



**REGULAR BOARD  
MEETING MINUTES**

**Tuesday, July 18, 2017**

**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

	Present	Absent	Prior Notice	
Linda Barber	X			
Bob Competti		X	X	
Elizabeth Burwell		X	X	
Sharon Murphy	X			
Theresa Nixon		X	X	
Sharon Scruggs	X			
Mark Weedy	X			

**Staff Present:**

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

**Others Present:**

Dayna Rhea, President FREA	Allison Woodside, Secretary FREA
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**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**

- Regular Board Meeting Minutes– June 20, 2017

Moved by Sharon Scruggs and seconded by Sharon Murphy that the Fairfield County Board of Developmental Disabilities approves the June 20, 2017 board meeting minutes, as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Sharon Murphy	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

**VI. Resolution 2017-07-01a: Ratification and Signing of Expenditures**

Moved by Linda Barber and seconded by Sharon Scruggs that the Board approves the June 2017 expenditures except for check #5236178 to Fairfield Medical Center for Occupational Therapy services.

Vote:	Yes	No	Abstain
Linda Barber	X		
Sharon Murphy	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

**Resolution 2017-07-01b: Ratification and Signing of Expenditures**

Moved by Sharon Murphy and seconded by Linda Barber that the Board accepts and approves expenditure #5236178 to Fairfield Medical Center for Occupational Therapy services.

Vote:	Yes	No	Abstain
Linda Barber	X		
Sharon Murphy	X		
Sharon Scruggs			X
Mark Weedy	X		

Motion carried unanimously.

## Resolution 2017-07-02: Approval of Financial Statement

Moved by Sharon Scruggs and seconded by Sharon Murphy that the Board accepts and approves the June 2017 financial statements, as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Sharon Murphy	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

The Ethics Committee met prior to the board meeting on July 18, 2017. Minutes were attached.

### F. Ad Hoc Committee on County Board Alliances

No report.

### G. Social Purpose Enterprise Committee

No report.

### H. Financial Advisory Committee

No report.

### I. OACBDD Advocacy Chair

No report.

**VIII. President Update**

Mark attended the Vinton County Board of DD’s board meeting on June 26<sup>th</sup> and reviewed the Superintendent’s evaluation with the board members.

The State has expanded their webinar choices and now board members can watch anything in the catalog.

**IX. Superintendent Update**

There was no Superintendent report.

**X. Leadership Team Report— Written Report Attached**

**XI. New Business**

**A. Resolution 2017-07-03:**

Limited Employment Contract– David Baum

Moved by Sharon Murphy and seconded by Linda Barber that the Fairfield County Board of Developmental Disabilities approves Resolution #2017-07-03 as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Sharon Murphy	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

**B. Resolution 2017-07-04:**

Revised Position Description– Physical Therapist

Moved by Sharon Scruggs and seconded by Sharon Murphy that the Fairfield County Board of Developmental Disabilities approves Resolution #2017-07-04 as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Sharon Murphy	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

- C. Resolution 2017-07-05:**  
Contract Renewal– Fairfield Industries & Learning Never Ends (OU-L)
- D. Resolution 2017-07-06:**  
Contract Renewal— Home Health Connection (Affiliate)
- E. Resolution 2017-07-07:**  
Contract Renewal– Primary Solutions
- F. Resolution 2017-07-08:**  
Contract Renewal for Therapy Services– Fairfield County Educational Service Center
- G. Resolution 2017-07-09:**  
Contract Renewal– Fairfield County Board of Education (Lease)
- H. Resolution 2017-07-10:**  
Contract Renewal– Educational Aides at Forest Rose School

Moved by Linda Barber and seconded by Sharon Scruggs that the Fairfield County Board of Developmental Disabilities approves Resolutions #2017-07-05 through #2017-07-10 as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Sharon Murphy	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

**I. Resolution 2017-07-11:**

Lease Bids– Art and Clay on Main & Square 7 Coffee House

Moved by Sharon Scruggs and seconded by Sharon Murphy that the Fairfield County Board of Developmental Disabilities approves Resolution #2017-07-11 as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Sharon Murphy	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

**J. Resolution 2017-07-12:**

Appropriating from Unappropriated

Moved by Sharon Scruggs and seconded by Sharon Murphy that the Fairfield County Board of Developmental Disabilities approves Resolution #2017-07-12 as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Sharon Murphy	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

**K. Resolution 2017-07-13:**

Policies for Review and Approval– Revised

Moved by Sharon Murphy and seconded by Linda Barber that the Fairfield County Board of Developmental Disabilities approves Resolution #2017-07-13 as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Sharon Murphy	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

**L. Resolution 2017-07-14:**  
Resignations/Terminations/Retirements

Moved by Linda Barber and seconded by Sharon Scruggs that the Fairfield County Board of Developmental Disabilities approves Resolution #2017-07-14 as presented.

Vote:	Yes	No	Abstain
Linda Barber	X		
Sharon Murphy	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

**M. Informational Items:**  
Procedures for Review

**N. Items for Board Members:**

**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?**

- Still fascinated with the robot!

**XIV. Adjournment**

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

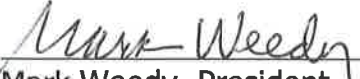
Vote:	Yes	No	Abstain
Linda Barber	X		
Sharon Murphy	X		
Sharon Scruggs	X		
Mark Weedy	X		

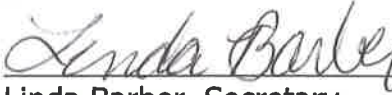
Motion carried unanimously.

Meeting adjourned at 6:12 p.m.

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Gaynor Pfeffer  
Recording Secretary

  
Mark Weedy, President  
Fairfield County Board of  
Developmental Disabilities

  
Linda Barber, Secretary  
Fairfield County Board of  
Developmental Disabilities





**Resolution # 2017-07-01a**

**July 18, 2017**

IN THE MATTER OF RATIFICATION AND SIGNING OF EXPENDITURES FOR JUNE 2017

**WHEREAS**, the Fairfield County Board of Developmental Disabilities has reviewed the June 2017 expenditures,

**NOW THEREFORE**,

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

That the Board accepts and approves the June 2017 expenditures except for check #5236178 to Fairfield Medical Center for Occupational Therapy services.

Motion by: Linda Barber  
Seconded by: Sharon Scruggs  
YEAS: 4  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: July 18, 2017

I certify that this is a true and correct copy of Resolution #2017-07-01a.

  
\_\_\_\_\_  
Linda Barber, Board Secretary



**Resolution # 2017-07-01b**

**July 18, 2017**

IN THE MATTER OF RATIFICATION AND SIGNING OF EXPENDITURES FOR JUNE 2017

**WHEREAS**, the Fairfield County Board of Developmental Disabilities has reviewed the June 2017 expenditures, and

**WHEREAS**, the following expenditure to Fairfield Medical Center has been separated from Resolution #2017-07-01a:

- #5236178

**NOW THEREFORE,**

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

That the Board accepts and approves the above expenditure to Fairfield Medical Center, as presented.

Motion by: Sharon Murphy

Seconded by: Linda Barber

YEAS: 3

NAYS: 0

ABSTENTIONS: 1

ADOPTED: July 18, 2017

I certify that this is a true and correct copy of Resolution #2017-07-01b.

  
Linda Barber, Board Secretary



**Resolution # 2017-07-02**

**July 18, 2017**

IN THE MATTER OF APPROVING THE FINANCIAL STATEMENTS FOR JUNE 2017

**WHEREAS**, the Fairfield County Board of Developmental Disabilities has reviewed the June 2017 financial statements,

**NOW THEREFORE,**

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

That the Board accepts and approves the June 2017 financial statements as presented.

Motion by: Sharon Scruggs  
Seconded by: Sharon Murphy  
YEAS: 4  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: July 18, 2017

I certify that this is a true and correct copy of Resolution #2017-07-02.

  
\_\_\_\_\_  
Linda Barber, Board Secretary



**Resolution # 2017-07-03**

**July 18, 2017**

IN THE MATTER OF EMPLOYMENT CONTRACTS (*QIP Reference: Commitment 2*)

**WHEREAS**, the Fairfield County Board of Developmental Disabilities and David Baum have previously entered into a limited employment contract for Mr. Baum to serve in the position of Community Outreach Supervisor, and

**WHEREAS**, Mr. Baum is willing to enter into a new three-year limited contract for the period of October 3, 2017 through October 2, 2020,

**NOW THEREFORE,**

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

That the Board approves the three-year limited employment contract with David Baum, as presented.

Motion by: Sharon Murphy

Seconded by: Linda Barber

YEAS: 4

NAYS: 0

ABSTENTIONS: 0

ADOPTED: July 18, 2017

I certify that this is a true and correct copy of Resolution #2017-07-03.

  
Linda Barber, Board Secretary



**Resolution # 2017-07-04**  
**July 18, 2017**

IN THE MATTER OF THE REVISION OF POSITION DESCRIPTIONS

**WHEREAS**, the following position description has been reviewed:

- Physical Therapist

and

**WHEREAS**, the administration is recommending revisions to the attached position description to reflect current job duties and the addition of 10 hours per week during the summer break,

**NOW THEREFORE**,

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

That the Board approves the revised position description as presented.

Motion by: Sharon Scruggs  
Seconded by: Sharon Murphy  
YEAS: 4  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: July 18, 2017

I certify that this is a true and correct copy of Resolution #2017-07-04.

  
\_\_\_\_\_  
Linda Barber, Board Secretary



**Resolution # 2017-07-05**

**July 18, 2017**

IN THE MATTER OF A JOINT OPERATING AGREEMENT BETWEEN THE FAIRFIELD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES AND FAIRFIELD INDUSTRIES, INC./LEARNING NEVER ENDS (*QIP Reference: Commitment 3, Action Step 6*)

**WHEREAS**, the Fairfield County Board of Developmental Disabilities and Ohio University – Lancaster have entered into a partnership for the provision and operations of food services at the Ohio University - Lancaster, and

**WHEREAS**, the Fairfield County Board of Developmental Disabilities has subcontracted with Fairfield Industries, Inc. for the day-to-day operation of food services at Ohio University – Lancaster, and

**WHEREAS**, the Fairfield County Board of Developmental Disabilities is satisfied with the performance of Fairfield Industries, Inc. and Fairfield Industries, Inc. along with Learning Never Ends is willing to continue a subcontracted relationship,

**NOW THEREFORE,**

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

That the Board approves entering into a joint operating agreement with Fairfield Industries, Inc. and Learning Never Ends for the provision and operations of food services at Ohio University – Lancaster for the period of time from 07/01/2017 through 06/30/2018 as attached.

Motion by: Linda Barber  
Seconded by: Sharon Scruggs  
YEAS: 4  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: July 18, 2017

I certify that this is a true and correct copy of Resolution #2017-07-05.

  
\_\_\_\_\_  
Linda Barber, Board Secretary



**Resolution # 2017-07-06**

**July 18, 2017**

IN THE MATTER OF A PROVIDER AFFILIATE AGREEMENT (*QIP Reference: Commitment 4; Action Step 7*)

**WHEREAS**, the Fairfield County Board of Developmental Disabilities and Home Health Connections previously entered into an affiliate agreement to ensure quality of services for discovery and employability services, and

**WHEREAS**, this agreement is set to expire on July 31, 2017, and

**WHEREAS**, Fairfield DD and Home Health Connections wish to enter into a new one-year contract for employability services only, as presented

**NOW THEREFORE,**

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

That the Board approves the Affiliate Agreement with Home Health Connections for the provision of employment services, as presented.

Motion by: Linda Barber  
Seconded by: Sharon Scruggs  
YEAS: 4  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: July 18, 2017

I certify that this is a true and correct copy of Resolution #2017-07-06.

  
\_\_\_\_\_  
Linda Barber, Board Secretary



**Resolution # 2017-07-07**

**July 18, 2016**

IN THE MATTER OF A CONTRACT RENEWAL WITH PRIMARY SOLUTIONS FOR RENEWAL OF SOFTWARE LICENSE

**WHEREAS**, Primary Solutions previously contracted with the Fairfield County Board of Developmental Disabilities for an annual non-exclusive, limited license to use the Software Modules outlined in the contract, and

**WHEREAS**, the aforementioned contract is set to expire on July 11, 2017, and

**WHEREAS**, the Fairfield County Board of Developmental Disabilities and Primary Solutions wish to enter into a contract renewal, and

**WEREAS**, there is an increase of \$837 from last year due to the deletion of the CareTracker Interphase Module that is no longer needed and an increase in the number of consumers and the consumer user fee,

**NOW THEREFORE**,

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

That the Board approves the contract renewal with Primary Solutions, as presented.

Motion by: Linda Barber  
Seconded by: Sharon Scruggs  
YEAS: 4  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: July 18, 2017

I certify that this is a true and correct copy of Resolution #2017-07-07.

  
\_\_\_\_\_  
Linda Barber, Board Secretary





**Resolution # 2017-07-08**

**July 18, 2017**

IN THE MATTER OF SPEECH LANGUAGE PATHOLOGIST AND OCCUPATIONAL THERAPY SERVICES

**WHEREAS**, Forest Rose school is currently in need of additional Speech Language Pathologist and Occupational Therapist services, and

**WHEREAS**, the Educational Service Center has previously contracted with Fairfield DD for the provision of speech therapy services and the current contract is set to expire on July 31, 2017, and

**WHEREAS**, Fairfield DD and the Educational Service Center wish to enter into a new one-year contract effective August 1, 2017 through July 31, 2018 for speech therapy services and a one-year contract for occupational therapy services effective August 1, 2017 through July 31, 2018,

**NOW THEREFORE,**

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

That the Board approves the two new one-year contracts with the Educational Service Center for the provision of speech therapy services and occupational therapy services at Forest Rose School, as presented.

Motion by: Linda Barber  
Seconded by: Sharon Scruggs  
YEAS: 4  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: July 18, 2017

I certify that this is a true and correct copy of Resolution #2017-07-08.

  
\_\_\_\_\_  
Linda Barber, Board Secretary



**Resolution # 2017-07-09**

**July 18, 2017**

IN THE MATTER OF A LEASE AGREEMENT BETWEEN THE FAIRFIELD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES AND THE FAIRFIELD COUNTY BOARD OF EDUCATION (*QIP Reference: Commitment 1*)

**WHEREAS**, the Fairfield County Board of Education leased classroom space and common space for the 2016-17 school year located at Forest Rose School, 1592 Granville Pike, Lancaster, Ohio 43130 for its "Prep for Success" program, and

**WHEREAS**, both parties wish to enter into a new lease agreement with a total payment of \$18,199.12 due the Fairfield County Board of Developmental Disabilities, in quarterly installments of \$4,549.78, for the period of August 1, 2017 through July 31, 2018,

**NOW THEREFORE,**

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

That the Board approves the lease agreement with the Fairfield County Board of Education for the period of August 1, 2017 through July 31, 2018, as attached.

Motion by: Linda Barber  
Seconded by: Sharon Scruggs  
YEAS: 4  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: July 18, 2017

I certify that this is a true and correct copy of Resolution #2017-07-09.

  
\_\_\_\_\_  
Linda Barber, Board Secretary



**Resolution # 2017-07-10**

**July 18, 2017**

IN THE MATTER OF EDUCATIONAL AIDES AT FOREST ROSE SCHOOL (*QIP Reference: Commitment 1*)

**WHEREAS**, for the past 6 years Fairfield DD entered into agreements with the school districts to hire Educational Aides for individuals needing the service, and

**WHEREAS**, the school districts reimbursed the cost to Fairfield DD via contract, and

**WHEREAS**, we wish to do the same for the 2017-2018 school year,

**NOW THEREFORE**,

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

That the Board authorizes the Superintendent to enter into agreements with school districts wherein said school districts would reimburse Fairfield DD the cost of the provision of Educational Aides.

Motion by: Linda Barber  
Seconded by: Sharon Scruggs  
YEAS: 4  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: July 18, 2017

I certify that this is a true and correct copy of Resolution #2017-07-10.

  
\_\_\_\_\_  
Linda Barber, Board Secretary



**Resolution # 2017-07-11**

**July 18, 2017**

IN THE MATTER OF BID PROPOSALS FOR LEASE SPACE FOR ART & CLAY ON MAIN / SQUARE SEVEN COFFEE HOUSE

**WHEREAS,** the current lease for Art & Clay on Main / Square Seven Coffee House will expire in 2018, and

**WHEREAS,** Fairfield County Board of Developmental Disabilities solicited bids for lease space, and

**WHEREAS,** one 3 year bid was received from Hajost Rentals totaling \$83,322 for all three years, as presented

**NOW THEREFORE,**

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

That the Board approves the lease bid from Hajost Rentals in the amount of \$83,322 for a three year period, as presented.

Motion by: Sharon Scruggs  
Seconded by: Sharon Murphy  
YEAS: 4  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: July 18, 2017

I certify that this is a true and correct copy of Resolution #2017-07-11.

  
\_\_\_\_\_  
Linda Barber, Board Secretary



**Resolution # 2017- 07-12**

**July 18, 2017**

IN THE MATTER OF APPROPRIATING FROM UNAPPROPRIATED— CONTRACT EXTENSION

**WHEREAS**, the Board took action at the April 2017 meeting to extend the contract with Fairfield Industries, Inc. for the provision of adult services to individuals served by the Board, and

**WHEREAS**, additional appropriations will be needed to cover expenses for the remainder of the year, and

**WHEREAS**, appropriating from unappropriated will allow us to properly account for the additional expenditures,

**NOW THEREFORE,**

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

That the Board authorizes appropriate from unappropriated in the amount of \$200,000 to 52222051 530000 (Contract Services).

Motion by: Sharon Scruggs  
Seconded by: Sharon Murphy  
YEAS: 4  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: July 18, 2017

I certify that this is a true and correct copy of Resolution #2017-07-12.

  
\_\_\_\_\_  
Linda Barber, Board Secretary



**Resolution # 2017-07-13**

**July 18, 2017**

IN THE MATTER OF POLICIES FOR REVIEW AND APPROVAL

**WHEREAS**, the following policy is scheduled for review:

- F-03, Expense Reimbursement

and

**WHEREAS**, the administration is recommending revisions, and

**NOW THEREFORE**,

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

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

Motion by: Sharon Murphy

Seconded by: Linda Barber

YEAS: 4

NAYS: 0

ABSTENTIONS: 0

ADOPTED: July 18, 2017

I certify that this is a true and correct copy of Resolution #2017-07-13.

A handwritten signature in cursive script that reads 'Linda Barber'. The signature is written in dark ink and is positioned above a horizontal line.

Linda Barber, Board Secretary



**Resolution # 2017-07-14**

**July 18, 2017**

IN THE MATTER OF STAFF RESIGNATIONS, TERMINATIONS & RETIREMENTS

**WHEREAS**, Hauna Strohl, Individual Support Coordinator and Candace Dunkle, Educational Aide are resigning their positions effective August 4, 2017, and

**WHEREAS**, Katie Queen's position as an Educational Aide has been terminated, and

**WHEREAS**, Jeff Winchell's substitute position has been terminated,

**NOW THEREFORE**,

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

That the Board accepts and approves the resignations, retirements and terminations listed above.

Motion by: Linda Barber

Seconded by: Sharon Scruggs

YEAS: 4

NAYS: 0

ABSTENTIONS: 0

ADOPTED: July 18, 2017

I certify that this is a true and correct copy of Resolution #2017-07-14.

  
Linda Barber, Board Secretary