

**SANDUSKY COUNTY BOARD
DEVELOPMENTAL DISABILITIES
(SCHOOL OF HOPE)**

June 25, 2018

MINUTES

***Note – Ethics Council met prior to the start of the regular meeting to discuss and approve the Direct Services Contracts and Outside Employment Contracts to be submitted to full Board for approval.*

REGULAR BOARD MEETING

John Havens called the regular meeting of the Board to order at **5:16 p.m.** and roll call was taken.

Present: John Havens, Cheryl Durnwald, Jody Amor, Laurie Fox, Tim Ellenberger, and Jim Fox.
Kent Weickert was excused.

Staff Present: Sarah Zimmerman, Michele Mong, Michelle Snyder, and Kim Jenkins.

I. REVIEW OF MINUTES

The Board approved the minutes of the **May 21, 2018** Board meeting.

Motion by Durnwald, second by Amor. Motion carried. **18-06-01**

II. FINANCIAL REPORTS

The Board accepted the **May 2018** Financial Reports as submitted by Michele Mong, Business Manager.

Motion by Amor, second by L. Fox. Motion carried. **18-06-02**

III. REPORTS AND RESOURCES

The following reports were reviewed with the Board:

A. SUPERINTENDENT REPORT

B. HUMAN RESOURCES REPORT

C. PROGRAM REPORTS

Sarah highlighted some of the more noteworthy items:

- The numbers for the applied and referrals continue to grow.
- Transfers are reflected by the waiver changes.
- P2E had an article in the News Messenger about our individuals working at Goodwill.
- Our collaborative with Fremont City Schools and ODE on the pre-employment program, Work-Abilities, is going very well. Sarah pointed out that we are one of only a couple agencies statewide who have gotten this program going.
- Provider Pilot – through a grant with OACB, the “Work Force Stability” continues. Ruth W. is watching trends for misappropriation of funds.
- The Croghan Colonial Bank is working on a pilot to help control funds in the home. Wynn-Reeth would like to be a test group for this program.
- Transportation Network is moving forward. They are looking at DSP’s to be part of a “drivers pool”. They are still working on the billing piece.
- C3PO program is moving along and will be ready by the start of school.
- Discussion took place following a question from Jim F. on why do we need to hire both a SSA and a CCC since cases are being transferred from SSA’s to CCC’s. Sarah explained that we are looking at the future along with the present caseloads of individuals that have not yet been assigned to a SSA. She also said the number of referrals continues to rise, thus the need for an additional SSA and CCC. The new CCC will help support other schools, the C3PO and the SALT programs.

1. Anti-Bully Report

This is a required ODE report.

D. CORRESPONDENCE

Nothing to report this month

E. EDUCATIONAL RESOURCES

Nothing to report this month

F. CALENDAR OF EVENTS

1. July 2nd – 6th Facility on Holiday schedule – 4th – Facility closed
2. No meeting in July
3. **August 27, 2018 at 5:15 p.m.** – Next Board Meeting
4. September 24th – Provider Meeting (Technology) 3 / 6 p.m.

IV. OLD BUSINESS

Nothing to report this month

V. **NEW BUSINESS**

A. **CONTRACTS**

1. **DIRECT SERVICE CONTRACTS / OUTSIDE EMPLOYMENT**

The Board approved the following Direct Service Contracts:

J.W. – Family Member – Family Support Services Reimbursement

K.L. – Family Member – Family Support Services Reimbursement

Motion by L. Fox, second by Ellenberger. Motion carried. **18-06-03**

2. **DYNAMIC PATHWAYS**

Sarah would like to recommend the approval of the Dynamic Pathways contract to complete medication administration reviews per DODD rule and for behavior/team consultation services. Currently the consultation piece is a part of our Clearwater COG contract and is subcontracted to Dynamic Pathways, so instead of continuing a subcontract agreement we'll direct contract moving forward.

The Board approved the contract with Jeanne Stuntz for Medication Quality Assurance reviews and Behavior Support Consultation not to exceed \$10,000.00.

Motion by Ellenberger, second by J. Fox. Motion carried. **18-06-04**

3. **LOCAL EDUCATION AUTHORITY AGREEMENTS**

Sarah recommended the local education authority (LEA) agreement contract templates be approved. The agreements included \$1 bus leases for BCS and FCS.

The Board approved the general Local Education Authority (LEA) agreements for the 2018-2019 school year along with the submitted fee schedule.

Motion by J. Fox, second by Durnwald. Motion carried. **18-06-05**

4. **LOCAL EDUCATION AUTHORITY AND BUS LEASE AGREEMENTS**

The Board approved leasing 2 busses to Bellevue City Schools and 3 busses to Fremont City Schools at the cost of \$1 per bus, which will be incorporated in their Local Education Authority (LEA) agreement terms and fee schedule for the 2018-2019 school year.

Motion by Durnwald, second by Amor. Motion carried. **18-06-06**

a. **SOH / LEA AMOUNTS WORKSHEET**

Sarah reviewed the draft fee schedule with the Board and explained that it was not yet finalized but a work in progress. She said the school districts are willing to pay their share versus a calculated, average amount. The first year they will pay 33%, the second year they will pay 66% and by the third year will be paying 100%.

5. **WEST CENTRAL OHIO NETWORK (West CON)**

Sarah explained that West Con COG membership would provide services that aide in waiver utilization and cost projection calculations, cash forecasting projections and budgeting, as well as various other technical supports. Sarah will look into additional fiscal services in the upcoming months to determine if and to what scope we want to utilize those. The board was in favor of having the West Con COG director provide their required board service CE in July to cover cash forecasting, waiver utilization and projections, etc. Sarah is working on holding this special meeting later in July.

The Board approved proceeding with a membership with the West CON at the rate of \$11,000 annually, contingent on the West CON Board's approval and pro-rated for 2018.

Motion by Amor, second by L. Fox. Motion carried. **18-06-07**

6. **SUPERINTENDENT CONTRACT**

The Superintendent's contract was approved in the previous month but the motion failed to include the term of the contract, the new motion for tonight contains the term of office.

The Board approved renewing a 2-year contract for the Superintendent effective August 1, 2018.

Motion by L. Fox, second by Ellenberger. Motion carried. **18-06-08**

7. **BRITTCO SOFTWARE (Verbal)**

Sarah updated the Board on our exploration for changing from Gatekeeper to Brittco. There is a significant cost savings and potential reduction in IT server needs if the systems could be switched. Additionally, the simplicity of the software and fact it is web based is "pretty awesome". So, no firm timelines, but it may potentially still be this summer.

**B. CALAMITY DAY ALTERNATIVE MAKE-UP PLAN (BLIZZARD BAG)
RESOLUTION 2018-03**

RESOLUTION 2018-03: The Board resolved to approve the Blizzard Bag Resolution for 2018-2019 school year. (*See Resolution sheet for signatures*)

Motion by J. Fox, second by Durnwald. Motion carried. **Resolution 2018-03**

C. COMMUNITY CONNECTIONS CAREER PARTNERSHIP (C3PO) UPDATE

This is a collaboration program with Vanguard, who is committed to providing the Certificate of Initial Proficiency (CIP) as a senior offering and partnering it with the STNA program. Vanguard will provide the Teacher of Record and location for the skills training and SCBDD will provide the skills training and subject matter experts to enhance the training. Wynn-Reeth, Sandco and Capabilities have committed to be internship sites.

D. COMMUNITY CONNECTIONS COORDINATOR

We are adding a CCC position to our table of organization. The initial work Mary W. has been able to accomplish with local school districts and smooth transition from EI to school age to adult services has been great and we have only begun to scratch the service of the needs our community school kids and stakeholders need. The CCC position will also be assisting with the C3PO instruction and SALT program that is slated to come in the fall.

The Board approved the addition of a Community Connections Coordinator position to the table of organization.

Motion by Durnwald, second by Amor. Motion carried. **18-06-09**

E. TABLE OF ORGANIZATION

The revision to the Table of Organization included moving the Records Department Clerk/Coordinator under the supervision of HR after the retirement of the Executive Assistant. There was discussion and Tim Ellenberger opposed the revision stating he did not believe that HR should be a supervisor to any staff. Sarah reassured him that it was in the best interest of the program due to scope of work and inability of other supervisors to take on more staff supervision.

The Board approved the revision to the Table of Organization as presented.

Motion by J. Fox, second by Durnwald. Ellenberger opposed.

Motion carried. **18-06-10**

F. COST OF LIVING RAISES

The Board approved a 3% cost of living raise for employees effective August 27, 2018 and at contract renewal for contracted employees.

Motion by Durnwald, second by Amor. Motion carried. **18-06-11**

BUILDING UPDATES

1. Building Updates

A lot of changes are going on: Records room is moving to the Conf 4. Conf 4 is moving to the former cube/transportation office. Large conference room is working to get a divider to turn it into 2 offices - one for SSA/growth and one for the CCCs office. The former records office will then turn into a large conference room. The security system and door hinge project have been completed. Tim Ellenberger brought an opportunity to the Board - to work with a manufacturer who is in need of warehouse storage. The details of this are still being worked on, but most likely would take place in the upcoming weeks/month. Wadsworth, who worked on the East Wing HVAC system to make them more efficient and quieter, said there are funding sources available to make other pieces (i.e. lighting) more efficient.

2. IAP SCOPE AGREEMENT

We are working with IAP, a state contract firm, on obtaining a quote for a canopy extension for the SOH. The board approved up to \$30k for this project. A pre-bid meeting was held this week and we should have quotes in by mid-July. We'll proceed from there.

The Board approved the IAP Scope Agreement for the School of Hope Canopy at a cost not to exceed \$30,000.00.

Motion by Amor, second by J. Fox. Motion carried. **18-06-12**

G. COMMUNICATION MATERIALS

Sarah has reached out to Josh Randall (Liamer) to further promote our story on who we are. He has provided a quote for video commercials and web re-design

The Board approved the proposal from Liamer to produce communication materials on behalf of the SCBDD at a cost not to exceed \$5,200.00.

Motion by Amor, second by J. Fox. Motion carried. **18-06-13**

VI. BOARD POLICY REVIEW

Sarah is recommending the adult services policy be rescinded since we no longer provide services. Portions of the procedures which were still applicable were added to local funding procedures. Additionally, she asked for approval of revisions to the Health, Safety, and Emergency Services policy and to the Medication Administration, Delegation policy.

A. SCBDD POLICIES (RESCINDED)

The Board approved to rescind the following policy, effective July 1, 2018:

- *Chapter 2 \ Section 6: Adult Services*

Motion by L. Fox, second by Ellenberger. Motion carried. **18-06-14**

B. SCBDD POLICIES (REVISED)

The Board approved the revised SCBDD policies:

- *Chapter 3 \ Section 1.1: Health, Safety, and Emergency Services*
- *Chapter 3 \ Section 1.4: Medication Administration, Delegation*

Motion by Ellenberger, second by J. Fox. Motion carried. **18-06-15**

VII. EXECUTIVE SESSION

No Executive Session held tonight.

VIII. **ADJOURNMENT**

The Board adjourned the meeting of **June 25, 2018** at **7:02 p.m.**

Motion by Durnwald, second by Amor. Motion carried. **18-06-16**

Laurie Fox, Recording Secretary of the Board

Kim Jenkins, Clerk to the Board