

**LICKING COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES
116 N. 22nd STREET
NEWARK, OHIO 43055**

**BOARD MEETING MINUTES
September 21, 2011**

The Licking County Board of Developmental Disabilities met for its monthly meeting at Eleanor S. Weiant/Administrative Services Center, 116 N. 22nd Street, Newark, Ohio on September 21, 2011. Mr. Wigginton called the meeting to order at 5:01 p.m.

I. ROLL CALL

Members Present: Mr. Wigginton, Mr. Baker, Ms. Dumbauld, Ms. Blasczyk, Mr. Ms. Franks, Hoover, and Ms. Wright

Members Excused: None

II. APPROVAL OF AGENDA

A Motion to amend the Agenda to add proposed Resolution 2011-12 under Finance Committee, and Strategic Planning proposal under Old Business, was made by Ms. Blasczyk and seconded by Ms. Dumbauld. Motion carried. Motion

A Motion to approve the Amended Agenda was made by Mr. Baker and seconded by Ms. Franks. Motion carried. (See Exhibit A) Motion

III. MINUTES OF PREVIOUS MEETING

Motion to approve the August 17, 2011 board meeting minutes as presented was made by Ms. Wright and seconded by Ms. Blasczyk. Motion carried. (See Exhibit B) Motion

IV. APPROVAL OF BILLS

A Motion was made by Mr. Hoover and seconded by Ms. Blasczyk to approve the August 2011 bills as contained in the board packet. Motion carried. (See Exhibit C) Motion

Ms. Dumbauld abstained from voting on this Motion.

V. HEARING OF VISITORS

Ms. Busse reported the People First organization recently held a banquet to celebrate their first anniversary. The event included guest speakers, an awards ceremony, and swearing in of officers for the coming year.

VI. COMMITTEE REPORTS

A. Personnel Committee

Ms. Dumbauld reported the Personnel Committee met before the Board meeting and reviewed the Personnel Actions Report for August 2011.

1. Personnel Actions Report for August 2011

A Motion was made by Ms. Dumbauld to approve the Personnel Actions Report for August 2011 as presented in the Board packet. Mr. Hoover seconded the Motion. Motion carried. (See Exhibit D) Motion

B. Ethics Council

There were no items on the agenda for the Ethics Council.

C. Finance Committee

Ms. Blasczyk reported the Finance Committee met before the Board meeting and reviewed the Financial Report for August, proposed Resolution 2011-11 to request proposals for Medicaid and other third party billing services, proposed revisions to Administrative Policy 2.1, Financial Planning, proposed changes to the 2011 operating budget and proposed Resolution 2011-12 to pay expenses related to attendance at the 2011 PAR and OSDA conference by self advocates.

1. Financial Report for August 2011

A Motion was made by Ms. Blasczyk to accept the financial report for August 2011 as contained in the Board packet. Motion was seconded by Mr. Baker. Motion carried. (See Exhibit E) Motion

2. Proposed Resolution 2011-11 to request proposal for Medicaid and other third party billing services.

A Motion was made by Ms. Blasczyk to accept proposed Resolution 2011-11 to request proposals for Medicaid and other third party billing services as contained in the Board packet. Motion was seconded by Mr. Baker. Motion carried. (See Exhibit F) Motion

3. Proposed revisions to Administrative Policy 2.1 Financial Planning

A Motion was made by Ms. Blasczyk to accept the proposed revisions to Administrative Policy 2.1 Financial Planning as contained in the Board Packet. Motion was seconded by Ms. Dumbauld. Motion carried. (See Exhibit G) Motion

4. Proposed amendment to the 2011 Operating budget

A Motion was made by Ms. Blasczyk to accept the proposed amendments to the 2011 operating budget as contained in the Board packet. Motion was seconded by Ms. Wright. Motion carried. (See Exhibit H)

Motion

5. Proposed Resolution 2011-12 to pay expenses related to attendance at the 2011 PAR and OSDA conference by self-advocates.

A Motion was made by Ms. Blasczyk to accept the proposed Resolution 2011-12 to pay expenses related to attendance at the 2011 PAR and OSDA conference by self-advocates as presented. Motion was seconded by Mr. Baker. Motion carried. (See Exhibit I)

Motion

VII. Leadership Report

Ms. Neely reported the CARF surveyors will be here October 31, November 1st and 2nd. She invited board members to attend the exit conference typically held at noon on the last scheduled day of the survey. She will email board members with the exact time.

On Monday, September 26th, Ms. Neely, Mr. Wigginton, and the other superintendents and a board representative from the 18 county Region 5 area will meet with Governor Kasich. Ms. Neely and Ms. Lupi, co-sponsors of the Region 5 County Collaborative Project, will make a ten minute presentation regarding the project. Ms. Franks congratulated Ms. Neely on our leadership in this project. Ms. Neely said Mary Lou Bourne, a national consultant, has been instrumental in the proposed redesign of the system.

VIII. Old Business

A. Results of feasibility study on 116 N. 22nd Street

Ms. Neely reviewed the results of Gary McAnally's feasibility study. He projects it will be cost effective to renovate the existing E.S. Weiant Center. Mr. Hoover felt it would be important to wait until both levies are passed, even though renovation costs are projected to increase 2-3% each year. Ms. Wright felt the public are more accepting of renovations rather than building a new facility. Ms. Franks suggested that maximizing the use of teleworking could make the wait for future renovations easier to manage. Financing for a renovation project would likely be similar to the acquisition and renovation of 65 W. Church Street and 565 Industrial Parkway. We would approach the commissioners about selling bonds to finance the project. The Board would then take on debt. Our only debt currently is six additional annual payments on 565 Industrial Parkway. After renovation of the E.S. Weiant building, 565 could be sold or leased. As further background on the discussion, Ms. Neely reminded board members that current plans are to renew/replace our 1 mill five-year levy in May of 2012 and replace our 1.3 mill continuing levy in May 2014. The consensus of the board was to wait until both levies had passed to begin any construction. It was acknowledged that activities in preparation for pursuing a renovation of E.S. Weiant could occur before May 2014.

B. Sale of board property located at 675 West Church Street, Newark, Ohio

Ms. Neely reported no bids were received. Board members discussed possible options for the property including securing the property until a later date (next Spring) and holding a public auction now. The sealed bids procedure was utilized first because there is little cost involved. Mr. Wigginton suggested there is no urgency to sell. He suggested securing the building and waiting until Spring to schedule an auction. Mr. Hoover suggested Mr. Smith contact the tattletale alarm company. Board members agreed to secure the building for now and revisit this in the Spring.

C. Strategic Plan

Ms. Neely shared Mr. Patrick Lanahan's proposal for strategic planning. The cost of his services is \$10,800. Mr. Lanahan met with members of leadership team early in September. After discussion and reviewing our current planning documents, he agreed to work with Licking County. The Licking County United Way and the OACB have recently finished or initiated a strategic planning process.

A Motion was made by Mr. Baker to accept Patrick Lanahan's proposal for strategic planning as presented. Motion was seconded by Ms. Franks. Motion carried. (See Exhibit J)

Motion

IX. New Business

A. Proposed purchase of services from MEORC in 2012

Ms. Neely said this is an annual commitment to MEORC to purchase their services and products. Ms. Neely reviewed the services we expect to purchase from MEORC in 2012. In the future, the board may have the opportunity to contract for additional services with MEORC and save money by sharing the cost with the other 17 counties in Region 5.

X. Hearing of Visitors

The United Way campaign has begun and board members were asked to judge the chili cook-off competition. Ms. Luce to email them the date and time.

Ms. Neely advised board members that continuing education units are available for touring two of three local day hab facilities. Board members should call before touring each facility. An attendance verification sheet was distributed to each member. Members decided to tour individually.

Ms. Busse discussed a free Dual Diagnosis Collaboration conference scheduled for October 27th in Cambridge. This training will offer 5 continuing education units for Board members. Ms. Luce to email board members more information.

XI. Executive Session

A Motion was made by Mr. Baker at 5:48 pm to go into executive session to discuss personnel matters Motion seconded by Ms. Wright.

Motion

Roll call:

Mr. Baker – Yes	Mr. Hoover–Yes
Ms. Blasczyk –Yes	Ms. Wright- Yes
Ms. Dumbauld– Yes	Mr. Wigginton- Yes
Ms. Franks– Excused	

Motion carried. The Board entered into Executive Session at 5:48 pm

Mr. Hoover made a motion at 5:52 pm to come out of Executive Session. Motion was seconded by Ms. Dumbauld. Motion

Roll call:

Mr. Baker – Yes	Mr. Hoover–Yes
Ms. Blasczyk –Yes	Ms. Wright- Yes
Ms. Dumbauld– Yes	Mr. Wigginton- Yes
Ms. Franks– Excused	

Motion carried. The Board came out of Executive Session at 5:52 pm.

A Motion was made by Ms. Blasczyk and seconded by Mr. Hoover to enter into a three-year management contract with Kristen Morris, Service Coordination Team Leader effective 1/1/12 to 12/31/14. Motion carried. (See Exhibit K) Motion

XII. Adjournment

At 5:53 p.m., Mrs. Dumbauld made a Motion to adjourn the meeting. Motion seconded by Ms. Blasczyk. Motion carried. Motion

Respectfully submitted

Approved

David Wigginton, President

Jean Wright, Secretary