

PICKAWAY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
**REGULAR MEETING MINUTES**

April 27, 2023

Pickaway County Board of Developmental Disabilities  
 200 East High Street, Circleville, OH 43113

CALL TO ORDER: Jeff Rawlins, President, called the regular meeting of the Pickaway County Board of Developmental Disabilities to order at 6:08 PM with a roll call.

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

INTRODUCE GUESTS: Carrie Kushmer, Jennifer Wilbanks, Nancy Danford, Travis Dresbach, Bryston McKnight, Aimee Roberts, Amanda Knotts, Marie Wilbanks, and Mike Pelcic.

POINT of IMPACT:

Outstanding Direct Professional recognized: Carrie Kushmer, Jennifer Wilbanks, and Nancy Danford.

PBCDD Employee Recognition: Debbie Shaffer

COMMENTS FROM THE FLOOR: None

APPROVAL OF MINUTES

Approval of Minutes: Regular March 23, 2023 Meeting.

**Board Action #23-18 Approve Minutes of the Regular March 23, 2023 Meeting**

<b>Motion by:</b>	<b>Jennifer Rainey-Agresti</b>	<b>Second by:</b>	<b>Cara Layne</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

FINANCIAL REPORTS

Approval to File Financial Report: Financial Report.

**Board Action #23-19 Approval to File Financial Report.**

<b>Motion by:</b>	<b>Matthew Tootle</b>	<b>Second by:</b>	<b>Cara Layne</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

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

**Board Action #23-20 Approval to File Voucher List for Vouchers since the last Board Meeting**

<b>Motion by:</b>	<b>Beth Kim</b>	<b>Second by:</b>	<b>LaDonna Edwards</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>



COMMITTEE REPORTS

Ethics Committee: None

UNFINISHED BUSINESS: None

NEW BUSINESS

Early Intervention Service Coordination Grant: PCBDD administered the Early Intervention Service Coordination (EISC) Grant from the State of Ohio until 2009. Then PCBDD declined to apply for the grant for various reasons, and the ESC became the fiscal agent. However, those reasons are no longer applicable. During the years the ESC was the grant's fiscal agent, PCBDD has subsidized the EISC services, provided in-kind support, and recently assumed supervision of the service coordinators. To improve the overall administration of EI services, I propose the Board apply for and administer the EISC Grant.

Adopting the grant will impact the budget's revenue and expense line items that will necessitate budget action requests in the future.

**Board Action #23-21 Approve PCBDD as fiscal agent for Early Intervention Service Coordination beginning in the SFY24 grant application. Furthermore, authorize the Superintendent to take any and all actions necessary to apply for the Early Intervention Service Coordination Grant and manage the local program.**

<b>Motion by:</b>	<b>Matthew Toole</b>	<b>Second by:</b>	<b>Cara Layne</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

Early Intervention Service Coordinators: Employ three full-time service coordinators for the SFY24 grant cycle. These service coordinator positions do not fit in any current salary range. Therefore, I am asking for the ability to negotiate compensation but not higher than the base salary plus experience for professional services ranges.

**Board Action #23-22 Approve three full-time service coordinator positions to the Table of Organization effective July 1, 2023. Furthermore, authorize the Superintendent to negotiate compensation.**

<b>Motion by:</b>	<b>Cara Layne</b>	<b>Second by:</b>	<b>LaDonna Edwards</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

Approval of COBRA healthcare benefits for Early Intervention Service Coordinators: New employees are eligible for healthcare and dental insurance after 60 days of employment. I am requesting the Board provide financial payment to provide continuity of healthcare and dental benefits to Pickaway ESC Early Intervention Service Coordinators eligible for a COBRA plan and employed by PCBDD. as a Service Coordinator.

**Board Action #23-23 Approve payments to cover healthcare and dental benefits, less employee contribution, under a COBRA plan for Pickaway ESC Early Intervention Service Coordinators that are employed by PCBDD for the period from July 1, 2023, through August 31, 2023.**

<b>Motion by:</b>	<b>Cara Layne</b>	<b>Second by:</b>	<b>Jennifer Rainey-Agresti</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>



Early Intervention Service Coordinators: New employees are required to complete background checks at their cost. Additionally, new employees may not use vacation leave until the probationary period is completed. I am requesting a one-time exception to policies for the three new Service Coordinator positions, allowing PCBDD to cover the cost of background checks and waiving the requirement to complete a probationary period before using vacation leave.

**Board Action #23-24 Approve covering the cost of background checks and waiving the requirement to complete a probationary period before using vacation leave for the three full-time service coordinator positions.**

<b>Motion by:</b>	<b>Cara Layne</b>	<b>Second by:</b>	<b>Matthew Tootle</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

**SUPERINTENDENT'S REPORT**

- Documents Included in the Board Packet and reviewed:
  - The Department Reports to the Board (attached)
  - Community Monthly Report – March 2023
  - Enrollment Status Report April 2023
  - Circleville Herald 4-1-2023
  - Circleville Herald 4-6-2023

**OTHER BUSINESS**

- Mike Pelcic provided an update on the Guardian Service Board initiative. A few agencies are collaborating with the Probate Court to determine the best options for creating the Guardian Service Board.

**Board Action #23-25 Adjourn from the Public Session and enter into Executive Session to consider the appointment of a superintendent.**

<b>Motion by:</b>	<b>Beth Kim</b>	<b>Second by:</b>	<b>Jennifer Rainey-Agresti</b>
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**Roll call vote:**

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

**The Board entered into Executive Session at 6:50 PM.**

**CALL TO ORDER:** Jeff Rawlins, President, resumed the regular meeting of the Pickaway County Board of Developmental Disabilities to order at 7:39 PM with a roll call.

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



Contract Negotiation for Superintendent:

**Board Action #23-26** The Pickaway County Board of Developmental Disabilities hereby authorizes Board President Jeff Rawlins to negotiate a contract with Marie Wilbanks to be its next Superintendent, effective July 1, 2024.

Motion by:	Cara Layne	Second by:	Matthew Tootle
Discussion:		Vote:	Passed Unanimously

ADJOURNMENT

The meeting adjourned at 7:41 PM.

Minutes approved by Board Action #23-27 on May 25, 2023.

  
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Board President or Presiding Officer

5/25/23  
Date

  
\_\_\_\_\_  
Board Secretary

5/25/23  
Date

  
\_\_\_\_\_  
Superintendent

5/25/23  
Date