

The Mercer County Board of Developmental Disabilities held its annual meeting on 5-23-22 at the Administration Building at 7:30 pm

The meeting was called to order with Vice-President Mike Linton presiding and a roll call revealed that a quorum was present.

**Board Members Present:** Mona Berning, Karla Butler, Beth Guggenbiller, Mike Linton, Dan Muhlenkamp, John Werling

**Board Members Absent:** Teri Spoltman

**Others Present:** Sarah Flenar, Rajean Hedrick, Gregg Rutledge, Shawn Thieman

### **CONSENT AGENDA (ATTACHMENT) :**

The Consent Agenda was accepted by a motion from Karla Butler and seconded by Dan Muhlenkamp. **Motion was carried.** –**The April minutes were left out of the packet. They will be submitted with May’s Minutes (for approval). (The expense, revenue, bills were approved)**

### **OLD BUSINESS:**

**2022 Levy Discussion**— Discussed The Daily Standard Article. Went over the actual ballot language that would be on the renewal levy. We need to start getting a committee together. If anyone is interested in being on a committee, get in touch with Shawn. We will probably meet 3 times July--November. Arc will be running the campaign. Shawn will put together a fact sheet in case any board members are asked questions regarding the levy. Will be using social media/videos and will be putting signs out. Beth Guggenbiller suggested putting ads in every football team’s programs, with a local person and in their words, The Board thought that was a great idea.

**Building Projects**—New Parking Lot---looks great. It is bigger and the parking spots are bigger. It will cost more, ran into a few problems, tiles/compaction and adding a 3<sup>rd</sup> drain. Will update the board when we get the final bill. Tom’s Construction was very professional and great to work with.

Restrooms—going to be tearing out the men’s/ladies when you come in the front door. The pipes are going bad. Also the restroom in Admin will not be there anymore. This is a big plumbing project that is starting this week.

Generator for this building---discussed options/costs. Powering the whole building vs just certain sections. Maybe this could be designated as a shelter for people in case of emergency. The board thought this might be a good idea. Will revisit this in 6 months to a year.

### **NEW BUSINESS**

**6.15 Credit Card Policy**—This is a new policy. We are getting a credit card for use in purchases online. Going through First Financial Bank. Sarah, Claire, and Rajean will have access to this. It will be kept in Admin office and be used for conferences and other various needs (when a credit card is needed). **Motion Made to Approve 6.15 Credit Card Policy—Motion made by John Werling. Seconded by Beth Guggenbiller. Motion Carried.**

**Estate Wrap Up**— We have received some money from the estate of Ester Eyink. The attorney is requesting a signature from each board member that authorizes our Business Director, Sarah Flenar, to act on behalf of MCBDD. The Board members signed off on the Resolution

for Sarah to Act on Behalf of the Board regarding the estate of Ester Eyink. The signed form was sent to the Attorney.

**MOU with Mercer ESC for Building use**—This is the Memorandum of Understanding allowing the ESC to use 4 classrooms in MCBDD building. They are not charged rent but if damages occur, they will pay for it. There are no changes in this policy. Beth Guggenbiller will be abstaining from the vote since she is employed at ESC. **Motion Made to Approve MOU with Mercer ESC for Building use—Motion by Dan Muhlenkamp. Seconded by Mona Berning. Motion Carried**

**ESC Disbursement for Educational Supports**—This is what is disbursed to the ESC for students to county schools for district (funds) for students on IEPS. Beth Guggenbiller will be abstaining from the vote since she is employed at ESC. **Motion made to Approve ESC Disbursement for Educational Supports. Motion by Karla Butler. Seconded by John Werling. Motion Carried.**

**6.01 Expense Reimbursement**—We just need to update this policy, keep it in line with the County. Keep things consistent. **Motion to Approve 6.01 Expense Reimbursement—Motion made by Mona Berning. Seconded by Beth Guggenbiller. Motion Carried.**

**4.07 Overtime**—We do not usually have a lot of overtime. The 2 positions that might have overtime is Jay (maintenance) and Claire (IT). They normally take overtime as comp time. The policy now states you have 6 months to use it or lose it. We are going to change that to will pay it out every year (not to exceed 60 hours). We feel this is fair to the employee that has earned it. **Motion to Approve 4.07 Overtime Policy—Motion Made by Dan Muhlenkamp. Seconded by Mona Berning. Motion Carried.**

**Advocacy/Public Relations Reimbursement**—This will allow us to share costs with providers/agencies for things they might want/need but need some financial assistance with. They will have to fill out this form and we will reimburse them up to \$2500 a year (maximum). This can be used to offset costs and for special events. This will be promoted at the providers meetings. **Motion to Approve the Advocacy/Public Relations Reimbursement—Motion Made by Beth Guggenbiller, Seconded by John Werling. Motion Carried.**

**2022 Summer Program**—Beth went over the numbers/plans for this year’s summer program. There are 7 people participating in the 14, 15 year old program, 9 people participating in the 16, 17 year old program and 10 people participating in the 18 and over program. It will be a busy summer. There are great opportunities for inclusion, making connections with other students and learning vocational abilities. Mona stated she is very happy with the natural friendships that have been established in the Summer Program and the Special Olympics program as well.

**SUPERINTENDENT DISCUSSION** – Shawn brought up that his Superintendent’s certificate is expiring in August. Will talk about that in next meeting. Also, his contract is up at the end of the year. Will need to review that, will email that out to board members.

**Motion was made to adjourn by Karla Butler and a second by Mona Berning. Motion Carried. Meeting adjourned.**

The next meeting will be held in the Board Room in the Administration Building at **7:30 pm** on **June 27, 2022.**