

PICKAWAY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
REGULAR MEETING MINUTES
 December 15, 2022
 The Ohio Christian University, Robert W. Plaster Free Enterprise Center
 1360 Lancaster Pike, Circleville, Ohio 43113

CALL TO ORDER: Jeff Rawlins, President, called the regular meeting of the Pickaway County Board of Developmental Disabilities to order at 5:07 PM with a roll call.

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

INTRODUCE GUESTS: Allen Roberts, Barbara Corley, Bryston McKnight, Cindy Cline, Dona Gregg, Jessica Summit, Jeremy Joyce, Aimee Roberts, Amanda Fay, Amanda Knotts, Marie Wilbanks, and Mike Pelcic.

COMMENTS FROM THE FLOOR: None

PRESENTATION: Barbara Corley, DSP Liaison, reviewed the Annual Summary that was included in the Board Packet.

APPROVAL OF MINUTES

Approval of Minutes: Regular October 28, 2021 Meeting.

Board Action #22-62 Approve Minutes of the Regular October 27, 2022 Meeting

Motion by:	Cara Layne	Second by:	Jennifer Rainey-Agresti
Discussion:		Vote:	Passed Unanimously

FINANCIAL REPORTS

Approval to File Financial Report: Financial Report.

Board Action #22-63 Approval to File Financial Report.

Motion by:	Jeannett Rhoads	Second by:	LaDonna Edwards
Discussion:		Vote:	Passed Unanimously

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

Board Action #22-64 Approval to File Voucher List for Vouchers since the last Board Meeting

Motion by:	Jennifer Rainey-Agresti	Second by:	Cara Layne
Discussion:		Vote:	Passed Unanimously

COMMITTEE REPORTS: None

UNFINISHED BUSINESS

Program and Expenditures Plan 2023: A public forum for the Program and Expenditures Plan 2023 was held on November 9, 2022; no one attended. The County Commissioners reviewed the plan on November 15, 2022. Additionally, the plan was posted on the website. No comments have been

received to modify the preliminary plan. However, enrollment was updated, and Waiver services expense included on the chart of Expenditures by Program. I propose the Board approve the Program and Expenditures Plan 2023 as attached.

Board Action #22-65 Approve the Program and Expenditures Plan 2023.

Motion by:	Cara Layne	Second by:	LaDonna Edwards
Discussion:		Vote:	Passed Unanimously

Three-Year Strategic Plan, 2023 - 2026: First reading of the Strategic Plan 2023- 2026 took place on October 27, 2022. The plan was amended as follows:

- Goal 5, Objective 1; Increase the amount of board member involvement and visibility at all community events, and add an individual receiving services from the county as a board member.
- Goal 2, Objective 3; Removed the first two commas.

Board Action #22-66 Approve the Three-Year Strategic Plan, 2023 - 2026.

Motion by:	Cara Layne	Second by:	Jeannett Rhoads
Discussion:		Vote:	Passed Unanimously

Contract for MIP Fund Accounting Software: I recommend entering into a contract with DWD Technology Group for acquiring and implementing a new financial accounting software - MIP Fund Accounting (MIP). (See attached Pickaway County Board of DD – MIP Cloud Proposal – 10_17_2022.pdf and Community Brands Cyber Security Statement 2022).

Board Action #22-67 Approve a contract with DWD Technology Group for acquiring and implementing MIP Fund Accounting software.

Motion by:	Jennifer Rainey-Agresti	Second by:	Cara Layne
Discussion: The contract was revised to increase the executive users to 3 and the named users to 6. Additionally, the terms for contract completion changed to; The earlier of the end of the second month of live processing or August 31, 2023.		Vote:	Passed Unanimously

NEW BUSINESS

Mission Statement, Vision Statement, and 4 Keys of Service: First reading of the Mission Statement, Vision Statement, and 4 Keys of Service.

No Board Action is required.

Adopt the 2023 Administration Calendar (12-month employee calendar):

Board Action #22-68 Adopt the 2023 Administration Calendar

Motion by:	Jennifer Rainey-Agresti	Second by:	Jeannett Rhoads
Discussion:		Vote:	Passed Unanimously

Establish the date, time, and place of the 2023 Organizational Meeting and Regular January Board Meetings:

Board Action #22-69 Approve January 19, 2023, as the Organization and Regular January Board Meeting date, scheduled for 6:00 PM. The meeting will be held at the board offices.

Motion by:	Jeannett Rhoads	Second by:	Cara Layne
Discussion:		Vote:	Passed Unanimously

Approve supplemental contracts: I am requesting the continuation of supplemental contracts as follows:

- Heather Foll – Social Media Facilitator, \$3,036.80
- Dona Gregg – Custodial Maintenance Supervision, \$3,619.20
- Allen Roberts – Onboarding Facilitator, \$3,036.80

Payment is to be distributed equally throughout 26 pay periods for services rendered.

Board Action #22-70 Approve annual supplemental contracts for Heather Foll in the amount of \$3,036.80, Dona Gregg in the amount of \$3,619.20, and Allen Roberts in the amount of \$3,036.80.

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

Approve the Ohio Association of County Boards of Developmental Disabilities (OACBDD) membership dues:

Board Action #22-71 Approve the Ohio Association of County Boards of Developmental Disabilities (OACBDD) membership dues in the amount of \$15,290.00.

Motion by:	Cara Layne	Second by:	Jennifer Rainey-Agresti
Discussion:		Vote:	Passed Unanimously

Approve Annual Contract with Southern Ohio Council of Governments (SOCOG):

PCBDD is a current member of SOCOG. The standard contract renews our membership and continues our agreement with SOCOG to provide investigative agent services, medication administration quality assurance (MAQA) reviews, provider compliance reviews, custodial maintenance, and advocacy/receptionist services.

Board Action #22-72 Authorize the Superintendent to enter into an agreement with the Southern Ohio Council of Governments for the annual membership, investigative agent services, medication administration quality assurance (MAQA) reviews, provider compliance reviews, custodial maintenance, and advocacy/receptionist services.

Motion by:	Jeannett Rhoads	Second by:	LaDonna Edwards
Discussion:		Vote:	Passed Unanimously

Approve a conversion of the Early Intervention Assistant Position: Enrollment for Early Intervention services has increased. To meet the needs for assessments and direct services, I propose converting the full-time Early Intervention Assistant position to a split position of part-time Early Intervention Assistant and part-time Developmental Specialist. Furthermore, provide appropriate compensation for working in different classifications and opportunities for the Early Intervention Assistant to complete certification as a Developmental Specialist.

Board Action #22-73 Approve the conversion of the Early Intervention Position to a part-time Early Intervention Assistant and part-time Developmental Specialist and authorize the Superintendent to take any and all actions necessary for the position conversion.

Motion by:	Jennifer Rainey-Agresti	Second by:	Cara Layne
Discussion:		Vote:	Passed Unanimously

Approval Then and Now Certification:

Board Action #22-74 The Board authorizes the drawing of a warrant based on the Then and Now spreadsheet for the 2023 Fiscal Year.

Motion by:	Cara Layne	Second by:	LaDonna Edwards
Discussion:		Vote:	Passed Unanimously

SUPERINTENDENT'S REPORT

- Documents Included in the Board Packet and reviewed:
 - The Department's Report to the Board (attached)
 - Community Monthly Report – November 2022
 - Enrollment Status Report December 2022
 - Proposed Board Meeting Dates for 2023
 - IEP Toolkit- DSA_Proposal_IEPKit_PCBDD
 - Superintendent Evaluation
 - Circleville Herald 11-15-22

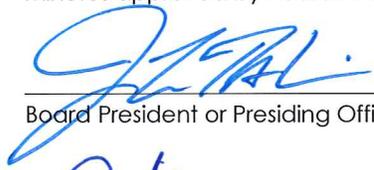
OTHER BUSINESS:

- Mike Pelcic read a Thank You letter from Hope Coons (attached to the permanent records).

ADJOURNMENT

The meeting adjourned at 6:04 PM.

Minutes approved by Board Action #23-01 on January 19, 2023.



Board President or Presiding Officer

Date

1/19/2023



Board Secretary

Date

1/19/23



Superintendent

Date

1/19/2023