

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

January 18, 2018 - 4:00 p.m.

The January 18, 2018, Organizational Board meeting of the Paulding County Board of Developmental Disabilities was called to order at 4:01 p.m.

Oath of Office was administered by Judge Michael Wehrkamp to re-appointed Board Members: Pam Miller, Nicole Harris, and Marcia Hernandez.

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

Guests Present: Sara Gross, PCBDD SSA, Jessica Reinhart, PCBDD SSA, Denise Kinder, PCBDD Intervention Specialist, and Judge Michael Wehrkamp.

Election of Officers for 2018

Nominations: Pam Miller nominates Marcia Hernandez for President. Nicole Harris nominates Pam Miller for Vice President. Pam Miller nominates Nicole Harris for Secretary.

2018 President: Marcia Hernandez

2018 Vice President: Pam Miller

2018 Secretary: Nicole Harris

To approve slate of Officers as presented.

Motion: 1

Motion: Nicole Harris

Second: Cheryl Farley

Motion approved unanimously.

Finance Committee and Ethics Council Appointments

Finance Committee: Marcia Hernandez, Tim Sinn, Joe Cramer

Ethics Council: Cheryl Farley, Marcia Hernandez, Pam Miller

Board Meeting Time

To set the monthly Board Meeting time of 4:00 p.m. on the 3rd Thursday of each month unless otherwise noted:

Motion: 2

Motion: Tim Sinn

Second: Marcia Hernandez

Motion approved unanimously.

Resolution

To approve the Resolution authorizing the Superintendent to pay Board obligations for 2018:

Motion: 3

Motion: Cheryl Farley

Second: Nicole Harris

Motion approved unanimously.

Resolution

To approve the Resolution authorizing the Superintendent to transfer funds within the 2018 appropriations:

Motion: 4

Motion: Kevin Albright

Second: Tim Sinn

Motion approved unanimously.

Adjournment

To adjourn the January 18, 2018 Organizational Meeting at 4:12 p.m.:

Motion: 5

Motion: Joe Cramer

Second: Nicole Harris

Motion approved unanimously.

Regular January 2018 Board Meeting

Call to Order: 4:13 p.m.

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

Guests Present: Sara Gross, PCBDD SSA, Jessica Reinhart, PCBDD SSA, Denise Kinder, PCBDD Intervention Specialist, and Judge Michael Wehrkamp.

- Introduction of new SSAs – Sara Gross and Jessica Reinhart

Agenda

To approve the January 18, 2018 meeting agenda:

Motion: 6

Deb took this time to note an addition of New Business Item "D" - Secretary James Gomez has given his resignation, last day effective February 16, 2018. A new motion to approve will be added to new item "D".

Motion: Cheryl Farley

Second: Joe Cramer

Motion approved unanimously.

Minutes

To approve the November 16, 2017 meeting minutes:

Motion: 7

Motion: Marcia Hernandez

Second: Cheryl Farley

Motion approved unanimously.

Financial Reports

To approve the November and December 2017 financial reports:

Motion: 8

Motion: Nicole Harris

Second: Tim Sinn

Motion approved unanimously.

Discussion: The year ended with higher revenue than anticipated – with anticipated being 1.432 mil and actual being 1.732 mil. Supported Living Revenue rose from 90k to 216k, largely due to Cost Report Reconciliation. 2012 Cost Report was recently completed by the State Auditor's from which we receive 130k. This year, 2013 Cost Report has brought in an additional 63k. Reconciliations cannot be anticipated, there are chances that some Boards could actually pay in rather than receive funds. Counties are now being randomly selected for Cost Report Reconciliation. Expenses were down due to lower salaries and insurance that was originally anticipated.

Reports

Superintendent: Deb attended the OACB Annual Conference, along with Board Member Joe Cramer and several staff. The key note speaker, Rohit Bhargava, a "trend curator, storyteller, marketing expert, and the founder of the Non-Obvious Company" also presented the Board Member training tract that both Joe and Deb attended. Among topics discussed including asking question such as, "What does the Board need from the Superintendent" and "What does the Superintendent need from the Board". He also discussed clarifying Board Member and Officer's roles and creating a committee to recruit Officers. Deb met with the Commissioners on Dec. 6th to provide them with an update and "year in review". She gave them an update on our waiting list, the number of individuals we are currently serving, and our overall financial picture. Deb reported that she received a phone call from County Auditor, Claudia Fickel, who informed her that the County will begin receiving Amazon Wind Farm collections this year, as opposed to next year, which was originally understood. This wind farm will generate approximately \$60,000 in additional income for the County Board. Claudia also informed Deb that we can expect a slight increase in real estate collection fees this year. Last year, those fees were just under \$20,000. The Commissioners recently announced that Phillip Jackson, owner of INSBIT, an internet technology business, has been hired full time as the county IT Manager. The Board has used INSBIT for technology needs. Phillip is dissolving his business, however, the Board will be able to access his services through the Commissioner's Office and be billed accordingly.

Early Intervention: Observation of decreased enrollment due to central intake going to Cleveland Sight Center. When CSC calls families, they typically do not answer/do not respond due to being unfamiliar with a Cleveland number and automation on the other end. All counties are feeling the effects. There will be an update on the CSC issue at the Region 1 Superintendent Meeting. Overall, families are just confused by the process, but steps are being taken to work out the bumps and make the referral process easier.

New Business

Board Authorization Delegation

To approve the Resolution For Board Authorization Delegation; naming Debra Guilford, Superintendent, and Staci Haney, Executive Assistant/HR, as authorized signers for Purchase Orders, Vouchers, Payroll, Change of Appropriation Forms, and Change of Estimated Revenue Forms. This authorization stands for one year.

Motion: 9

Motion: Kevin Albright

Second: Tim Sinn

Motion approved unanimously.

NOWAC Contract

To approve the 2018 NOWAC Contract

Motion: 10

Motion: Marcia Hernandez

Second: Cheryl Farley

Motion approved unanimously.

Resignation

To approve the resignation of James Gomez, Administrative Secretary, effective February 16, 2018.

Motion: 11

Motion: Cheryl Farley

Second: Tim Sinn

Motion approved unanimously.

- **Discussion regarding PC Workshop Building Lease**

Negotiations are ongoing between PCBDD and PCW. Building maintenance/repairs and funding are large components of what will formulate the new lease. Research into repair estimates need to be gathered. Deb will look into PCW financial picture. Each party may reach an agreement to each pay an agreed upon portion of repairs, upkeep, etc.

Adjournment

To adjourn the January 18, 2018 regular Board meeting at 4:56 p.m.

Motion: 12

Motion: Joe Cramer

Second: Nicole Harris

Motion approved unanimously.

Respectfully submitted,

Nicole Harris,
Recording Secretary