

PICKAWAY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

REGULAR MEETING AGENDA

December 12, 2024

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 December meeting of the Pickaway County Board of Developmental Disabilities to order at 5:06 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:	Excused		

INTRODUCE GUESTS: Barbara Corley, Cindy Cline, Travis Dresbach, Michelle Gifford, Dona Gregg, Heather Foll, Kathleen Carlson, Amanda Fay, Amber Wickstrom, Bryston McKnight, Cheree Benson, Delaney Knox, Jared Konkle, Amanda Knotts, Jeremy Joyce, Marie Wilbanks

POINT OF IMPACT: Barbara Corley, Provider Liaison, provided an annual update. There were a record number of providers working with her, and the primary referral source is word-of-mouth. Significant time was spent navigating EVV. Providers still find access to CPR/First Aid classes extremely helpful, and the rate increases are enticing more staff.

COMMENTS FROM THE FLOOR: None

APPROVAL OF MINUTES

Approval of Minutes: Regular October 24, 2024 Meeting.

Board Action #24-60 Approve Minutes of the Regular October 24, 2024 Meeting

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

FINANCIAL REPORTS

Approval to File Financial Report: Financial Report.

Board Action #24-61 Approval to File Financial Report

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

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

Board Action #24-62 Approval to File Voucher List for Vouchers since the last Board Meeting

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

COMMITTEE REPORTS

Reaching Beyond Grant Committee: Approved grant for Morgan R.

UNFINISHED BUSINESS:

Approve PCBDD Chapter Two Board Policies:

The first reading of PCBDD Chapter Two Board Policies was on October 24, 2024. There were no edits.

Board Action #24-63 Approve PCBDD Chapter Two Board Policies

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

Approve PCBDD Chapter Nine HIPAA Policies:

The first reading of PCBDD Chapter Nine HIPAA Policies was on October 24, 2024. There were no edits.

Board Action #24-64 Approve PCBDD Chapter Nine HIPAA Policies

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

Program and Expenditures Plan 2025: The Program and Expenditures Plan 2025 was shared for public comment on November 13th, 2024; no comments were received. Enrollment information was updated, and waiver services expense included on the chart of Expenditures by Program. I propose the Board approve the Program and Expenditures Plan 2025 as attached.

Board Action #24-65 Approve the Program and Expenditures Plan 2025.

Motion by:	Beth Kim	Second by:	Cara Layne
Discussion:		Vote:	

NEW BUSINESS:

PCBDD Policy 2.29 Carryover Balance: DRAFT: First reading of PCBDD's Policy 2.29: Carryover Balance. No Board action required.

Approve Salary Increases for Employees: Bureau of Labor Statistics reported the CPI for all items for the last 12 months is 2.6%. Furthermore, according to a report by Mercer, US employers plan to raise compensation by budgets in 2024 by 3.6% for non-union employees and Social Security Administration announced a cost of living adjustment (COLA) of 2.5% in 2024. After discussion with the Finance Committee regarding this data, I recommend a 4% increase for all employees.

Board Action #24-66 Approve a regular hourly rate increase of 4% for all employees, effective pay date January 10, 2025.

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

Adopt the 2025 Administration Calendar (12-month employee calendar):

Board Action #24-67 Adopt the 2025 Administration Calendar

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

Establish the date, time, and place of the 2025 Organizational Meeting and Regular January Board Meetings:

Board Action #24-68 Approve January 16, 2025, 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:	Beth Kim
Discussion:		Vote:	Passed Unanimously

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

Dona Gregg – Custodial Maintenance Supervision, \$3,914.56

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

Board Action #24-69 Approve annual supplemental contracts for Dona Gregg in the amount of \$3,914.56.

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

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

Board Action #24-70 Approve the Ohio Association of County Boards of Developmental Disabilities (OACBDD) membership dues in the amount of \$16,220.

Motion by:	Matthew Tootle	Second by:	LaDonna Edwards
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 #24-71 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:	Cara Layne	Second by:	Beth Kim
Discussion:		Vote:	Passed Unanimously

Approval Then and Now Certification:

Board Action #24-72 The Board authorizes the drawing of a warrant based on the Then and Now spreadsheet for the 2025 Fiscal Year.

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

Approval for Superintendent Professional Development Plan 2025:

Board Action #24-73 The Superintendent Professional Development Plan assures the continuing education requirements are completed across the span of the Superintendent's certification. Having completed the advanced curriculum for administrators in Ohio's developmental disabilities service delivery system, the Superintendent is required to complete one hundred twenty hours of continuing professional education during each certification for a five-year term.

Motion by:	Beth Kim	Second by:	Jeannett Rhoads
Discussion:	Update date on plan	Vote:	Passed Unanimously

Approve the Superintendent to enter into a contract with Consolidated Employer Services (CES).

As PCBDD continues to grow, staff are requesting more comprehensive and clear support for Human Resources. PCBDD's Program and Personnel Committee reviewed a proposal from Consolidated Employer Services, which was shared with the Board at the Regular May Meeting and tabled at the September and October Board meetings. After reviewing alternative options for HR supports, I would like to enter into a contract with CES for services as outlined in previously presented materials and per contract reviewed by the Board.

Board Action #24-74 Allow the Superintendent to enter into a contract with Consolidated Employer Services for Human Resources services

Motion by:	Matt Tootle	Second by:	Beth Kim
Discussion:	Recommendation to launch services April 1, 2025	Vote:	Passed Unanimously

SUPERINTENDENT'S REPORT

- Department Reports for December 2024
 - Early Intervention Questionnaire and Responses
- Advocate Avenue Newsletter December 2024
- Enrollment Status Report December 2024
- Momentum Refresh – Pumpkin Show by the numbers

CORRESPONDENCE

- Thank you notes

OTHER BUSINESS

- Attending Board staff provided a brief update on interactions with school districts in Pickaway County.
- Board Member Recognition – The Board expressed its sincere gratitude for the 12 years of service by Board Member Jeff Rawlins.

ADJOURNMENT

The meeting adjourned at 6:25 PM.

Minutes approved by Board Action #25-01 on January 16, 2025

Signed by: Cara Layne 1/21/2025
73C817D4B1E8409
 Board President or Presiding Officer Date

Signed by: Jeannett Rhoads 1/21/2025
4F493A2989117
 Board Secretary Date

DocuSigned by: Marie Wilbanks 1/21/2025
6D693CAFC0A94E1...
 Superintendent Date