

Agenda Item: 1869
PREP Board: January 28, 2015

PIEDMONT REGIONAL EDUCATION PROGRAM
BOARD MEETING
October 22, 2014

The PREP Joint Board of Control met on Wednesday, October 22, 2014, at 10:00 AM at the Albemarle County Office Building, Room 320, located at 401 McIntire Road, Charlottesville

BOARD MEMBERS PRESENT: Dr. Ned Gallaway, Albemarle County Schools Representative, Ms. Leah Puryear, Charlottesville City Schools Representative; Ms. Elizabeth Hutchins, Culpeper County Schools Representative, Mr. Greg Strickland, Louisa County Schools Representative Ms. Doreen Jenkins, Madison County Schools Representative

Ms. Brenda Pace, Fluvanna County Schools Representative, arrived at 10:13, arrived at 10:13 am
Mr. Jason Collier, Greene County Schools Representative, arrived at 10:18, arrived at 10:18 am

BOARD MEMBERS ABSENT: Ms. Jane Mays, Nelson County Schools Representative; and Ms. Aline Johnson, Rappahannock County Schools Representative

STAFF MEMBERS PRESENT: Dr. Toni Elitharp, Executive Director: Ms. Joanne Tyler, Clerk: Dr. Nicholas Smith, Principal: Ms. Bonnie Lyon, Secretary/Bookkeeper

A listing of Superintendents and Directors in attendance is on file in the PREP office.

Agenda Item No. 1. Call to Order – Approval of Amended Agenda as Presented

Madam Chair, Leah Puryear, called the meeting to order at 10:10 a.m. Madam Chair recommended moving the following agenda items; IX “Comments” to follow agenda item 1864 followed by Closed Meeting and Certification and proceed with adjournment.

Ms. Doreen Jenkins made a motion to approve the agenda as amended and Mr. Greg Strickland seconded the motion. The motion passed unanimously.

Ms. Pace and Mr. Collier were absent during the vote.

Agenda Item No. 2 Public Comment

Public comments opened at 10:11 am and closed at 10:12 am.
Public comments were heard:
Ms. Julie Robertson from Accelify introduced herself.

Agenda Item No. 3 Consent Agenda Items

- 1845. Minutes of the September 26, 2014, PREP Board Meeting
- 1846. Review of List of Claims for September 2014
- 1847. Review of Revenues & Expenditures for September 2014 (A-E)
- 1848. Approval to Appropriate and Expend \$45,000.00 in Medicaid Carryover Funds for Fluvanna County Public Schools
- 1849. Approval to Appropriate and Expend \$2,798.72 in Contingency Funds for September 2014 Attorney Fees

Agenda Item No. 4 Action Items

1850. Approval of Consent Agenda Items

Ms. Elizabeth Hutchins made a motion to approve the Consent Agenda Items and Mr. Greg Strickland seconded the motion. The motion passed unanimously.

Ms. Pace and Mr. Collier were absent during the vote.

Agenda Item No. 5 Information Items

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1851. Early Retirement Incentive Program.

Dr. Elitharp informed the Board on the Early Retirement Incentive Program

Mr. Strickland inquired what the process would be to determine who was eligible for this program. Dr. Elitharp informed him there would be an interview process. Dr. Elitharp mentioned this process would be an annual event.

Ms. Keller mentioned the day rate of \$600.00 is very steep and recommended increasing the contracted days from twenty (20) to thirty (30). Ms. Keller informed Dr. Elitharp that Fluvanna's program is year to year.

Dr. Atkins inquired if the requirement that the employee apply for the job conflict with VRS thirty (30) day separation and the requirement that no employment is negotiated prior.

Dr. Elitharp mentioned she believed that there would be a conflict that the interest in the position and employment application could be offered but did not believe the employee could accept the position.

Dr. Atkins instructed Dr. Elitharp to research if PREP can negotiate a position prior to the thirty (30) day separation.

Ms. Keller mentioned Fluvanna sends out intent forms in January for their program and during May provides interviews with those who are interested. Ms. Keller mentioned Fluvanna words it as interest not as intent.

1852. Corporate Partnership with ACAC Fitness and Wellness Center

Dr. Elitharp informed the Board on the Corporate Partnership with ACAC Fitness and Wellness Center

1853. First Reading of the FY2014 Audit

Dr. Elitharp informed the Board on the First Reading of the FY2014 Audit

1854. Electronic Board Packets

Dr. Elitharp informed the Board on Electronic Board Packets

1855. Revised Revenue-Budget

Dr. Elitharp informed the Board on the Revised Revenue-Budget

1856. Data Conversion-Quick Books –

Dr. Elitharp informed the Board on the Data Conversion to Quick Books

1857. Medicaid Update

Dr. Elitharp informed the Board on the Medicaid Update

1858. Governance Document

Dr. Elitharp informed the Board on the Governance Document

1859. Preparation for Budget Projections

Dr. Elitharp informed the Board on the Preparation for Budget Projections

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1860. Approval of the FY2015 Revised Revenue-Budget

Ms. Elizabeth Hutchins made a motion to approve the additional revenue of \$81,423.22 to be added to Project Code 202 Multiple Disabilities and Autism, Cost Center 200, Program 900, Function, Function 61100, Line item 7003 shared Services and Ms. Doreen Jenkins seconded the motion. The motion passed unanimously.

1861. Approval of Data Conversion-Quick Books

Ms. Doreen Jenkins made a motion to approve supporting the cost of converting our internal accounting system, accounts payable and receivable to Quick Books to ensure ease of access of real time reports and ease of access to data for planning, monitoring and auditing purposes appropriate and expending \$3000.00 from Contingency and Ms. Brenda Pace seconded the motion. The motion passed unanimously.

1862. Approval of Medicaid Update

Dr. Ned Gallaway made a motion to approve transferring the current salary and benefits for the Medicaid Assistant at a cost of \$62,461.49 currently split between Related Services (10%), Multiple Disabilities and Autism (50%), and Emotional Disabilities Program (40%) to the Medicaid budget and Ms. Doreen Jenkins seconded the motion. The motion passed unanimously.

Dr. Ned Gallaway made a motion to approve transferring the current salary and benefits for the secretary/receptionist position at a cost of \$49,166.00 currently spread between Medicaid (50%), and Contingency (50%) into Related Services (10%), Multiple Disabilities and Autism (50%), and Emotional Disabilities Program (40%) and Ms. Elizabeth Hutchins seconded the motion. The motion passed unanimously.

Ms. Doreen Jenkins made a motion to approve transferring the current salary and benefits for the Medicaid Specialist to reflect Medicaid (60%) and Related Services (40%) in order to sustain the 8% administrative fee for Medicaid billing and Mr. Jason Collier seconded the motion. The motion passed unanimously.

1863. Approval of Governance Document

Dr. Ned Gallaway made a motion to approve the appropriation of \$1,500.00 from contingency funds to purchase review services from Mr. Rodney Young in relation to the governance document and Mr. Jason Collier seconded the motion. The motion passed unanimously.

1864. Approval of Preparation for Budget Projections

Mr. Jason Collier made a motion to approve projecting the budget based on the corrected steps for each employee as described in the narrative and Ms. Elizabeth Hutchins seconded the motion. The motion passed unanimously.

Agenda Item No. 7 Comments

There were no comments

Agenda Item No. 8 Closed Meeting

At 11:40 am Dr. Ned Gallaway made a motion to move to closed session pursuant to Virginia Code section 2.2-3711 (A)(1) for the purpose of discussing employee matters; Section 2.2-3711(A)(2) of the Code of Virginia for the purpose of discussing student matters; Section 2.2-3711(A)(3) of the Code of Virginia for the purpose of discussing real property; and Section 2.2-3711(A)(7) of the Code of Virginia for the purpose of consulting with legal counsel and Ms. Elizabeth Hutchins seconded the motion. The motion passed unanimously.

Madam Chair requested that the school Superintendents present attend the closed session.

Agenda Item No. 9 Certified Closed Meeting

At 12:40 pm Dr. Ned Gallaway offered a motion that the Board certify by recorded vote that to the best of each Board member's knowledge, only public business matters lawfully exempted from the open meeting requirements

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of the Virginia Freedom of Information Act and identified in the motion authorizing the Closed Meeting were heard, discussed or considered in the Closed Meeting. Ms. Elizabeth Hutchins seconded the motion. The Clerk called roll and each School Board Member present certified by an affirmative vote that only those matters under the stated codes were discussed. The motion passed unanimously.

WHEREAS, the Piedmont Regional Education Program Joint Board has convened a Closed Session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712(D) of the Code of Virginia requires a certification by this School Board that such Closed Session was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Piedmont Regional Education Program Joint Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed session to which this certification applies, and (ii) only such public business matters as were identified in the motion convening the Closed Session were heard, discussed, or considered.

Ayes: Dr. Ned Gallaway, Albemarle County Schools Representative, Ms. Leah Puryear, Charlottesville City Schools Representative, Ms. Elizabeth Hutchins, Culpeper County Schools Representative, Ms. Brenda Pace, Fluvanna County Schools Representative Mr. Jason Collier, Greene County Schools Representative, Mr. Greg Strickland, Louisa County Schools Representative, Ms. Doreen Jenkins, Madison County Schools Representative.

Nays: None

Abstentions: None

Agenda Item No. 10 Adjournment

Ms. Doreen Jenkins made a motion to approve adjournment at 11:40 am p.m. and Mr. Greg Strickland seconded the motion. The motion passed unanimously.

Respectfully Submitted:

Chair, PREP Joint Board of Control

Clerk, PREP Joint Board of Control