

Lawrence County Developmental Disabilities
Board Meeting Minutes
December 12, 2023 – 6:00 PM

1. Call to Order – Meeting was called to order by Debbie Jones, President at 6:03 PM.

2. Roll Call

Mandy Carte	Absent with prior notice
Mike Gore	Present in person
Tanner Huff	Present virtually
Debbie Jones	Present in person
Sara Marks	Present virtually
Brandan Smith	Absent with prior notice
Steve Thompson	Present in person

Others present

Julie Monroe, Superintendent

Larry Whaley, IT and Fiscal Specialist

Jeff Townsend, Facilities Operations Manager

3. Adoption of Agenda

Motion was made by Mike Gore to adopt the agenda as presented, seconded by Steve Thompson. Roll call:

Mr. Gore – Yes, Mr. Huff – Yes, Ms. Jones – Yes, Mrs. Marks – Yes, Mr. Thompson, Yes

4. Public Comments

There were no public comments

5. Approval of November 14, 2023 Meeting Minutes and November 27, 2023 Special Meeting Minutes

Motion was made by Sara Marks to approve both sets of minutes, seconded by Tanner Huff. Roll call:

Mr. Gore – Yes, Mr. Huff – Yes, Ms. Jones – Yes, Mrs. Marks – Yes, Mr. Thompson, Yes

6. Committee Reports

A. Finance Committee Meeting

Mr. Thompson made the following report:

The finance committee met on December 7, 2023 and voted to make the following recommendations:

- Approve funding for up to \$90,000 for the purchase of a school van and cross-over vehicle for the agency. The current school van needs to be replaced and a crossover vehicle is needed for home visits.
- Approve funding for up to \$7,000 for HR services from JK Evans & Associates, LLC. This HR firm will provide a salary and benefit survey and update the Personnel Policy Manual.
- Approve a cost-of-living adjustment for \$500 for 52 full-time employees and \$250 for 2 part-time employees - \$26,500.

Motion was made by Steve Thompson to approve **Resolution 12-12B-2023** (attached) approving the finance committee recommendations, seconded by Mike Gore. Roll call:

Mr. Gore – Yes, Mr. Huff – Yes, Ms. Jones – Yes, Mrs. Marks – Yes, Mr. Thompson, Yes

B. Nominating Committee Meeting

Mike Gore made the following report:

The nominating committee was held on 12/12/2023 and agreed on the following slate of board officers for 2024. These include Debbie Jones as President, Mike Gore as Vice President, and Steve Thompson as Recording Secretary.

Motion was made by Sara Marks to approve the slate of officers, seconded by Steve Thompson. Roll call:

Mr. Gore – Yes, Mr. Huff (lost virtual connection), Ms. Jones – Yes, Mrs. Marks – Yes, Mr. Thompson, Yes

7. Finance and Expense Reports – November 2023

Ms. Monroe reported on the November 2023 finance report in Amy Brand's absence due to illness, and reported that there was an end of year cash balance of over \$150,000 that was not expected. The report was included with the board packet.

Motion was made by Debbie Jones to approve the finance report as presented, seconded by Mike Gore. Roll call:

Mr. Gore – Yes, Mr. Huff (lost virtual connection), Ms. Jones – Yes, Mrs. Marks – Yes, Mr. Thompson, Yes

8. Superintendent Report

Ms. Monroe submitted a written report with the board packet and also commented on the Open Door School bell choir performance at the Lawrence County Courthouse earlier in the day. After the performance the students received a visit from Santa and gifts from the courthouse staff. They were treated to lunch afterward.

Ms. Monroe also reported that the bell choir was performing at nursing homes across the county this year.

8. Program Reports

Written reports were submitted with the board packet. There were no questions about the reports.

9. Old Business – none

10. New Business

A. Table of Organization Update

Ms. Monroe requested the addition of a secretary 3 position for the Board Office to support business and HR operations.

Motion was made by Mr. Gore to approve the table of organization update, seconded by Steve Thompson. Roll call:

Mr. Gore – Yes, Mr. Huff – Yes, Ms. Jones – Yes, Mrs. Marks – Yes, Mr. Thompson, Yes

B. Strategic Plan Progress Report for 2023

Ms. Monroe reviewed the progress on the strategic plan over the past year. This report is required by DODD rule, and the report will be presented to the community.

Motion was made by Mike Gore to adopt the Strategic Plan Progress Report as presented, seconded by Debbie Jones. Roll call:

Mr. Gore – Yes, Mr. Huff – Yes, Ms. Jones – Yes, Mrs. Marks – Yes, Mr. Thompson, Yes

C. Strategic Plan Draft for 2024-2027

Ms. Monroe reviewed the Strategic Plan draft for 2024-2027. After discussion, it was decided to table the adoption of the plan until January to give the absent board members an opportunity to review the plan.

D. Open Door School Resolution

Debbie Jones presented Resolution 12-12-2023 – stating that LCDD will provide school services during the 2024-25 school year.

Motion was made by Steve Thompson to adopt the **Resolution 12-12-2023** (attached), seconded by Mike Gore. Roll call:

Mr. Gore – Yes, Mr. Huff – Yes, Ms. Jones – Yes, Mrs. Marks – Yes, Mr. Thompson, Yes

E. Go Concepts Renewal Agreements

The renewal agreements were included in the board packet. Larry Whaley explained that while the services have increased and raised the cost, this is the first increase

since LCDD started using Go Concepts for managed IT back in 2018. Additionally, LCDD was given a 30% discount as an established customer.

Motion was made by Debbie Jones to approve the 3 Go Concepts Renewal Agreements: Business Associate, Co-Managed IT Services & Support, and Virtual Datacenter, seconded by Sara Marks.

Roll Call:

Mr. Gore – Yes, Mr. Huff – Yes, Ms. Jones – Yes, Mrs. Marks – Yes, Mr. Thompson, Yes

F. Executive Session – Executive session was listed on the agenda but was not needed.

G. Superintendent Evaluation Report

H. Debbie Jones, Board President, compiled input from the board members and reviewed the completed performance evaluation with Ms. Monroe prior to the board meeting. Ms. Monroe received a satisfactory performance evaluation.

Motion was made by Mike Gore to approve the completed performance evaluation, seconded by Steve Thompson. Roll call:

Mr. Gore – Yes, Mr. Huff – Yes, Ms. Jones – Yes, Mrs. Marks – Yes, Mr. Thompson, Yes

11. Announcements

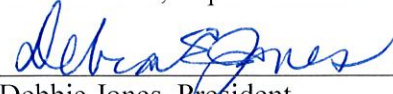
Ms. Monroe pointed out the invitations to the Open Door School Christmas Program and invited board members to attend. Ms. Jones stated the next meeting was scheduled for January

12. Adjournment

Motion was made by Tanner Huff to adjourn the meeting, seconded by Sara Marks. Meeting was adjourned by consensus at 6:55 PM.

Minutes submitted by,

Julie Monroe, Superintendent



Debbie Jones, President

1/9/24
Date



Steve Thompson, Recording Secretary

1/9/24
Date