



**REGULAR BOARD  
MEETING MINUTES**

**Tuesday, January 16, 2018**

**I. Call to Order**

The meeting was called to order at 6:05 p.m. by Mark Weedy.

**II. Roll Call**

	Present	Absent	Prior Notice	
Linda Barber		X	X	
Bob Competti	X			
Elizabeth Burwell	X			
Sharon Murphy	X			
Theresa Nixon	X			Arrived @ 6:09pm
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	Wendy Ricker, Director of Services and Supports
Cindy Hillberry, Director of Human Resources and Operations	Beth Seifert, Chief Fiscal Officer
David Uhl, Director of Business Development and Gov't Relations	Ray Schmidt, Director of Quality, Innovation and Planning

**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– December 19, 2017

Moved by Bob Competti and seconded by Sharon Scruggs that the Fairfield County Board of Developmental Disabilities approves the December 19, 2017 board meeting minutes as presented.

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti	X		
Sharon Murphy	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

**VI. Resolution 2018-01-01a: Ratification and Signing of Expenditures**

Moved by Sharon Murphy and seconded by Sharon Scruggs that the Board approves the December 2017 expenditures except for check #5248895 to Innerphase Video Productions for the monthly TV show and check #5248686 and #5248687 to Fairfield Medical Center for occupational therapy services.

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti	X		
Sharon Murphy	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

**Resolution 2018-01-01b: Ratification and Signing of Expenditures**

Moved by Elizabeth Burwell and seconded by Sharon Murphy that the Board accepts and approves check #5248895 to Innerphase Video Productions for the monthly TV show and check #5248686 and #5248687 to Fairfield Medical Center for occupational therapy services.

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti			X
Sharon Murphy	X		
Sharon Scruggs			X
Mark Weedy	X		

Motion carried unanimously.

**Resolution 2018-01-02: Approval of Financial Statement**

Moved by Bob Competti and seconded by Sharon Scruggs that the Board accepts and approves the December 2017 financial statements, as presented.

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti	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**

No report.

**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**

We received a report from the Financial Advisory Committee. It was a long time coming; but very good report. Sharon Scruggs thought so too. John Pekar stated that he is excited to see what they come up with on social return on investment. Sharon Scruggs did attend the meeting via phone, however it was indicated that no board members attended. Mark thanked them for report and asked if they would like to continue to serve on the committee.

**IX. Superintendent's Update**

John Pekar stated that he has appointed Kyle Miller to serve in the role of Superintendent on Thursday and Friday, January 18<sup>th</sup> & 19<sup>th</sup> as he will be unavailable on those days. John will be returning to work on Monday, January 22<sup>nd</sup>.

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

Elizabeth Burwell asked if we are permitted to volunteer at the "Night Out". Temple stated that you can volunteer and should work through Teresa at Geneva Hills. She and her husband run the program. Temple stated that they are looking at hosting other events with different age groups.

Bob Competti told Temple "good luck" with your Special Olympics undertaking.

Ray mentioned that "Night to Shine" is scheduled for February 9<sup>th</sup> at the Grace Fellowship Church in Pickerington. We are taking volunteers. However, it is scheduled for the same night as the Pickerington Chamber dinner where we have been nominated for an award. Please let Gaynor know if you would like to attend the Chamber dinner.

Sharon Scruggs congratulated Kyle Miller on the smooth transition at the Opportunity Center.

Bob Competti stated that it is nice to see that project search student's employment numbers are continually increasing. The graduating class of 2017 has 86% of DD students involved in some type of employment endeavor through us. This is a huge increase from the past.

Sharon Scruggs asked Ray Schmidt if he was the one that developed the quality badges for providers. Ray stated yes, and it is a good start and when the providers start to see the financial benefits from coming through us and being trained; hopefully then we can then start to develop more badges. There will be a process for providers to maintain their status each year. The badges will be part of a portal; separate from the regular website but connected where providers will go to market themselves and families will go to search for providers. There will be a section added by Kyle that will help people find potential staff to train to work in their homes.

Art and Clay on Main had a banner season moving into January instead of slowing down!

Mark stated that the story of Anthony in the choir was great!

Mark asked about the Special Olympics programs. Temple stated that everything comes from the Corporate office as they are the "keeper of the purse". Temple stated that we continually go back and forth as to how Special Olympics fits into our mission statement. However, we believe in the even playing field and not being segregated and are currently working with the YMCA on forming a community integrated gymnastics group for kids with and without disabilities. Theresa stated that some of the coaching concerns her as sometimes coaches forget that it is about the athletes and not just winning. Theresa asked if there is a training program for our coaches. Temple stated that Andrea Headley does the training for all Special Olympic coaches and Temple will pass along Theresa's concerns.

## **XI. New Business**

- A. Resolution 2018-01-03:**  
Limited Employment Contract– April Wagner
  
- B. Resolution 2018-01-04:**  
Limited Employment Contract– Amanda Cruz

Moved by Bob Competti and seconded by Theresa Nixon that the Fairfield County Board of Developmental Disabilities approves Resolutions #2018-01-03 and #2018-01-04 as presented.

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti	X		
Sharon Murphy	X		
Theresa Nixon	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

**C. Resolution 2018-01-05:**

Contract Renewal– Fairfield County Commissioners & Fairfield Industries, Inc.

Moved by Theresa Nixon and seconded by Sharon Murphy that the Fairfield County Board of Developmental Disabilities approves Resolution #2018-01-05 as presented.

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti	X		
Sharon Murphy	X		
Theresa Nixon	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

**D. Resolution 2018-01-06:**

Donations

**E. Resolution 2018-01-07:**

Donations

Moved by Elizabeth Burwell and seconded by Sharon Scruggs that the Fairfield County Board of Developmental Disabilities approves Resolutions #2018-01-06 and #2018-01-07 as presented.

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti	X		
Sharon Murphy	X		
Theresa Nixon	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

**F. Resolution 2018-01-08**

Creation of New Position– Behavior Services Coordinator

Moved by Theresa Nixon and seconded by Elizabeth Burwell that the Fairfield County Board of Developmental Disabilities approves Resolution #2018-01-08 as presented.

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti	X		
Sharon Murphy	X		
Theresa Nixon	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

**G. Resolution 2018-01-09:**

Invoice Exceeding Ten Thousand Dollars

Moved by Theresa Nixon and seconded by Sharon Scruggs that the Fairfield County Board of Developmental Disabilities postpone action on Resolution 2018-01-09 and will review at a later date.

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti	X		
Sharon Murphy	X		
Theresa Nixon	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

**H. Resolution 2018-01-10:**  
Revised Position Description

Moved by Theresa Nixon and seconded by Elizabeth Burwell that the Fairfield County Board of Developmental Disabilities approves Resolution #2018-01-10 as presented.

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti	X		
Sharon Murphy	X		
Theresa Nixon	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

**I. Resolution 2018-01-11:**  
Resignations/Terminations/Retirements

Moved by Theresa Nixon and seconded by Bob Competti that the Fairfield County Board of Developmental Disabilities approves Resolution #2018-01-11 as presented.

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti	X		
Sharon Murphy	X		
Theresa Nixon	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

**J. Informational Items:**

**K. Items for Board Members:**

- Quality Improvement Plan review is scheduled for Tuesday, January 30, 2018 at 5:30pm at the Administration building.



- John will check with Bridget Gargan, Executive Director of OACBDD to see if she can attend the February 20<sup>th</sup> Board meeting to discuss services offered through the OACBDD membership.

**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?**

- Raised awareness to OACBDD. Making sure we are being good fiscal stewards and became more educated on what we receive from OACBDD in the form of services.

**XIII. Adjournment**

Moved by Theresa Nixon and seconded by Sharon Murphy that the Fairfield County Board of Developmental Disabilities adjourns the meeting.

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti	X		
Sharon Murphy	X		
Theresa Nixon	X		
Sharon Scruggs	X		
Mark Weedy	X		

Motion carried unanimously.

Meeting adjourned at 7:07 p.m.



Gaynor Pfeffer  
Recording Secretary

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Mark Weedy, President  
Fairfield County Board of  
Developmental Disabilities



Linda Barber, Secretary  
Fairfield County Board of  
Developmental Disabilities



**Resolution # 2018-01-01a**

**January 16, 2018**

IN THE MATTER OF RATIFICATION AND SIGNING OF EXPENDITURES FOR DECEMBER 2017 (*QIP Reference: Commitment 1*)

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

**NOW THEREFORE**,

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

That the Board accepts and approves the December 2017 expenditures except for check #5248895 to Innerphase Video Productions for the monthly TV show and check #5248686 and #5248687 to Fairfield Medical Center for occupational therapy services.

Motion by: Sharon Murphy  
Seconded by: Sharon Scruggs  
YEAS: 5  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: January 16, 2018

I certify that this is a true and correct copy of Resolution #2018-01-01a.

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



**Resolution # 2018-01-01b**

**January 16, 2018**

IN THE MATTER OF RATIFICATION AND SIGNING OF EXPENDITURES FOR DECEMBER 2017(QIP  
*Reference: Commitment 1)*

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

**WHEREAS**, the following expenditures to Innerphase Video Productions and Fairfield Medical Center have been separated from Resolution #2018-01-01a:

- #5248895 (IVP)
- #5248686 (FMC)
- #5248687 (FMC)

**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 Productions and Fairfield Medical Center as presented.

Motion by: Elizabeth Burwell  
Seconded by: Sharon Murphy  
YEAS: 3  
NAYS: 0  
ABSTENTIONS: 2

ADOPTED: January 16, 2018

I certify that this is a true and correct copy of Resolution #2018-01-01b.

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



**Resolution # 2018-01-02**

**January 16, 2018**

IN THE MATTER OF APPROVING THE FINANCIAL STATEMENTS FOR DECEMBER 2017 (QIP  
*Reference: Commitment 1*)

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

**NOW THEREFORE**,

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

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

Motion by: Bob Competti  
Seconded by: Sharon Scruggs  
YEAS: 5  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: January 16, 2018

I certify that this is a true and correct copy of Resolution #2018-01-02.

  
Linda Barber, Board Secretary



**Resolution # 2018-01-03**

**January 16, 2018**

IN THE MATTER OF EMPLOYMENT CONTRACTS (*QIP Reference: Commitment 2, Action Step 5*)

**WHEREAS**, the Fairfield County Board of Developmental Disabilities and April Wagner previously entered into a limited employment contract for Ms. Wagner to serve in the position of Employment Support Coordinator, and

**WHEREAS**, Ms. Wagner is willing to enter into a new three-year limited employment contract for the period of January 23, 2018 through January 22, 2021,

**NOW THEREFORE,**

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

That the Board approves the three-year limited employment contract with April Wagner, as presented.

Motion by: Bob Competti

Seconded by: Theresa Nixon

YEAS: 6

NAYS: 0

ABSTENTIONS: 0

ADOPTED: January 16, 2018

I certify that this is a true and correct copy of Resolution #2018-01-03.

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



**Resolution # 2018-01-04**

**January 16, 2018**

IN THE MATTER OF EMPLOYMENT CONTRACTS (*QIP Reference: Commitment 2, Action Step 5*)

**WHEREAS**, the Fairfield County Board of Developmental Disabilities and Amanda Cruz previously entered into a limited employment contract for Ms. Cruz to serve in the position of Job Development Coordinator, and

**WHEREAS**, Ms. Cruz is willing to enter into a new three-year limited employment contract for the period of January 23, 2018 through January 22, 2021,

**NOW THEREFORE,**

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

That the Board approves the three-year limited employment contract with Amanda Cruz, as presented.

Motion by: Bob Competti  
Seconded by: Theresa Nixon  
YEAS: 6  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: January 16, 2018

I certify that this is a true and correct copy of Resolution #2018-01-04.

A handwritten signature in cursive script that reads 'Linda Barber'.

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



**Resolution # 2018-01-05**

**January 16, 2018**

IN THE MATTER OF CONTRACT AMENDMENT

**WHEREAS**, the Fairfield County Commissioners and Fairfield Industries, Inc. previously entered into an agreement with the Fairfield County Board of Developmental Disabilities for the provision of Greeter/Front Desk Clerical Services at the Commissions Office, and

**WHEREAS**, the Fairfield County Board agrees to make arrangements through a joint operating agreement with its subcontracted affiliate, Fairfield Industries, Inc. to furnish the worker(s) for Greeter/Front Desk Clerical Services, and

**WHEREAS**, this agreement automatically renewed on January 31, 2017, and

**WHEREAS**, this amendment changes Sections 3a and 3b by changing the terms of the contract to a month-to-month contract and also includes a pay increase until a new contract is proposed or either party terminates the contract as outlined,

**NOW THEREFORE,**

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

That the Board approves the contract amendment with the Fairfield County Commissioners and Fairfield Industries, Inc. for the provision of Greeter/Front Desk Clerical Services at the Commissions Office, as presented.

Motion by: Theresa Nixon  
Seconded by: Sharon Murphy  
YEAS: 6  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: January 16, 2018

I certify that this is a true and correct copy of Resolution #2018-01-05.

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



**Resolution # 2018-01-06**

**January 16, 2018**

IN THE MATTER OF A DONATION TO FOREST ROSE SCHOOL (*QIP Reference: Commitment 1, Action Step 10*)

**WHEREAS**, Forest Rose School received a donation in the amount of \$600.00 from the Sherry Hubbard Technology Fund administered through the Fairfield County Foundation, and

**WHEREAS**, the donation was not included in the 2018 budget, therefore, additional appropriations are necessary, and

**WHEREAS**, appropriating from unappropriated into major expense categories of capital is necessary for the expense,

**NOW THEREFORE,**

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

**Section 1:** That the Board accepts the donation of \$600.00 from the Sherry Hubbard Technology Fund administered through the Fairfield County Foundation for the purpose of purchasing an iPad and accessories.

**Section 2:** That the Board authorizes the Fairfield County Commissioners to appropriate from unappropriated funds in the amount of \$600 to account 52155042 574100 MRDNC.

**Section 3.** Request that the Fairfield County Auditor, on behalf of the Budget Commission, update the following receipt lines: 52155042 574100 MRDNC by \$ 600.00.

Motion by: Elizabeth Burwell  
Seconded by: Sharon Scruggs  
YEAS: 6  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: January 16, 2018

I certify that this is a true and correct copy of Resolution #2018-01-06.

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





**Resolution # 2018-01-07**

**January 16, 2018**

IN THE MATTER OF A DONATION TO FOREST ROSE SCHOOL (*QIP Reference: Commitment 1, Action Step 10*)

**WHEREAS**, Forest Rose School received a donation in the amount of \$5,000 from United Commercial Travelers to purchase items to stimulate, educate and assist those served at the school,

**NOW THEREFORE,**

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

That the Board accepts the donation of \$5,000 from United Commercial Travelers for use at Forest Rose School.

Motion by: Elizabeth Burwell  
Seconded by: Sharon Scruggs  
YEAS: 6  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: January 16, 2018

I certify that this is a true and correct copy of Resolution #2018-01-07.

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



**Resolution # 2018-01-08**

**January 16, 2018**

IN THE MATTER OF ADDING A NEW POSITION (*QIP Reference: Commitment 2; Action Steps 3 & 8*)

**WHEREAS**, the department of Quality, Innovation and Planning is requesting the creation of an additional Behavior Support Coordinator position, and

**WHEREAS**, the requested additional Behavior Support Coordinator position is necessary as the request for behavior support has increased, making it impossible for one position to handle all the demands, and

**WHEREAS**, this position is included in the 2018 budget,

**NOW THEREFORE,**

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

That the Board approves the creation of an additional Behavior Support Coordinator position to meet the increased need in the county.

Motion by: Theresa Nixon  
Seconded by: Elizabeth Burwell  
YEAS: 6  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: January 16, 2018

I certify that this is a true and correct copy of Resolution #2018-01-08.



**Resolution # 2018-01-10**

**January 16, 2018**

IN THE MATTER OF THE REVISION OF POSITION DESCRIPTIONS (*QIP Reference: Commitment 2*)

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

- Secretary, Services & Supports

and

**WHEREAS**, the administration is recommending revisions to the attached position description to reflect current job duties and departmental needs,

**NOW THEREFORE**,

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

That the Board approves the revised position description of Secretary of Services and Supports as presented.

Motion by: Theresa Nixon  
Seconded by: Elizabeth Burwell  
YEAS: 6  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: January 16, 2018

I certify that this is a true and correct copy of Resolution #2018-01-10.

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



**Resolution # 2018-01-11**

**January 16, 2018**

IN THE MATTER OF STAFF RESIGNATIONS, TERMINATIONS & RETIREMENTS

**WHEREAS**, Tamara Bourne and Katie Cox substitutes positions at Forest Rose School have been terminated, and

**WHEREAS**, Brian Daubenmire, Facilities Technician has resigned his position,

**NOW THEREFORE**,

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

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

Motion by: Theresa Nixon  
Seconded by: Bob Competti  
YEAS: 6  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: January 16, 2018

I certify that this is a true and correct copy of Resolution #2018-01-11.

  
Linda Barber, Board Secretary