrass, Secretary