

**GEAUGA COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

BOARD MINUTES

January 16, 2019

Board Members Present

Mark Jackson
Laura Janson
Mark Sarna
Kristen Dailey
Dennis Schmidt
Richard Suttel

Administration

Donald Rice
John Bonko
Tami Setlock
Michelle Hawthorne
Megan Thirion
Connie Scanlon
Kellie Tvergyak-Oznowich

Board Members Absent

Martin Miller

I. ETHICS COUNCIL: 5:55 P.M.

The Board reviewed the attached listing of direct payments to affected persons in the financial transactions for December 2018.

II. CALL TO ORDER: 6:00 P.M.:

a. Roll Call: 2018 Board

A call of the roll indicated that all Board Members were present except Mr. Miller. There being a quorum present, Mr. Jackson, President of the Board, called the meeting to order.

b. Approval of the Minutes:

Ms. Scanlon introduced Resolution 18-78(A) approving the minutes for the December 19, 2018 meeting. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.

c. Adjournment of 2018 Board

There being no further business, Mr. Jackson adjourned the 2018 Board.

d. Roll Call: 2019 Board

A call of the roll indicated that all Board Members were present with the exception of Mr. Miller. There being a quorum present, Mr. Jackson called the meeting to order.

e. Election of Officers:

Ms. Scanlon introduced Resolution 19-01(A) electing the slate of officers for 2019. Mr. Jackson was elected President, Ms. Janson was elected Vice President, and Mr. Sarna was elected Recording Secretary. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.

g. Board Committee: Ethics

Ms. Scanlon introduced Resolution 19-02(A) appointing the 2019 Ethics Committee with Mr. Suttel, Ms. Dailey and Mr. Sarna as members with Mr. Miller as Alternate. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.

h. Board Committee: Financial

Ms. Scanlon introduced Resolution 19-03(A) appointing the 2018 Financial Committee with Mr. Jackson, Mr. Sarna and Dr. Schmidt. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.

i. Acceptance of Donations:

Ms. Scanlon introduced Resolution 19-01(D) accepting donations to the program for the dates indicated. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.

j. Personnel Actions:

Ms. Scanlon introduced Resolution 19-01(P) confirming personnel actions during the past month. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.

III. FINANCIAL ACTIONS:

- a. Financial Statement Review (All Funds):
Mr. Bonko provided a review of financial statements for all funds.
- b. Ethics Council Recommendations:
The Board found that these payments do not present a conflict of interest nor result from any preferential treatment or unfair advantage over other affected persons and recommended their approval.
- c. Financial Transactions and Voucher Approvals:
Ms. Scanlon introduced Resolution 18-23(B) detailing financial transactions for the period. Ms. Scanlon introduced Resolution 18-24(B) approving voucher schedules for the period. Accordingly, these Resolutions were approved, are attached, and made part of the official minutes of this meeting.

IV. BOARD STATUS REPORTS

Mr. Rice reviewed the Board status reports: Population Served, Employment and Habilitation Services, Human Resources, Waiting List, and Abuse, Recreation and Leisure Integration, Neglect and other Major Unusual Incidents. This information is contained in the Board Packet for this meeting and made part of the official minutes of this meeting.

V. PROGRAM REPORTS

Mr. Rice introduced status reports from the agencies programs. This information is contained in the Board Packet for this meeting and made part of the official minutes of this meeting.

VI. NEW BUSINESS:

- a. Approvals:
 - i. NEON Representative
Ms. Scanlon introduced Resolution 19-04(A) authorizing Donald L. Rice, II as representative and Tami Setlock and John Bonko as alternates to N.E.O.N. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.
 - ii. Family First Council Representative
Ms. Scanlon introduced Resolution 19-05(A) authorizing Donald L. Rice, II as representative and Tami Setlock and John Bonko as alternates to the Geauga Family First Council. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.
 - iii. Sample Letter
Ms. Scanlon introduced Resolution 19-06(A) approving the creation and dissemination of a letter involving the crisis in staffing to ODoDD. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.
 - iv. Donation of Asset
Ms. Scanlon introduced Resolution 19-07(A) donating a used laptop computer to the Metzenbaum Foundation for clerical staff. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.
 - v. Job Descriptions
Ms. Scanlon introduced Resolution 19-08(A) approving changes to the Administrative Assistant position description. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.
- b. Issues:
 - i. Policy and Procedure – Building Use
Mr. Rice led a discussion on the proposed Building Use policy to be approved at the next board meeting. This information is contained in the Board Packet for this meeting and made part of the official minutes of this meeting.

ii. 2018 Goals

Mr. Rice updated the Board on the final progress towards the 2018 goals. This information is contained in the Board Packet for this meeting and made part of the official minutes of this meeting.

iii. Transportation Support

Mr. Rice led a discussion on the effects of the Locally Funded Transportation Agreement and the changes that are needed. This information is contained in the Board Packet for this meeting and made part of the official minutes of this meeting.

VII. GENERAL ANNOUNCEMENTS:

Mr. Rice shared the recent correspondence. This information is contained in the Board Packet for this meeting and made part of the official minutes of this meeting.

VIII. OTHER BUSINESS:

Mr. Jackson called for any other business from the Board or the public.

IX. ADJOURMENT:

There being no further business, Mr. Jackson adjourned the meeting.

The Next Board meeting will be February 20, 2019.

Submitted:

Approval:

Donald L. Rice II, Superintendent

Mark Jackson, Board President

cc: *Bd. of Geauga Co. Commissioners*
Gauga Co. Probate Court
Gauga Co. Prosecutor

In compliance with O.R.C. 121.22; an audio copy of these minutes are kept on file at the Geauga County Board of Developmental Disabilities Administrative Offices. Further information contact the Superintendent.