

**Paulding County Board of Developmental Disabilities  
Meeting Minutes**

**March 16, 2017 - 4:00 p.m.**

**The March 16, 2017, Organizational Board meeting of the Paulding County Board of Developmental Disabilities was called to order at 4:00 p.m.**

**Roll call:** Pam Walker, Nicole Harris, Joe Cramer, Tim Sinn, Marcia Hernandez, Cheryl Farley, and Kevin Albright.

**Guests Present:** Denise Kinder, EI Specialist

**Agenda**

To approve the March 16, 2017 meeting agenda:

**Motion: 22**

**Motion: Marcia Hernandez**

**Second: Nicole Harris**

**Motion approved unanimously.**

**Minutes**

To approve the February 16, 2017 meeting minutes.

**Motion: 23**

**Motion: Joe Cramer**

**Second: Kevin Albright**

**Motion approved unanimously.**

**Financial Reports**

To approve the February 2017 financial reports:

**Motion: 24**

**Motion: Marcia Hernandez**

**Second: Cheryl Farley**

**Motion approved unanimously.**

**Discussion:** Property Tax Settlement was received for the first half in the amount of \$629,690.00. Claudia verified that number and that the first half is usually more than the second half. This represents about 55% of what our total amount is- \$20,000.00 more than what we received last year. A line item has also been added under Revenue which is for OPERS Carryover. Two OPERS Carryover line items were added under expenses; one for employers share, and one for employees share.

**Reports**

**Superintendent:** On Wednesday, March 1, Deb, SSA Crystal Feeney, Anna Rickels, and Becky LaBounty attended the County Commissioner's meeting where they were presented with a Proclamation for March as DD Awareness month. Pictures were taken and placed in various area newspapers. We also have 2 billboards placed in the county as part of Awareness month. Reminder that the Easter Bunny Brunch will be held Saturday, March 25, from 9a-11a. Family Forum is scheduled for Thursday, April 20<sup>th</sup>, at 5p. STABLE Account presentation and Managed Care Providers will follow at 6p. April 27 holds the Board In-Service training at Defiance College. On April 28, the Impact Group will be here for consultation and direction regarding rebranding and community communication. Representative Craig Reidel will be visiting PCBDD and PC Workshop on Friday, March 31 for a better understanding of services provided. Alairis Interactive has begun the initial stages of our website development. Pieces of information have been sent to them as we organize it. We are excited for its completion and use by our community.

**Early Intervention:** Denise gave a brief report of her EI group numbers. There is a definite growth in referrals and enrollment. Premature babies and those with speech delays are the primary sector for referrals at this time.

## **New Business**

### **Table of Organization**

To approve the revised PCBDD Table of Organization.

**Motion: 25**

**Motion: Nicole Harris**

**Second: Marcia Hernandez**

**Motion approved unanimously.**

The table highlights each position of the Board employees and what duties may accrue under them. It reflects the Privatization from the PC Workshop as it no longer lists Workshop positions.

### **Notice of Privacy Practices**

To approve the PCBDD Addendum to Notice of Privacy Practices (HIPAA Policy).

**Motion: 26**

**Motion: Cheryl Farley**

**Second: Tim Sinn**

**Motion approved unanimously.**

Recommended by the Attorney for the OACBD in response to the Ball v. Kasich lawsuit. It is possible that any county Board could be subpoenaed and requested to turn over records and we would have to comply. This addendum is specific to this lawsuit.

### **Electronic Signature**

To approve the Electronic Signature policy.

**Motion: 27**

**Motion: Nicole Harris**

**Second: Marcia Hernandez**

**Motion approved unanimously.**

This policy allows the SSAs to initial and sign each case note and tcm report without printing out each page. Saves time and paper.

### **FSS Allowance**

To approve the FSS allowance of \$800 per family for 2017.

**Motion: 28**

**Motion: Joe Cramer**

**Second: Nicole Harris**

**Motion approved unanimously.**

FSS funds were not completely used up; last year's allocation was \$500- but with the left over amount, this year's allocation is raised to \$800. FSS is a last resort option of payment for expenses.

### **FSS Request**

To approve FSS request for K.A., as recommended by the Ethics Council.

**Motion: 29**

**Motion: Tim Sinn**

**Second: Cheryl Farley**

**Motion approved unanimously; with Kevin Albright abstaining.**

This request meets all of the criteria for FSS.

### **Developmental Specialist hours**

To approve the increase of the Developmental Specialist hours to a maximum of 7 additional hours per week, to meet the demands of Early Intervention caseload & to compensate for those additional hours by paying her current hourly rate for those additional hours.

**Motion: 30**

**Motion: Joe Cramer**

**Second: Kevin Albright**

**Motion approved unanimously.**

**Schweller Electric**

To accept Schweller Electric's estimate for parking lot/exterior LED lighting and LED flag pole light.

**Motion: 31**

**Motion: Cheryl Farley**

**Second: Joe Cramer**

**Motion approved unanimously.**

Concerns of safety at night and cost effective lighting prompted the search for an estimate. Some concerns were raised about Schweller's performance but ultimately the Board agreed to keep the work within the county; sighting that if there were any discrepancies, that the Board would hold payment until completely satisfied.

**MT Business Technology**

To accept MT Business Technology's bid for new all in once copier, scanner, fax machine.

**Motion: 32**

**Motion: Marcia Hernandez**

**Second: Nicole Harris**

**Motion approved unanimously.**

Current machine is over 10 years old. Bids were compared between MT and Current Office Solutions, who originally donated the current machine. New technology and software will be beneficial to the office. This will be a full purchase and not a lease.

**Hanenkratt Plumbing**

To accept Hanenkratt Plumbing Services, LLC. estimate to replace cold water line in north hallway.

**Motion: 33**

**Motion: Tim Sinn**

**Second: Kevin Albright**

**Motion approved unanimously.**

Water line will be completely replaced due to multiple leaks. New insulated line will be placed along the inside of the gymnasium wall. This will also save on labor costs.

**Discussion regarding the content of the 2016 Annual Report**

- Choosing website distribution versus county mailing
- Making sure to have financial information as clear and correct as possible
- Highlighting expenses versus revenue
- Breakdown of services provided

**Adjournment**

To adjourn the March 16, 2017 regular Board meeting at 5:25 p.m.

**Motion: 34**

**Motion: Kevin Albright**

**Second: Nicole Harris**

**Motion approved unanimously.**

Respectfully submitted,

Nicole Harris,  
Recording Secretary

