PICKAWAY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

**REGULAR MEETING MINUTES**

October 27, 2022

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 6:01 PM with a roll call.

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

INTRODUCE GUESTS: Delaney Chester, Service and Support Administrator Assistant, was introduced as the newest employee. Others in attendance: Travis Dresbach, Bryston McKnight, Aimee Roberts, Marie Wilbanks, and Mike Pelcic.

POINT of IMPACT: Maleah Smallwood (See Outstanding Provider Spotlight – October 2022).

COMMENTS FROM THE FLOOR: None

APPROVAL OF MINUTES

Approval of Minutes: Regular September 29, 2022 Meeting.

**Board Action #22-55 Approve Minutes of the Regular September 29, 2022 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 #22-56 Approval to File Financial Report.**

| | | | |
|---|---|---|---|
| **Motion by:** | **Matthew Tootle** | **Second by:** | **LaDonna Edwards** |
| **Discussion:** | | **Vote:** | **Passed Unanimously** |

Budget Action Requests: Appropriate Expense and Transfer.

**Board Action #22-57 Appropriate $200,000.00 to the Contract Services General Operating Budget: Contract Services, line item 241.4025.5401, and transfer $3,000.00 from Equipment, line item 245.4045.5501 to Utilities, line item 245.4045.5481.**

| | | | |
|---|---|---|---|
| **Motion by:** | **Beth Kim** | **Second by:** | **Jennifer Rainey-Agresti** |
| **Discussion:** | | **Vote:** | **Passed Unanimously** |

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

**Board Action #22-58 Approval to File Voucher List for Vouchers since the last Board Meeting**

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

COMMITTEE REPORTS

Ethics Committee:

UNFINISHED BUSINESS

NEW BUSINESS

Three-Year Strategic Plan, 2023 - 2026: First reading of the Strategic Plan 2023- 2026 (not included, will be distributed later).

- Goal 5, Objective 1 changed as follow: 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 remove the first two commas.

**No Board Action is required.**

Program and Expenditures Plan 2023: First reading of the Program and Expenditure Plan 2023.

- Remove extra spaces and add punctuation where missing.

**No Board Action is required.**

Establish November 9, 2022, as the date for an official public hearing on the Program and Expenditures, Plan 2023: The meeting will take place at the Board offices from 5:00 PM to 6:00 PM. The PCBDD will accept comments from the public regarding the preliminary Program and Expenditures Plan, including 2022 accomplishments for each program.

**Board Action #22-59 Establish November 9, 2022, as the date for an official public hearing on the Program and Expenditures Plan 2023.**

| | | | |
|---|---|---|---|
| **Motion by:** | **Jennifer Rainey-Agresti** | **Second by:** | **Beth Kim** |
| **Discussion:** | | **Vote:** | **Passed Unanimously** |

Approve Salary Increases for Employees: Mercer, an asset management firm, revealed compensation data that hourly workers' base pay increased on average 6.7% in 2022, 0.7% more than PCBDD employees received in 2022. Furthermore, the Social Security Administration announced a cost of living adjustment (COLA)of 8.7% in 2023. Based on this data, I recommend a 9.4% increase for all employees, considering the difference in percentage for 2022 and the COLA.

**Board Action #22-60 Approve a regular hourly rate increase of 9.4% for all employees, effective pay date January 13, 2023.**

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

Approve Budget for 2023: A revised budget for 2023 must be submitted to the County Commissioners by November 5, 2022. I am requesting the Board approve the Budget in advance of approving the Program and Expenditures Plan 2023.

**Board Action #22-61 Approve the 2023 budget.**

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

SUPERINTENDENT'S REPORT

- Documents Included in the Board Packet and reviewed:
  - The Department Reports to the Board

- Community Monthly Report – September 2022
- Enrollment Status Report October 2022
- Early Intervention FY22 Data Summary
- Circleville Herald 10-11-22

OTHER BUSINESS

In the discussion of the proposal for financial accounting software, the following concerns were raised:

- What is the Disaster Recovery Plan and test results?
- Are data breaches and associated liabilities covered by PCBDD insurance?
- If we end our subscription, how is the data returned?

Jeff Rawlins recommended the creation of an Accessibility Swat Team. This team would be composed of self-advocates to provide walkthroughs and proactively advise improvements to various organizations, government entities, new buildings or developments, public spaces, and events.

**Next Board Meeting: Thursday, December 15, 2022, 5:00 PM at the Ohio Christian University, Robert W. Plaster Free Enterprise Center (OCUBIC), 1360 Lancaster Pike, Circleville, OH 43113**

ADJOURNMENT

The meeting adjourned at 7:21 PM.

Minutes approved by Board Action #22-62 on December 15, 2022.

| | |
|---|---|
| Board President or Presiding Officer | 12/15/22<br>Date |
| Board Secretary | 1/19/23<br>Date |
| Superintendent | 12/15/22<br>Date |