



**REGULAR BOARD
MEETING MINUTES**

Tuesday, September 15, 2015

I. Call to Order

The meeting was called to order at 6:00 p.m. by Mark Weedy.

II. Roll Call

	Present	Absent	Prior Notice	
Linda Barber	X			
Kelly Brick	X			
Bob Competti	X			
Theresa Nixon		X	X	
Sharon Scruggs	X			
Mark Weedy	X			

Staff Present:

John Pekar, Superintendent	Kyle Miller, Director of Adult Service Options
Gaynor Pfeffer, Executive Assistant	Jodi Blais, Director of Educational Services
Temple Custer-Gagni, Director of Public Relations	Wendy Ricker, Director of Services and Supports
Beth Seifert, Chief Fiscal Officer	Ray Schmidt, Director of Quality, Innovation & Planning
David Uhl, Director of Business Development	Cindy Hillberry, Director of Human Resources

III. Additions/Corrections to the Agenda

There were no additions or corrections to the agenda.

IV. Public Comment

There was no public comment.

V. Approval and Signing of Minutes

- August 18, 2015 Regular Board Meeting Minutes

Moved by Kelly Brick and seconded by Linda Barber that the Fairfield County Board of Developmental Disabilities approves the August 18, 2015 regular board meeting minutes as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Kelly Brick	X		
Bob Competti	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

VI. Resolution 2015-09-01a: Ratification and Signing of Expenditures

Moved by Kelly Brick and seconded by Linda Barber that the Board approves the August 2015 expenditures except for check #'s 5191609, 5191610 and 5192003 to Innerphase Video for TV sponsorship and a video spot during the Lancaster Festival and check #5190442 to Fairfield Medical Center for OT therapy services.

Vote:	Yes	No	Abstain
Linda Barber	X		
Kelly Brick	X		
Bob Competti	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

Resolution 2015-09-01b: Ratification and Signing of Expenditures

Moved by Kelly Brick and seconded by Linda Barber that the Board accepts and approves the following expenditures to Interphase Video and Fairfield Medical Center that have been separated from Resolution #2015-09-01a:

- #5191609
- #5191610
- #5192003
- #5190442

Vote:	Yes	No	Abstain
Linda Barber	X		
Kelly Brick	X		
Bob Competti			X
Sharon Scruggs			X
Mark Weedy	X		

Motion carried unanimously.

Resolution 2015-09-02: Approval of Financial Statement

Moved by Kelly Brick and seconded by Bob Competti that the Board accepts and approves the August 2015 financial statements as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Kelly Brick	X		
Bob Competti	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

VII. Committee Reports

- A. Finance Committee**
No report.
- B. Human Resources Committee**
No report.
- C. Program Services Committee**
No report.
- D. Facilities Committee**
No report.
- E. Ethics Committee**
No report.
- F. Ad Hoc Committee on County Board Alliances**
No report.

G. Social Purpose Enterprise Committee

The Social Purpose Enterprise Committee met on September 15, 2015 at 5:00. David Uhl gave a financial update on Art and Clay on Main and Square 7 Coffee House. Discussed how we are applying what we learned from Sweet Innovations to our other social purpose enterprises.

H. Financial Advisory Committee

No report.

I. OACBDD Advocacy Chair

No report.

VIII. President Update

The OACBDD Annual Conference is scheduled for December 2nd through December 4th. We will need to select a delegate to attend the evening of the 2nd.

Board Member Annual Training – if board members complete the two Department webinars along with the QIP review in January; then everyone should have the required 4 hours of training.

Mark Weedy inquired about upcoming levy activities and Temple Montanez gave board members a full update on the planned activities beginning October 1st and leading up to the election.

IX. Superintendent Update

The FI Board met last night and decided to become a partner in the transformation of the Opportunity Center by agreeing to transition the operational functions of the OC Fairfield Industries, Inc. We would like to have an agreement in place between Fairfield DD and FI in 2016 to being transitioning in July 2016. We are planning on a 12 to 16 month transition period. The goal is to be completely transition by July 2017.

After Director Martin's visit last month, he has since pulled together a group of county boards that have not privatized but have good ideas. This was our suggestion when he stated that he was pulling together a group of county boards that already privatized. Ray responded and he and the Superintendent plans to attend.

Adam Herman from OACBDD will be visiting Thursday to see the positive things happening in Fairfield County. We plan to tour FMC (Project Search), Art & Clay on Main, Square 7 and DiscoverU. Bob Competti will be present to represent the Board.

Board vacancy– Ray Schmidt has talked to a couple of people interested in serving on the board. John will send a letter to Commissioners along with resumes of those interested.

X. Leadership Team Report— Written Report Attached

XI. New Business

A. Resolution 2015-09-03:

Contract Renewal– Franklin County Board of DD

Moved by Sharon Scruggs and seconded by Kelly Brick that the Fairfield County Board of Developmental Disabilities approves Resolution 2015-09-03 as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Kelly Brick	X		
Bob Competti	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

B. Resolution 2015-09-04:

Revised Position Descriptions

Moved by Linda Barber and seconded by Bob Competti that the Fairfield County Board of Developmental Disabilities approves Resolution #2015-09-04 as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Kelly Brick	X		
Bob Competti	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

C. Resolution 2015-09-05:

Donations

Moved by Bob Competti and seconded by Sharon Scruggs that the Fairfield County Board of Developmental Disabilities approves Resolution #2015-09-05 as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Kelly Brick	X		
Bob Competti	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

- D. Resolution 2015-09-06:**
Policies for Review & Approval– Readopted

- E. Resolution 2015-09-07:**
Policies for Review & Approval– Revised

Moved by Sharon Scruggs and seconded by Linda Barber that the Fairfield County Board of Developmental Disabilities approves Resolutions #2015-09-06 and 2015-09-07 as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Kelly Brick	X		
Bob Competti	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

- F. Resolution 2015-09-08:**
Resignations/Terminations/Retirements

Moved by Kelly Brick and seconded by Bob Competti that the Fairfield County Board of Developmental Disabilities approves Resolution 2015-09-08 as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Kelly Brick	X		
Bob Competti	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

G. Resolution 2015-09-09:

Funds Transfer

Moved by Sharon Scruggs and seconded by Linda Barber that the Fairfield County Board of Developmental Disabilities approves Resolution 2015-09-09 as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Kelly Brick	X		
Bob Competti	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

H. Informational Items:

- September New Hires
- August FI Board Meeting Minutes
- Procedures for Review
- Quality Improvement Plan– 2nd Quarter Progress Report

XII. Reflection: What have we done at this meeting to help bring about a vibrant community where people lead fulfilling lives and make meaningful contributions?

Discussion on levy- sustainability.

Good plan and great people on team.

Great Board.

Financial information received on Art & Clay on Main and Square 7 was very positive. We are on the right track.

Staff seeing board members help families in need is very positive.

Gaynor's idea for 10:10:10 fundraiser.

XIII. Adjournment

Moved by Sharon Scruggs and seconded by Kelly Brick that the Fairfield County Board of Developmental Disabilities adjourns the meeting.

Vote:	Yes	No	Abstain
Linda Barber	X		
Kelly Brick	X		
Bob Competti	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

Meeting adjourned at 6:30 p.m.

Gaynor Pfeffer
Recording Secretary

Mark Weedy, President
Fairfield County Board of
Developmental Disabilities

Linda Barber, Secretary
Fairfield County Board of
Developmental Disabilities



Resolution # 2015-09-01a

September 15, 2015

IN THE MATTER OF RATIFICATION AND SIGNING OF EXPENDITURES FOR AUGUST 2015

WHEREAS, The Fairfield County Board of Developmental Disabilities has reviewed the August 2015 expenditures,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board accepts and approves the August 2015 expenditures except for check #'s 5191609, 5191610 and 5192003 to Innerphase Video for TV sponsorship and a video spot during the Lancaster Festival and check #5190442 to Fairfield Medical Center for OT therapy services.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2015-09-01a.

Linda Barber, Board Secretary



Resolution # 2015-09-01b
September 15, 2015

IN THE MATTER OF RATIFICATION AND SIGNING OF EXPENDITURES FOR AUGUST 2015

WHEREAS, The Fairfield County Board of Developmental Disabilities has reviewed the August 2015 expenditures, and

WHEREAS, the following expenditures to Interphase Video and Fairfield Medical Center have been separated from Resolution #2015-09-01a:

- #5191609
- #5191610
- #5192003
- #5190442

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board accepts and approves the above expenditures to Innerphase Video and Fairfield Medical Center.

Motion by:
Seconded by:
YEAS:
NAYS:
ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2015-09-01b.

Linda Barber, Board Secretary



Resolution # 2015-09-02

September 15, 2015

IN THE MATTER OF APPROVING THE FINANCIAL STATEMENTS FOR AUGUST 2015

WHEREAS, The Fairfield County Board of Developmental Disabilities has reviewed the August 2015 financial statements,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board accepts and approves the August 2015 financial statements as presented.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2015-09-02.

Linda Barber, Board Secretary



Resolution # 2015-09-03

September 15, 2015

IN THE MATTER OF A CONTRACT WITH FRANKLIN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES FOR THE PROVISION OF ADULT DAY SUPPORT SERVICES AND NON MEDICAL TRANSPORTATION (*QIP Reference: Commitment 1*)

WHEREAS, the Franklin County Board of Developmental Disabilities has previously contracted with the Fairfield County Board of Developmental Disabilities for Fairfield DD to provide adult day support services and non medical transportation to a limited number of individuals residing in Franklin County who wish to attend the Opportunity Center, and

WHEREAS, this contract will expire on September 30, 2015, and

WHEREAS, the Fairfield County Board of Developmental Disabilities for Fairfield DD wishes to enter into a new agreement with Franklin County Board of Developmental Disabilities as presented, and

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board approves the contract with Franklin County Board of Developmental Disabilities for adult day support services and non medical transportation, as presented.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2015-09-03.

Linda Barber, Board Secretary



Resolution # 2015-09-04

September 15, 2015

IN THE MATTER OF THE REVISION OF POSITION DESCRIPTIONS

WHEREAS, the following position descriptions have been reviewed:

- Day Services Coordinator
- Art Coordinator

and

WHEREAS, the administration is recommending revisions to the attached position descriptions to reflect current job duties,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board approves the revised position descriptions as presented.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2015-09-04.

Linda Barber, Board Secretary



Resolution # 2015-09-05

September 15, 2015

IN THE MATTER OF DONATIONS TO FAIRFIELD DD (*QIP Reference: Commitment 1, Action Step 2*)

WHEREAS, Sheena Bush of Lancaster, Ohio donated seven cases of Pediasure and two boxes of adult diapers to Forest Rose School, and

WHEREAS, Susan Srikonda of Dublin, Ohio donated a "Krazy Kar" toy to our physical therapy program at Forest Rose School,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board accepts the above donations, as presented.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2015-09-05.

Linda Barber, Board Secretary



Resolution # 2015-09-06
September 15, 2015

IN THE MATTER OF POLICIES FOR REVIEW AND APPROVAL

WHEREAS, the following policies are scheduled for review:

- HR-34, Workers Compensation Temporary Transitional Work
- HR-35, Maintenance and Retention of Personnel Records
- HR-40, Criminal Background Checks, Driver Abstracts, Nurse Registry Checks, DODD Abuser Registry
- HR-42, Possession of Weapons
- HR-49, Salary Determination
- HR-51, Equal Employment Opportunity

and

WHEREAS, there are no recommended changes in the above-referenced policies,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board approves the re-adoption of the policies listed above and as presented.

- Motion by:
- Seconded by:
- YEAS:
- NAYS:
- ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2015-09-06.

Linda Barber, Board Secretary



Resolution # 2015-09-07

August 15, 2015

IN THE MATTER OF POLICIES FOR REVIEW AND APPROVAL

WHEREAS, the following policy is scheduled for review:

- HR-31, Employee Compensation Raises Regarding New Hires and Promotions
- HR-32, Employee Compensation Overtime
- HR-43, Severance Pay

and

WHEREAS, the administration is recommending revisions,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board adopts the above the policy as revised and as presented.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2015-09-07.

Linda Barber, Board Secretary



Resolution # 2015-09-08

September 15, 2015

IN THE MATTER OF STAFF RESIGNATIONS, TERMINATIONS & RETIREMENTS

WHEREAS, Chad McKnight, One-on-One Aide at Forest Rose School has resigned his position,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board accepts and approves the above resignation as presented.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2015-09-08.

Linda Barber, Board Secretary



Resolution # 2015-09-09

September 15, 2015

IN THE MATTER OF A FUND TRANSFER

WHEREAS, the Adult Service Options Department needs to transfer funds to cover the increase match requirement for the Bridges Grant, and

WHEREAS, \$5,143.00 needs transferred from Purchase Provider Service 52231051-550070 to Bridges Grant Match 52265161-590210 for proper reporting,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board authorizes the transfer of \$5,143.00 from Purchase Provider Service 52231051-550070 to Bridges Grant Match 52265161-590210 for proper reporting.

Motion by:

Seconded by:

YEAS:

NAYS:

ABSTENTIONS:

ADOPTED:

I certify that this is a true and correct copy of Resolution #2015-09-09.

Linda Barber, Board Secretary