PICKAWAY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

**REGULAR MEETING MINUTES**

July 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 6:11 PM with a roll call.

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

INTRODUCE GUESTS: Kayla Cox, and Bobbie Leonard, Kelli Wilson, Kel Hines, Travis Dresbach, Bryston McKnight, Aimee Roberts, Amanda Knotts, Amanda Fay, and Mike Pelcic.

POINT OF IMPACT:

Outstanding Direct Professional recognized: Kayla Cox, and Bobbie Leonard (see June and July 2023 Provider Spotlight).

Recognition of Special Olympics' coaches Kelli Wilson and Kel Hines,

COMMENTS FROM THE FLOOR:

APPROVAL OF MINUTES

Approval of Minutes: Regular May 25, 2023 Meeting.

**Board Action #23-32 Approve Minutes of the Regular May 25, 2023 Meeting**

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

FINANCIAL REPORTS

Approval to File Financial Report: Financial Report.

**Board Action #23-33 Approval to File Financial Report.**

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| **Motion by:** | **Jeanett Rhoads** | **Second by:** | **Matthew Tootle** |
| **Discussion:** | | **Vote:** | **Passed Unanimously** |

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

**Board Action #23-34 Approval to File Voucher List for Vouchers since the last Board Meeting**

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

COMMITTEE REPORTS

Ethics Committee: Review Direct Service Contract for Lani Swan and Heather Anderson.

UNFINISHED BUSINESS: None

NEW BUSINESS

Levy Rollback:

Recommendation to the Budget Commission: Rollback the continuing levies passed in 1992 and 1996 by 100 percent, and rollback the continuing levy passed in 2002 by 50 percent.

**Board Action #23-35**

**Whereas, the Pickaway County Board of Developmental Disabilities anticipates closing the calendar year 2023 with sufficient reserve funds, and**

**Whereas, the citizens of Pickaway County carry a heavy tax burden, and**

**Whereas, the Pickaway County Board of Developmental Disabilities recognizes that there is no immediate need to collect the full real estate taxes approved by the voters,**

**Therefore, be it resolved that the Pickaway County Board of Developmental Disabilities authorizes the Superintendent to contact the Pickaway County Budget Commission to inform them of its voluntary decision to not collect the full effective tax rate.**

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

Pickaway County Family and Children First Council:

The Ohio General Assembly established the Pickaway County Family and Children First Council (FCFC) which is under the direction of the County Commissioners, is charged with improving the well-being of children and families. FCFC, working with many local agencies, provides service coordination, resources, and supports for children and families at risk or in crisis. I am requesting that the PCBDD, as a member of the council, donate $20,000 to assist in funding FCFC.

**Board Action #23-36 Approve a $20,000 donation to the Pickaway County Family and Children First Council.**

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| **Motion by:** | **Cara Layne** | **Second by:** | **Beth Kim** |
| **Discussion:** | | **Vote:** | **Passed Unanimously** |

Project SEARCH:

Project SEARCH is a student transition-to-work program PCBDD began in 2016 with the collaboration from Pickaway-Ross Career and Technology Center (PRCTC), county school districts, Opportunities with Ohioans with Disabilities, and OhioHealth Berger Hospital. PRCTC has dedicated a full-time staff to oversee the program. However, the number of students participating has not made this program sustainable for PRCTC, and they requested assistance in covering the staff cost. PCBDD direct costs over the last few years amounted to $350 for the annual Project SEARCH license. As this program is a valuable training program that leads to employment for students upon graduation, I am requesting PCBDD contribute $20,000 to PRCTC to subsidize their costs to keep this program operational.

**Board Action #23-37 Approve a $20,000 donation to the Pickaway Ross Career and Technology Center to subsidize the cost of Project SEARCH.**

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| **Motion by:** | **Cara Layne** | **Second by:** | **Jennifer Rainey-Agresti** |

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| **Discussion:** | **The donation recipient change to Pickaway ESC, as they will host the position for PRCTC.** | **Vote:** | **Passed Unanimously** |

Compensation Schedule: To fulfill a 3-Year strategic plan objective to complete a wage audit, J K Evans & Associates LLC conducted a wage audit. The leadership team analyzed every position using a point factor system to determine pay hierarchy. Pay ranges were created by combining the point factor analysis results with the OACB Salary Survey (see attached Point Factor System, Point Factor Comparison, and Compensation Schedule). The process will be described in more detail during the meeting.

The proposed salary ranges result in several employees earning less than the minimum pay rate. I request the Board accept the proposed compensation schedule and authorize the Superintendent to adjust salaries below the minimum pay rate and make other equitable adjustments.

**Board Action #23-38 Approve the Compensation Schedule and authorize the Superintendent to take action to adjust the pay rates of employees earning below the minimum pay rate and other employee earning adjustments as determined equitable.**

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

Abolish Intervention Specialist Positions:

Two Intervention Specialists have resigned from the Board effective July 31, 2023. I am requesting that these two Intervention Specialist positions be abolished. The SSA Department will manage the School-Age Services' Paraprofessionals.

**Board Action #23-39 Abolish two Intervention Specialist positions from the Table of Organization.**

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

Early Intervention Developmental Specialist Position:

Early Intervention provides direct services to 102 children. The number of children needing services continues to remain high. The Early Intervention Assistant currently provides direct services part-time to assist the team of three Developmental Specialists. I request adding a full-time Developmental Specialist to the Table of Organization. The Early Intervention Assistant position would return to a full-time position.

**Board Action #23-40 Approve an additional Early Intervention Developmental Specialist to the Table of Organization.**

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

SUPERINTENDENT'S REPORT

Documents Included in the Board Packet and reviewed:

- The Department Reports to the Board
- Community Monthly Report – June 2023
- Enrollment Status Report July 2023
- Circleville Herald 6-8-2023

Letter from Luke Thompson thanking the Board for financial support at the Pickaway County Fair.

OTHER BUSINESS: None

ADJOURNMENT

The meeting adjourned at 7:06 PM.

Minutes approved by Board Action #23-40 on August 24, 2023.

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| Board President or Presiding Officer | 8/24/2023<br>Date |
| Board Secretary | 8/24/23<br>Date |
| Michael Pelcic<br>Superintendent | 8/24/2023<br>Date |