Docusign Envelope ID: 228D4953-BD9B-4BCA-9135-B37245D4D168

PICKAWAY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

REGULAR MEETING MINUTES

October 24, 2024

Pickaway County Board of Developmental Disabilities

200 East High Street, Circleville, OH 43113

CALL TO ORDER: Jeff Rawlins, President, called the regular September meeting of the Pickaway County Board of Developmental Disabilities to order at 6:00 PM with a roll call.

LaDonna Edwards:	Present	Jeff Rawlins:	Present
Beth Kim:	Present	Jeannett Rhoads:	Present
Cara Layne:	Excused	Matthew Tootle:	Present
Jennifer Rainey-Agresti:	Present		

INTRODUCE GUESTS: Casey Liddy, Donya Wood, Travis Dresbach, Aimee Roberts, Bryston McKnight, Amanda Fay, Marie Wilbanks

POINT OF IMPACT: Donya Wood, Danielle Maxwell, Direct Support Professionals, were recognized for exceptional work. Donya was presented with an award.

COMMENTS FROM THE FLOOR: None

APPROVAL OF MINUTES

Approval of Minutes: Regular September 26, 2024 Meeting.

Board Action #24-51 Approve Minutes of the Regular September 26, 2024 Meeting

Motion by:	**Matthew Tootle**	**Second by:**	**Jennifer Rainey-Agresti**
Discussion:		**Vote:**	**Passed Unanimously**

FINANCIAL REPORTS

Approval to File Financial Report: Financial Report.

Board Action #24-52 Approval to File Financial Report

Motion by:	**Jenannett Rhoads**	**Second by:**	**Beth Kim**
Discussion:	• **Create a policy to address % variance of line items with Board** • **Create a policy to address carryover limits**	**Vote:**	**Passed Unanimously**

Approval to File Voucher List: VOUCHER LIST (All vouchers available in the office for review)

Board Action #24-53 Approval to File Voucher List for Vouchers since the last Board Meeting

Motion by:	**Jennifer Rainey-Agresti**	**Second by:**	**LaDonna Edwards**
Discussion:		**Vote:**	**Passed Unanimously**

Docusign Envelope ID: 228D4953-BD9B-4BCA-9135-B37245D4D168

COMMITTEE REPORTS

Sports Committee Meeting 10/23/2024
Reaching Beyond Grant Committee: Approved grant for Phillip G.
Ethics Committee: Review for Ariel Vitartas approved pending C Layne's signature

UNFINISHED BUSINESS:

Approve the Superintendent to enter into a contract with Consolidated Employer Services (CES).
As PCBDD continues to grow, staff are requesting more comprehensive and clear support for Human Resources. PCBDD's Program and Personnel Committee reviewed a proposal from Consolidated Emplolyer Services, which was shared with the Board at the Regular May Meeting. After reviewing alternative options for HR supports, I would like to enter into a contract with CES for services as outlines in the attached proposal.

Board Action #24-54 Allow the Superintendent to enter into a contract with Consolidated Employer Services for Human Resources services

Motion by:		**Second by:**	
Discussion:	**Contract inadequately addresses requests for data security, notification of data breach, and additional requests for updates/changes**	**Vote:**	**Tabled**

Approve PCBDD Chapter Five Personnel Policies:
The first reading of PCBDD Chapter Fiver Personnel Policies was on September 26th, 2024. Edits were incorporated into the final draft.

Board Action #24-55 Approve PCBDD Chapter Five Personnel Policies

Motion by:	**Beth Kim**	**Second by:**	**Matthew Tootle**
Discussion:		**Vote:**	**Passed Unanimously**

Approve PCBDD Employment First Policy:
The first reading of PCBDD Employment First Policy was on September 26th, 2024. There were no edits.

Board Action #24-56 Approve PCBDD Employment First Policy

Motion by:	**Matthew Tootle**	**Second by:**	**Jennifer Rainey-Agresti**
Discussion:		**Vote:**	**Passed Unanimously**

Approve Budget for 2025:
The first reading of proposed 2025 Budget occurred on September 26, 2024. This budget will be presented to the County Commissioners in November. I am requesting the Board approve the Budget in advance of this presentation.

Board Action #24-57 Approve budget for 2024.

Motion by:	**Matthew Tootle**	**Second by:**	**Jennifer Rainey-Agresti**
Discussion:		**Vote:**	**Passed Unanimously**

NEW BUSINESS:

PCBDD Chapter Two Board Policies - DRAFT: First reading of PCBDD's Chapter Two Board Policies. No Board action required.

Docusign Envelope ID: 228D4953-BD9B-4BCA-9135-B37245D4D168

PCBDD Chapter Nine HIPAA Policies - DRAFT: First reading of PCBDD's Chapter Nine HIPAA Policies. No Board action required.

Establish November 13, 2024 as the date for the public hearing on PCBDD's Draft Program and Expenditure Plan for 2025:
PCBDD is required to hold a public hearing to accept comments on its proposed 2025 Program and Expenditure Plan. The meeting will take place from 5:00 – 6:00 pm.
Board Action #24-58 Establish November 13, 2024 as the date for the public hearing on the Draft Program and Expenditure Plan 2025.

Motion by:	**Matthew Tootle**	**Second by:**	**Beth Kim**
Discussion:		**Vote:**	**Passed Unanimously**

Additional Service and Support Administration (SSA) Positions:
Since the beginning of 2024, SSA has added approximately 60 new enrollees. We have budgeted for a new SSA position starting first quarter of 2025 and a second in approximately third quarter. I am requesting the addition of two positions to the Table of Organization with the intent to begin employment for the first candidate at the beginning of 2025.
Board Action #24-59 Approve two additional Service and Support Administrator positions to the Table of Organization and authorize the Superintendent to fill the first position beginning 2025.

Motion by:	**Jeannett Rhoads**	**Second by:**	**Beth Kim**
Discussion:		**Vote:**	**Passed Unanimously**

SUPERINTENDENT'S REPORT

- Department Reports for October 2024
- Advocate Avenue Newsletter October 2024
- Enrollment Status Report October 2024
- Community Monthly Report – September 2024
- Momentum Refresh Update – Pumpkin Show

CORRESPONDENCE

OTHER BUSINESS

- Website Update – ongoing meetings with Westside Media to discuss moving website support ot this company.

ADJOURNMENT

The meeting adjourned at 7:05 PM.

Minutes approved by Board Action #24-60 on December 12, 2024.

DocuSigned by:
Jeff Rawlins 12/13/2024
B2B8A1D0A3B54A...
Board President or Presiding Officer Date

Docusign Envelope ID: 228D4953-BD9B-4BCA-9135-B37245D4D168

Signed by:

AB4932A2080C419...

Board Secretary

12/13/2024

Date

DocuSigned by:

Marie Wilbanks

6D08C4E0A9A5E1...

Superintendent

12/13/2024

Date