

**GEAUGA COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

***BOARD MINUTES
January 17, 2018***

Board Members Present

Dennis Schmidt
Mark Jackson
Laura Janson
Martin Miller
Richard Suttel
Kristin Dailey
Mark Sarna

Administration

Donald Rice
John Bonko
Tami Setlock
Michelle Hawthorne
Kellie Scanlon
Megan Thirion

Board Members Absent

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 2017.

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

a. Roll Call: 2017 Board

A call of the roll indicated that all Board Members were present except Ms. Janson. There being a quorum present, Dr. Schmidt, President of the Board, called the meeting to order.

b. Approval of the Minutes:

Ms. Scanlon introduced Resolution 17-78(A) approving the minutes for the December 20, 2017 meeting. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.

c. Adjournment of 2016 Board

There being no further business, Dr. Schmidt adjourned the 2017 Board.

d. Roll Call: 2018 Board

A call of the roll indicated that all Board Members were present. There being a quorum present, Dr. Schmidt, called the meeting to order.

e. Election of Officers:

Ms. Scanlon introduced Resolution 18-01(A) electing the slate of officers for 2018. Mark Jackson was elected President, Laura Janson was elected Vice President, and Mark 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 18-02(A) appointing the 2018 Ethics Committee with Mr. Suttell, 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 18-03(A) appointing the 2018 Financial Committee with Mr. Jackson, Ms. Janson and Ms. Dailey. 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 18-01(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 18-01(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.

k. Resolution of Appreciation:

Ms. Scanlon introduced Resolution of Appreciation 18-13(P) commending Joyce Surckla on her retirement after 25 years of service. 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 17-23(B) detailing financial transactions for the period.
Ms. Scanlon introduced Resolution 17-24(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, 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 18-04(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 18-05(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. Funding Agreement
Ms. Scanlon introduced Resolution 18-06(A) approving a Locally Funded Service Agreement Addendum for Transportation Services. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.
 - iv. Disposal of Assets
Ms. Scanlon introduced Resolution 18-07(A) disposing of 3 vans according to policy. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.
 - v. Job Descriptions
Ms. Scanlon introduced Resolution 18-08(A) approving changes to the Delegated Nurse and LPN ICF job descriptions. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.
- b. Issues:
 - i. Review of Meeting with UH Geauga
Those in attendance at the meeting discussed the progress. This information is contained in the Board Packet for this meeting and made part of the official minutes of this meeting.

- ii. ICF Electronic Documentation
Ms. Hawthorne updated the Board on the progress of moving to electronic documentation. This information is contained in the Board Packet for this meeting and made part of the official minutes of this meeting.
- iii. Provider Liaison
Mr. Rice informed the Board that the new Provider Liaison was hired and that he will be in attendance 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.
- iv. Fire Alarm System
Mr. Rice informed the Board that the fire alarm system was updated due to age and wear. This information is contained in the Board Packet for this meeting and made part of the official minutes of this meeting.
- v. FilaMint
Mr. Rice updated the Board on the new tenant. 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.

X. EXECUTIVE SESSION:

Ms. Scanlon introduced Resolution 18-08(A) adjourning into Executive Session pursuant to ORC 121.22(G)(1)) “To consider the appointment, employment, ..., or compensation of a public employee or official, ...” Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.

XI. ADJOURMENT:

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

The Next Board meeting will be February 21, 2018.

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.