

**JEFFERSON COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES**

The Jefferson County Board of Developmental Disabilities  
met in regular session on  
**September 20, 2018, at 4:30 P.M.**  
In the Conference Room at the School of Bright Promise

**CALL TO ORDER:** The meeting was called to order by Mr. Kerr.

Members Present: Dr. Florak  
D. Allen  
J. Morgan  
L. Sullivan  
C. Irvin  
J. Padden  
W. Kerr

Staff Present: M. Zinno K. Dunlope  
R. Cottis D. Perko  
K. Fonow J. Bodo

**APPROVAL OF MINUTES:** Mr. Kerr asked if Board Members had any corrections or additions to the minutes from the August 16, 2018 Board Meeting. With none posed, the Board voted to accept the minutes as submitted after a motion for such was made by Mr. Morgan and seconded by Mrs. Sullivan. The motion was carried, all yeas.

**TREASURER'S REPORT:** Mr. Cottis reported the following as the financial position as of August 31, 2018:

<b>Cash Balance in Main Operating Fund:</b>	\$ 6,075,659.00
<b>Restricted Funds:</b>	\$ 2,304,347.00
<b>Expenses: 8/31/18</b>	\$ 817,780.35

Specific items were discussed inclusive of 2018 expense comparison to 2017; preliminary year-end projections, levy collections, etc. Dr. Florak made the motion for Board approval of the Finance Report and payment of the bills as presented. The motion was seconded by Mrs. Sullivan. Motion carried, all yeas.

**Budget (Neutral) Adjustment:** *Per attached*, Mr. Cottis presented a budget neutral adjustment with a transfer of \$5,000 from Supply Vehicle to Consumer Expense. The motion for Board approval of such was made by Mr. Padden, seconded by Mr. Irvin. Motion carried, all yeas.

**SUPERINTENDENT TRAVEL:** It is noted that the Superintendent Travel Expense was presented and approved for payment by the Board.

**COMMUNICATION/GUESTS:**

**OLD BUSINESS:**

***HOUSING UPDATE:***

Mr. Zinno reported that the construction of the home on Orchard Street has begun with completion potentially as soon as 3/1/19. He noted that there would be 3 residents moving into the home from Shaffer Plaza. The money has been sent to EOH. Mr. Zinno also noted that the home on Linduff that was slated for purchase is no longer a possibility as the deal did not materialize. He discussed the use of those Capital Housing dollars (\$124,000.00) to be used to purchase a new home at 120 College Street in Richmond.

***EMERGENCY PLACEMENT  
EXTENDED:***

Mr. Zinno reported that Cambridge Developmental Center has extended the original 180 day emergency placement of the 11 year old who was placed with them for an additional 60 day period. When released, this child's residential needs could be met in the new Richmond home.

***WORKSHOP BUILDING  
REVOVATION:***

Mr. Zinno reported that the Workshop renovation project is moving forward. It is hopeful to be out to bid in October and then bids taken to the Commissioners in early November with acceptance of a Contractor as early as the November Board meeting.

**SUPERINTENDENT'S  
REPORT:**

***DIRECTOR'S REPORTS:***

The Directors Reports were open for discussion. No major issues were presented.

***PAWS REPORT:***

This was tabled.

**NEW BUSINESS:**

***ETHICS COUNCIL:***

Mr. Zinno reported that the Ethics Council met prior to the board meeting and has recommended Board approval of the Family Support Contracts which the committee reviewed and approved. He noted that no preferential treatment was given and that appropriate criteria had been met for all contracts presented. The Board was in agreement that the contracts be approved. A motion for approval was made by Mrs. Sullivan, seconded by Mr. Kerr. Motion carried, all yeas.

***UNITED WAY DRIVE:  
PROGRAM GOAL:***

Mr. Zinno discussed the upcoming United Way Campaign and noted a program fund raising goal this year of \$5,000.00.

***SHAFFER LPN POSITION:***

This was tabled.

***SUPERINTENDENT  
EVALUATION:***

Superintendent Evaluation forms were distributed to Board members along with Mr. Zinno's current contract. The Board agreed to meet prior to next month's board meeting to complete the evaluation.

**CLOSED BID: SALE OF USED  
EQUIPMENT AND VEHICLES:**

Mr. Zinno reported that he met with the County Commissioners to put out to bid vehicles and the workshop equipment that is not being used. Bid opening is slated for 10/4/18. Mr. Morgan made the motion, seconded by Mr. Padden, that the Board approve the closed bid sale of such. Motion carried, all yeas.

**TRAINING CENTER ROOF:**

There was discussion about what to do with the roof at the Training Center which is in very bad shape and in need of repair. It was decided that it should be looked at and assessed with further discussion to follow.

**WORKSHOP BLDG. ROOF:**

Mr. Zinno reported that a problem was discovered with the roof on the Workshop building. This should be under warranty and would involve approximately \$8,000.00 for repair.

**Executive Session:**

At approximately 5:00 P.M. the Board moved into executive session for purposes of discussion of a personnel issue, after the motion for such was made by Dr. Florak, seconded by Mr. Kerr. Motion carried, all yeas.

**Regular Session:**

The Board resumed its regular session at approximately 5:09 P.M.

**PUBLIC COMMENTS:**

**ADJOURNMENT:**

At approximately 5:10 P.M. with no other business to come before the Board, Mr. Padden made the motion to adjourn, seconded by Dr. Florak. Motion carried, all yeas.

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Mr. Kerr, Chairman

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Mrs. Sullivan, Secretary

\*\*\*\* Board Member In-Service followed the meeting.