

Preble County Board of Developmental Disabilities
Board Meeting Minutes
September 19, 2024

BOARD IN-SERVICE: Budgeting & Cash Flow Projections; Sandy Landers, Business Manager

The Preble County Board of Developmental Disabilities held their monthly Meeting on Thursday September 19, 2024 at 200 Eaton Lewisburg Road; Eaton, Ohio. The meeting was called to order at 6:09 p.m. by Vice President Jodi Long. Ms. Garrett attended the meeting via zoom. Mr. Blakeley gave prior notice of absence. Ms. Garrett exited from the meeting at 6:50 pm.

I. ROLL CALL

Jodi Long; yes	Mr. McNew; yes	Ms. Howard; yes	Mr. Kovach; yes
Mr. Blakeley; ABS	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 Ms. Long.

IV. INTRODUCTION OF STAFF/GUESTS

Brian Green, Superintendent; Melissa Nichols, Communications Manager; Sandy Landers, Business Manager; Stacy Pettit, HR Director; Brooke Warren, SSA Manager; Tara Williams, Administrative Assistant and Hollie Morgan, Executive Assistant.

V. PRESENTATION BY GUESTS

Introduction of Administrative Assistant Tara Williams.

VI. PRESENTATION OF MINUTES

The minutes of August 15, 2024 Board Meeting were reviewed. A motion was made by Curt McNew and seconded by Angela Wilson approving the **Regular Board Meeting Minutes of the August 15, 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 month of August 2024. A motion was made by Jacob Kovach and seconded by Mr. McNew to approving the **August 2024 Financial Report** as presented.

Ms. Long asked for roll call.

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

Motion carried.

VIII. OLD BUSINESS

Building Plans- Mr. Green shared the following

- Aprons have been poured at the Maple Street location
- Access for watermain and sewer have been located at the location
- Sidewalks are to be completed soon on Maple Street
- All of the drawings for building plans are in the completing stages

IX. NEW BUSINESS

A. Proposals- Compensation Increase, Compensation Structure & 2025 Budget

A motion was made by Mr. Kovach and seconded by Ms. Garrett to table the Compensation Increases, Compensation Structure, and the 2025 Revenue and Expenditure Budget proposals as presented.

Ms. Long asked for a roll call.

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

Motion carried.

B. Ethics Approvals

None

C. Personnel Actions

New Hires

None

Resignations

Mary Fenhaus	Developmental Specialist	10/1/2024
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Promotions/Transfers

None

Open Positions

Behavior Support Coordinator	Full-Time	New-Hold
Developmental Specialist	Full-Time	Replace- Fenhaus
SSA	Full-Time	Hold- Replace Sams
SSA	Full-Time	Hold- Replace Engel

D. Policies/Procedures

Change to Policy

None

Policies Rescinded

None

New Policy
None

Date Change and Reformatting Only
602 – Development and Implementation of Behavior Support Strategies

A motion was made by Mr. McNew and seconded by Ms. Wilson approving the policies and procedures as presented.

Ms. Long asked for a voice vote. Motion carried

E. Other- Leadership Reports

Ms. Petit shared that HR has been focused on Compensation and Compensation Structure. They have also been focused on getting accreditation documents together in regards to personnel files. All files have been submitted for accreditation.

Ms. Landers shared that the Business Department has been focused on Budget Reports along with preparing for Levy decisions. She also shared last week they received updates from the state, along with fellow counties in regards to duties of Business Managers, including discussions over managing the wavier match, and wage increases.

Ms. Nichols shared that the launch date for the website is Friday, September 27th. The Communications Department is requesting staff to increase attendance at chamber events to create more connections with community leaders. The department is also getting signage together for the new building location. Jacob Kovach suggested Toxic Design and A+ Signs with both being in Richmond, Indiana.

Ms. Warren shared that the SSA Department has submitted all of the accreditation Documents on September 9th, and are currently in the review process. New staff members are still in training and are all doing very well. New SSA's are working to manage more of their own caseloads with trainers alongside.

Ms. Garrett left the meeting via zoom at 6:50 pm.

X. OTHER

A. Proposal for Playground Restroom Bid Selection

A motion was made by Eva Howard and seconded by Curt McNew authorizing the Superintendent to approve the selection of ATCS, Inc. for the construction of the A.S.K. Playground facilities at a cost not to exceed \$383,495. This decision will ensure the project's completion within budget constraints while maximizing the use of available funds.

Ms. Long asked for a roll call vote.

Jodi Long; yes
Mr. Blakeley; ABS

Mr. McNew; yes
Ms. Wilson; yes

Ms. Howard; yes
Ms. Garrett; ABS

Mr. Kovach; yes

Motion carried.

B. Proposal for LCNB

A motion was made by Angela Wilson and seconded by Curt McNew authorizing Superintendent Green to enter into a rental agreement with LCNB Bank for a term of 2 years and 2 months, at an annual cost not exceeding \$28,000.

Ms. Long asked for a roll call vote.

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

Motion carried.

XI. COMMENTS

None

XII. EXECUTIVE SESSION

A motion was made by Jacob Kovach and seconded by Eva Howard to enter into executive session per ORC 121.22 (G)(1)(2) to consider employment and/or dismissal of a public employee along with considering the sale and/or purchase of property for public purposes and/or competitive bidding at 6:55 p.m.

Ms. Long asked for a roll call vote.

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

Motion carried.

XIII. EXECUTIVE SESSION ADJOURNMENT

A motion was made by Eva Howard and seconded by Curt McNew to adjourn from executive session at 7:27 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; ABS	Ms. Wilson; yes	Ms. Garrett; ABS	

Motion carried.

XIV. OTHER BUSINESS FROM EXECUTIVE SESSION

A. Proposal – Shared Services of Business Director

A motion was made by Ms. Wilson and seconded by Ms. Long to enter into a Business Director Shared Agreement with Miami County Board of Developmental Disabilities to

provide fiscal responsibility over the direction and leadership of the agency's Business Department with a cost to Preble DD of approximately \$27,738 per year.

Ms. Long asked for a roll call.

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

Motion carried.

B. Proposal – Residential Housing Agency Contract

A motion was made by Mr. McNew and seconded by Ms. Wilson to enter into a Shared Service Agreement with Champaign, Miami and Shelby County Boards of DD where Miami DD provides a property management and maintenance services to all HOP properties with a cost to Preble DD of \$45,022 per year.

Ms. Long asked for a roll call.

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

Motion carried.

XV. NEXT MEETING: Thursday October 17, 2024- In-service of Talent Management and Benefits at 5:30 p.m. and Board meeting at 6:00 p.m.

XVI. ADJOURNMENT

A motion was made by Ms. Howard and seconded by Mr. Kovach to adjourn the meeting at 7:31 p.m.

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