

PICKAWAY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

REGULAR MEETING AGENDA

May 22, 2025

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

CALL TO ORDER: Cara Layne, President, called to order the Regular May meeting of the Pickaway County Board of Developmental Disabilities at 6:03 PM with a role call.

LaDonna Edwards	Present	Jennifer Rainey-Agresti	Present
Michelle Gifford	Excused	Jeannett Rhoads	Present
Beth Kim	Present	Matthew Tootle	Present
Cara Layne	Present		

INTRODUCE GUESTS: Jordan Olivares, Heather Foll, Marie Wilbanks

COMMENTS FROM THE FLOOR: None

APPROVAL OF MINUTES

Approval of Minutes: Regular Meeting April 24, 2025.

Board Action #25-28 Approve Minutes of the Regular Meeting April 24, 2025

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

FINANCIAL REPORTS

Approval to File Financial Report: Financial Report.

Board Action #25-29 Approval to File Financial Report.

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

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

Board Action #25-30 Approval to File Voucher List for Vouchers since the last Board Meeting

Motion by:	Jeannett Rhoads	Second by:	Jennifer Rainey-Agresti
Discussion:	Marie W notified the Board that RAM Transportation has secured a van with a ramp.	Vote:	Passed Unanimously

COMMITTEE REPORTS

None

UNFINISHED BUSINESS: None

NEW BUSINESS

Contract with VC3 (IT Services): No action needed

Abolish the Service and Support Administration Assistant Position from the current Table of Organization: After updating position descriptions, and in anticipating the retirement of our current Administrative Assistant, I would like to abolish the position of Service and Support Administration Assistant on the Table of Organization.

Board Action #25-31 Abolish the Service and Support Administration Assistant Position from the 2025 Table of Organization

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

Create a new Administrative Assistant position within the Table of Organization: After updating position descriptions, and anticipating the of retirement of our current Administrative Assistant, I would like to create a new Administrative Assistant position within the Table of Organization.

Board Action #25-32 Create a new Administrative Assistant position within the Table of Organization.

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

Convert two Paraprofessional positions to "Educational Aide/Transition Mentor".

To better meet the needs of the increased number of children diagnosed with autism, specifically between the ages of three through six, I am requesting that two Paraprofessional positions be converted to Educational Aides/Transition Mentors. These positions will require staff to maintain a PLAY Consultant certification.

Board Action #25-33 Convert two Paraprofessional positions from the Table of Organization to "Educational Aide/Transition Mentor"

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

Increase the hours of Educational Aides/Transition Mentors: To better meet the needs of the increased number of children diagnosed with autism, specifically between the ages of three through six, and to provide additional in-home support during summer months, I would like to increase the number of work days for Educational Aides/Transition Mentors from 185 to 200 per calendar year.

Board Action #25-34 Approve a 200-day work year for Educational Aide/Transition Mentor.

Motion by:	Matthew Tootle	Second by:	Jeannett Rhoads
Discussion:		Vote:	Passed Unanimously

Create a new Developmental Specialist position within the Table of Organization: Due to the highly credentialed work of a Developmental Specialist, and in anticipation of ongoing transition within the Early Intervention Department, I would like to create a new Developmental Specialist position. The intent of this position would be to allow for mentorship and transitional support as any Developmental Specialist is onboarding.

Board Action #25-35 Create a new Developmental Specialist position within the Table of Organization.

