

PICKAWAY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

REGULAR MEETING MINUTES

December 14, 2023

The Ohio Christian University, Robert W. Plaster Free Enterprise Centers
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 5:05 PM with a roll call.

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

INTRODUCE GUESTS: Cindy Cline, Dona Gregg, Barbara Corley, Delaney Knox, Heather Foll, Jessica Summit, Cheree Benson, Kathleen Carlson, Amanda Knotts, Bryston McKnight, Amanda Fay, Aimee Roberts, Travis Dresbach, Mike Pelcic, Marie Wilbanks

COMMENTS FROM THE FLOOR: Mike Pelcic made a statement regarding his retirement.

PRESENTATION: Barbara Corley provided a 2023 DSP Liaison Annual Summary which included data from the year and discussion of updates and changes to her process for 2024.

APPROVAL OF MINUTES

Approval of Minutes: Regular October 26, 2023 Meeting.

Board Action #23-58 Approve Minutes of the Regular October 26, 2023 Meeting

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

FINANCIAL REPORTS

Approval to File Financial Report: Financial Report.

Board Action #23-59 Approval to File Financial Report.

Motion by:	Jennifer Rainey-Agresti	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 #23-60 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

Summary – Policy and Finance Committee meeting November 27, 2023: following additional analysis of pay structure through the wage audit, four adjustments were made to staff salaries.

UNFINISHED BUSINESS

Program and Expenditures Plan 2024: The Program and Expenditures Plan 2024 was posted for public comment on November 28th, 2023: no comments were received. The plan continues to be available

on our website. No comments have been received to modify the preliminary plan. 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 2024 as attached.

Board Action #23-61 Approve the Program and Expenditures Plan 2024.

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

NEW BUSINESS

Strategic Plan End of Year Update: Summary of the current strategic plan, as provided to the community.

No Board Action is required.

Adopt the 2024 Administration Calendar (12-month employee calendar):

Board Action #23-62 Adopt the 2024 Administration Calendar

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

Establish the date, time, and place of the 2024 Organizational Meeting and Regular January Board Meetings:

Board Action #23-63 Approve January 18, 2024, 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:	Matthew Tootle	Second by:	Jennifer Rainey-Agresti
Discussion:		Vote:	Passed Unanimously

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

Dona Gregg – Custodial Maintenance Supervision, \$3,764.00

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

Board Action #23-64 Approve annual supplemental contracts for Dona Gregg in the amount of \$3,764.00

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

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

Board Action #23-65 Approve the Ohio Association of County Boards of Developmental Disabilities (OACBDD) membership dues in the amount of \$15,750.00.

Motion by:	Matthew Tootle	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 #23-66 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:	LaDonna Edwards
Discussion:		Vote:	Passed Unanimously

Approval Then and Now Certification:

Board Action #23-67 The Board authorizes the drawing of a warrant based on the Then and Now spreadsheet for the 2024 Fiscal Year.

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

Approval Superintendent Professional Development Plan 2024:

Board Action #23-68 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:	Jennifer Rainey-Agresti	Second by:	Cara Layne
Discussion:		Vote:	Passed Unanimously

Approve position of Community Outreach Director and abolish position of Community Connections Coordinator:

Board Action #23-69 As the Board continues to expand, there is a growing need to communicate effectively and professionally with the public, describing PCBDD's services, successes and initiatives. The Community Outreach Director will address the needs of the agency as a whole rather than simply the SSA Department. With the approval of this new position, the Community Connections Coordinator position will be abolished.

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

SUPERINTENDENT'S REPORT

The Department's Report to the Board (attached)

Included documents:

- Department Updates – November and December 2023
- Community Monthly Report – November 2023
- Enrollment Status Report December 2023
- Proposed Board Meeting Dates for 2024
- Momentum Refresh – Pumpkin Show Use Summary
- Business After-Hours flyer
- Dueling Pianos flyer

OTHER BUSINESS

- There was a request to reconsider on which day of the week Board meetings are held. Marie Wilbanks will send an email to Board members to discuss. An updated list of meeting dates will be distributed based on feedback.
- There was a request to add Special Olympics events to the website.
- Heather Foll and Jeff Rawlins gave thanks for Mike Pelcic's years of services as Superintendent.

ADJOURNMENT

The meeting was adjourned at 6:07 pm.

Minutes approved by Board Action #24-01 on January 18, 2024.

DocuSigned by: <i>Jeff Rawlins</i>	1/22/2024
<hr/> B088129013B541A... Board President or Presiding Officer	<hr/> Date
DocuSigned by: <i>Jenny Rhoads</i>	1/19/2024
<hr/> AB4932A2080C419... Board Secretary	<hr/> Date
DocuSigned by: <i>Marie Wilbanks</i>	1/19/2024
<hr/> 6D603CAF0A94E1... Superintendent	<hr/> Date