

## Adult Services Provider Meeting February 4, 2011 Meeting Notes

Attendance: Nancy Neely and Donna Flack, Board of DD; Adena Clayton, CSS; Dave Bibler and Bill Baxter, Licking County Aging Program; Hannah Watson, Spark; and Tracy Jones, CDS

1. Nancy thanked everyone for coming and introductions were made. The purpose of the meeting is to discuss policy/practice around closure of day programs due to inclement weather/bad roads.
2. Donna Flack reviewed the closure policy for the Licking County Transit Board, which essentially adopted the Board of DD's previous policy/practices.
  - a. The Transit Board does not send vehicles into a school district that has closed; and
  - b. When Newark City Schools closes, no vehicles are dispatched, **Except That**, those individuals who are employed competitively in the community will still be transported to their job; and
  - c. When there is a level three snow emergency, no vehicles are dispatched at all.
3. The following are the closure policies/practices for the adult services providers present:
  - a. **CSS**/When Newark City Schools closes, then James/Pine Street are open if participants can find their own transportation. If there is a level II snow emergency, then James/Pine Street are closed.
  - b. **CDS**/When Newark City Schools is closed, they are closed. CDS does not use delays.
  - c. **Spark**/When Newark City Schools is closed, they are closed.
  - d. **Reese Ctr.**/When more than half of the districts are closed, they do not provide transportation, but are open for those who can arrange their own transportation. They are closed when there is a level II snow emergency. Reese staff calls families, the Transit Board, and Earthworks to notify them of their intentions.
  - e. **Licco**/See 2a-c above. All staff stays home only when there is a level three snow emergency.
4. It is the adult service providers' responsibility to develop an operating calendar and distribute it. There is no reason to follow Licco's calendar. **The Transit Board will transport individuals to their day program on holidays and in-service days that Licco is closed.** It is very important that we clearly communicate to families and residential services

providers and the Transit Board (because of their role in transportation) the following:

- a. **Operating calendar**/Each provider should be sure that they distribute a calendar to the families/residential providers of their participants. **If the calendar should change, those changes need to be communicated.** In addition to the families/residential providers, a copy of your calendar should be sent to the Transit Board (670-5183), Debbie Pound at Licco (fax/522-8340 or debbie.pound@lcountydd.org), and Arletta Hinger at the Board's main office (fax/344-2787 or arletta.hinger@lcountydd.org). Nancy will be talking with Heather Odendahl about putting each adult service providers calendar up on the Board website; and
  - b. **Closure Policies**/Every adult service provider should be sure that they clearly communicate their closure practices to families and residential services providers for their participants, and the Transit Board. **What we are trying to avoid is ever having the Transit Board (or any transportation provider) leave someone off at a day program that is closed!**
5. Nancy will contact MidWest Options, the only adult service provider not present, to and gather closure practices from them.

Recorded by: Nancy Neely, Superintendent

**Addendum to Meeting Notes:** In an e-mail dated 2/14/11 Jennifer Busdeker from Midwest Options reported that their day program closes when Newark City Schools close. She also reported that when Newark calls a two-hour delay, Midwest honors the delay.