HIGHLAND COUNTY BOARD OF DD

NOVEMBER 19, 2024

6:00 PM REGULAR BOARD MEETING

LOCATION: Hills and Dales Conference Room

The Highland County Board of Developmental Disabilities met in a regular session at 6:00 pm, Tuesday, November 19,2024 at the Highland County Board of Developmental Disabilities. Board Members Present: Jenny Penn, Kim Adams, Paul Pence, Matthew Roberts

Absent: Cheryl Lyle, Elizabeth Fryman, Michael Richards

Others present were Larry Gray, Superintendent, Sherry Burns, Admin. Assistant, Kelli Williamson, SSA Director, Elizabeth Brennfleck, Human Resources Director, Lori Moore, Business Director

**ROLL CALL:** Paul Pence, present; Jenny Penn, present, Michael Richards absent, Matthew Roberts, present, Elizabeth Fryman, absent, Kim Adams, present, Cheryl Lyle, absent

**ADDITIONS TO AGENDA**: NA

**Reports:**

**The minutes of the** October 15, 2024 Regular Board Meeting will be moved to the December Agenda due to quorum.

**Transfers:** NA

**New Vendors: Parry Landscapes, Express Property Services, SPD Enterprises, LLC**

Paul Pence made a motion to approve the new vendors, seconded by Matthew Roberts. Roll call. Motion carried.

**Roll Call: Paul Pence, yea; Matthew Roberts, yea; Jenny Penn, yea; Kim Adams, yea**

**Monthly expenditures for November 2024** were reviewed and approved in a motion by Matthew Roberts seconded by Kim Adams. Roll Call. Motion carried.

**Roll Call: Paul Pence, yea; Matthew Roberts, yea; Jenny Penn, yea; Kim Adams, yea**

**Monthly expenditures for November Merchants 2024** were reviewed and approved in a motion by Matthew Roberts seconded by Kim Adams. Roll call. Motion carried.

**Roll Call: Paul Pence, abstain; Matthew Roberts, yea; Jenny Penn, yea; Kim Adams, yea**

**SUPERINTENDENT REPORT:**

**Housing updates**:

* The home in Leesburg is now completed. Highland Housing has completed the purchase of the new Duplex on East South St. There will be tenants moving in at the first of December.
* The Uhrig St duplex should be completed by the end of December. Highland Housing will be moving away from using HCCAO as their property manager and start discussion after the first of the year to assume ownership of HCCAO homes.
* **BWC**: We did receive the School Safety grant in the amount of $29,401.53. This will cover the ballistic film on the outside of the building and additional door locks.
* **Accreditation**: During our recent accreditation review In Fayette County. This was not identified in the Highland Review. We were notified that our strategic plan did not have all required elements of the rule.  We added two goal areas to be in compliance with the rule.  Advocacy and Quality Services.  The handout provided shows the added goals and objectives.
* In early 2025, we will be reviewing the plan and adding accomplishments to it.  Jennifer will share a full update for the plan at the February or March meeting.

**OLD BUSINESS: NA**

**NEW BUSINESS:**

**Approval of the 2025 Budget**

Lori Moore reviewed the 2025 Budget with the board.

Paul Pence made a motion to approve the 2025 Budget as presented, seconded by Matthew Roberts Roll Call Motion carried

**Roll Call: Paul Pence, yea; Matthew Roberts, yea; Jenny Penn, yea; Kim Adams, yea**

**Approval of Vacation Payout**

The County Commissioners have made some updates to their Vacation Payout and Court Leavye

Policies recently. We are asking the Board to consider adding these updates to our Board policies as well.

Full-time employees may request an annual payout once per year in November. Staff must be employed for one full year. The payout will be a minimum of 6 hours and a maximum of 40 hours (equivalent of one week). OPERS/STRS will not be deducted from the check and vacation/sick leave time will not be accrued on the payout. The payout will be combined with the first pay in November 2025.

Kim Adams made a motion to approve the change to the Vacation Payout Policy, seconded by Paul Pence. Roll Call. Motion carried.

**Roll Call: Paul Pence, yea; Matthew Roberts, yea; Jenny Penn, yea; Kim Adams, yea**

**Approval of Court Leave Policy**

The change to this policy is that employees will no longer be required to return any Jury duty pay to the business office.

Matthew Roberts made a motion to approve the change to the Court Leave Policy, seconded by Kim Adams. Roll Call. Motion carried

**Roll Call: Paul Pence, yea; Matthew Roberts, yea; Jenny Penn, yea; Kim Adams, yea**

**Jenny Penn, acting President adjourned the Highland County Board Meeting at 6:36 pm.**

Prepared by: Sherry Burns, Executive Administrative Assistant

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Elizabeth Fryman, Board President Cheryl Lyle, Secretary