

Preble County Board of Developmental Disabilities
Board Meeting Minutes
August 15, 2024

BOARD IN-SERVICE: Levies; Melissa Nichols, Communications Manager & Sandy Landers, Business Manager

The Preble County Board of Developmental Disabilities held their monthly Meeting on Thursday August 15, 2024 at 200 Eaton Lewisburg Road; Eaton, Ohio. The meeting was called to order at 6:03 p.m. by Vice President Jodi Long. Ms. Garrett attended the meeting via zoom.

I. ROLL CALL

Jodi Long; yes	Mr. McNew; Yes	Ms. Howard; yes	Mr. Kovach; yes
Mr. Blakeley; yes	Ms. Wilson; yes	Ms. Garrett; yes	

II. PRAYER

Mr. McNew led the Board in prayer.

III. PLEDGE OF ALLEGIANCE

Everyone in attendance joined in by reciting the Pledge of Allegiance, led by Mr. Blakeley.

IV. INTRODUCTION OF STAFF/GUESTS

Brian Green, Superintendent; Melissa Nichols, Communications Manager; Sandy Landers, Business Manager; Kathy Greenawalt-Cherry, EI Director, and Stacy Pettit, HR Director; Brooke Warren, SSA Manager and Hollie Morgan, Executive Assistant.

V. PRESENTATION BY GUESTS

None

VI. PRESENTATION OF MINUTES

The minutes of June 20, 2024 Board Meeting were reviewed. A motion was made by Mike Blakeley and seconded by Jacob Kovach approving the **Regular Board Meeting Minutes of the June 20, 2024 meeting** as presented.

Ms. Long asked for a voice vote. Motion carried.

VII. PRESENTATION OF FINANCIAL REPORTS

Sandy Landers gave an overview of the monthly financial report for the months of June and July 2024. A motion was made by Mike Blakeley and seconded by Jacob Kovach to approving the **June and July 2024 Financial Reports** as presented.

Ms. Long asked for roll call.

Jodi Long; yes	Mr. McNew; Yes	Ms. Howard; yes	Mr. Kovach; yes
Mr. Blakeley; yes	Ms. Wilson; yes	Ms. Garrett; yes	

Motion carried.

VIII. OLD BUSINESS

Building Plans- Mr. Green shared the following

- Commissioners approved plan on behalf of the CBDG
- Seek bids with hopes of construction beginning mid-October with completion in February
- Project ran by Commissioners and will invoice us for any overages the grant does not cover
- Maple Street Construction- Curb cut outs for driveways are set along with sewer and water tie ins.
- APP has finalized building plans – bid process after Levy
- Current building lease is month to month- will look to move after Accreditation

IX. NEW BUSINESS

A. Resolution- Authorization for the Superintendent to approve CDBG bids for A.S.K. Playground Project.

A motion was made by Mike Blakeley and seconded by Curt McNew authorizing the Superintendent of the PCBDD to approve the reviewed bids for the Community Development Block Grant (CDBG) for an amount not to exceed \$419,000.

Ms. Long asked for roll call.

Jodi Long; yes	Mr. McNew; Yes	Ms. Howard; yes	Mr. Kovach; yes
Mr. Blakeley; yes	Ms. Wilson; yes	Ms. Garrett; yes	

Motion carried.

B. Proposal- Extra Mile Recognition Program

A motion was made by Curt McNew and seconded by Mike Blakeley approving the Extra Mile Recognition Program as presented.

Ms. Long asked for a roll call vote.

Jodi Long; yes	Mr. McNew; Yes	Ms. Howard; yes	Mr. Kovach; yes
Mr. Blakeley; yes	Ms. Wilson; yes	Ms. Garrett; yes	

C. Table of Organization

A motion was made by Mike Blakeley and seconded by Jacob Kovach approving the Table of Organization as presented.

Ms. Long asked for a roll call vote.

Jodi Long; yes	Mr. McNew; Yes	Ms. Howard; yes	Mr. Kovach; yes
Mr. Blakeley; yes	Ms. Wilson; yes	Ms. Garrett; yes	

D. Ethics Approvals

None

E. Personnel Actions

New Hires

Martika Armstead	SSA	7/22/2024
Caren Sams	SSA	7/22/2024
Savannah Thompson	SSA	7/22/2024
Tara Williams	Administrative Assistant	7/22/2024

Open Positions

Behavior Support Coordinator	Full-Time	New-Hold
SSA	Full-Time	Hold
SSA	Full-Time	Hold

Promotions/Transfers

None

Resignations/Contract Non-Renewal/Retirement/Termination

Paige Engel	SSA	8/16/2024
Caren Sams	SSA	7/29/2024

F. Other- Leadership Reports

Ms. Warren shared Accreditation documents have to be uploaded by September 9th for Accreditation that is scheduled for October 9 & 10. Sub SSA, Kristy Hudson is working on getting plans transitioned to the new OISP template and mentoring new SSA's so they have practice with the template.

Ms. Greenawalt-Cherry shared she has completed the 2024 EI Grants and starting the 2025 process. EI responsibilities are shifting-Mary's baby Henry, arrived Tuesday and Ashley will return a week from today from maternity leave.

The new EI rule went into effect 7/1/2024- the team adapted well with the new process/procedures. Accreditation for EI was pulled and placed under the Department of Youth however, a couple pieces remain under the Department of DD.

Ms. Nichols was happy to report of receiving a draft of the new website- be on the lookout for a launch date. Will be working with Superintendent on future planning of the strategic plan for 2025 and beyond.

Ms. Landers reported the business office is working with getting our cell phones switched over to First Net that is a provider under AT&T. This will assist our department in the event of communications going down, we will have first responder rights and privileges. Will be working on the budget and will attend the upcoming annual business manager conference.

Ms. Pettit received the compensation data and will be discussing with Superintendent and Business Manager on how we balance with staying market competitive on our budget. Will be getting HR accreditation documents gathered to send.

Mr. Green asked the board to keep the afternoon of October 10th available to meet with the team. Synergy Conference will be October 2,3, & 4 with us sending 6 individuals and may need to send another employee with Maria. Tuesday, October 15, will be our Track N Treat- with the construction on Maple Street, the event will take place at the Seven Mile Park.

The Montondo trailer unit that was utilized during fair was well received with good feedback. He had spoken with one of the vendors who reported he and his son helped to care for the trailer. The unit will be available for the Pork Festival along with other events this fall.

G. Policies/Procedures

New Policies

1000 – Privacy & Security Standards

1001 – Adoption of Privacy & Security Standards

1002 – Whistleblower

Old Policies Being Rescinded

Section 5 Table of Contents HIPAA

5.1 – Definitions Used in Policies

5.2 – General Policy on Privacy & Confidentiality

5.3 - Administration

5.4- Authorizations

5.5 – Uses & Disclosures for Which no Release or Authorization is Required

5.6- Notice

5.7- Individual Rights Related to PHI

5.8- Notice in Event of Breach of Unsecured PHI

5.9- Safeguards for PHI

5.10- Individual Complaints & Grievances

5.11- Sanctions

5.12- Business Associates with Appendix A Business Associate & Appendix B MOU

5.13- Document Management

Change to Policies

111- Strategic Plan- revised to match DODD rule language that was updated
10/30/2023

401- Early Intervention- revised to match DODD rule language that was updated
7/4/2024

402- Early Intervention Confidentiality- revised to match DODD rule language that was
updated 7/4/2024

Date changes only

- 104- Duties of Board Officers
- 105- Responsibilities and Prohibitions of Board Members
- 106- Appearance and Presentation Before the Board
- 107- Meetings of the Board
- 516- Technology First

A motion was made by Mike Blakeley and seconded by Jacob Kovach approving the policies and procedures as presented.

Ms. Long asked for a voice vote. Motion carried

X. COMMENTS

None

XI. EXECUTIVE SESSION

A motion was made by Mike Blakeley and seconded by Jacob Kovach to enter into executive session per ORC 121.22 (G)(1) to consider employment and/or dismissal of a public employee at 6:50 p.m.

Ms. Long asked for a roll call vote.

Jodi Long; yes	Mr. McNew; Yes	Ms. Howard; yes	Mr. Kovach; yes
Mr. Blakeley; yes	Ms. Wilson; yes	Ms. Garrett; yes	

Motion carried.

XII. EXECUTIVE SESSION ADJOURNMENT

A motion was made by Mike Blakeley and seconded by Jacob Kovach to adjourn from executive session at 7:11 p.m. with no action taken.

Ms. Long asked for a roll call vote.

Jodi Long; yes	Mr. McNew; Yes	Ms. Howard; yes	Mr. Kovach; yes
Mr. Blakeley; yes	Ms. Wilson; yes	Ms. Garrett; yes	

Motion carried.

XIII. NEXT MEETING: Thursday September 19, 2024- In-service of Budgeting and Cash Projections at 5:30 p.m. and Board meeting at 6:00 p.m.

XIV. ADJOURNMENT

A motion was made by Mike Blakeley and seconded by Jacob Kovach to adjourn the meeting at 7:12 p.m.

Ms. Long asked for a voice vote. Motion carried.