

Preble County Board of Developmental Disabilities
Board Meeting Minutes
January 16, 2025

BOARD IN-SERVICE: No In-Service

The Preble County Board of Developmental Disabilities held their monthly Meeting on Thursday January 16, 2025 at 112 W. Main Street; Eaton, Ohio. The meeting was called to order at 5:32 p.m. by Ms. Garrett. Eva Howard and Mike Blakeley gave prior notice of their absence.

I. ROLL CALL

Stephanie Garrett; yes Jodi Long; yes Angela Wilson; yes Eva Howard; abs
Curt McNew; yes Jacob Kovach; yes Mike Blakeley; abs

II. PRAYER

Ms. Garrett 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; Brooke Warren, SSA Manager; Melissa Nichols, Communications Manager; Stacy Pettit, HR Director and Hollie Morgan, Executive Assistant. Sandy Landers, Business Manager attended via zoom.

V. PRESENTATION BY GUESTS

None

VI. REORGANIZATION MEETING

Ms. Garrett turned the meeting over to Mr. Green, Superintendent, to serve as President pro temper for the purpose of reorganization.

Mr. Green asked for nominations. Ms. Long proposed keeping the 2024 officers for 2025:

President- Stephanie Garrett
Vice President- Jodi Long
Secretary- Curt McNew

Mr. Green asked the members if there were any other nominations. With no further discussion, Mr. Green asked for a voice vote of keeping the officers the same from year 2024 to 2025. All members were in agreeance.

With no further discussion, Mr. Green asked for a motion to turn the meeting over to Ms. Garrett.

A motion was made by Jodi Long and seconded by Jacob Kovach to adjourn the re-organizational meeting at 5:35 p.m.

Ms. Garrett asked the members of the board which committee's they would like to serve for the 2025 year. Discussion took place, with members being present sharing they would like to keep their same committee appointments for 2025 with the exception of Ms. Long being removed from Ethics.

Mike Blakeley- Ethics
Angie Wilson- Ethics
Jacob Kovach- Ethics
Eva Howard- Personnel/Finance/Building
Curt McNew- Personnel/Finance/Building
Stephanie Garrett- Personnel/Finance/Building

Ms. Garrett asked for a motion to accept the dates and times of the 2024 Board meetings that were presented with the exception to move the June 19, 2025 meeting to Thursday June 26, 2025 due to the Holiday.

A motion was made by Jodi Long and seconded by Angela Wilson accepting the 3rd Thursday of every month, excluding July and December, at 6:00 p.m. for monthly Board of Directors Meetings as presented with In-Services beginning at 5:30 p.m. and to move the January 19, 2025 to Thursday June 26, 2025 due to the Holiday.

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

VII. PRESENTATION OF MINUTES

The minutes of November 21, 2024 Board Meeting were reviewed. A motion was made by Curt McNew and seconded by Jodi Long to approve the **Regular Board Meeting Minutes of the November 21, 2024 meeting** as presented.

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

VIII. PRESENTATION OF FINANCIAL REPORTS

Sandy Landers gave an overview of the monthly financial report for the months of November and December 2024. A motion was made by Curt McNew and seconded by Angela Wilson to approve the **November and December 2024 Financial Reports** as presented.

Ms. Garrett asked for roll call.

Stephanie Garrett; yes	Jodi Long; yes	Angela Wilson; yes	Eva Howard; abs
Curt McNew; yes	Jacob Kovach; yes	Mike Blakeley; abs	

Motion carried.

IX. OLD BUSINESS

Mr. Green shared the following update on the ASK Playground Restroom project.

- AES pole in place
- Sanitary and water lines hooked up
- Painting of the block to occur

- Electronic door latch to be installed
- Still looking to finish project end of February

X. NEW BUSINESS

A. 2025 Superintendent Professional Development Plan

A motion was made by Jodi Long and seconded by Angela Wilson approving the 2025 Superintendent Professional Development Plan as presented.

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

B. Table of Organization

A motion was made by Curt McNew and seconded by Jodi Long approving the Table of Organization as presented.

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

C. Resolution for Appropriation and Transfer of Funds.

A motion was made by Jodi Long and seconded by Curt McNew approving the following resolution as presented.

Whereas the Preble CBDD received additional Medicaid dollars for Targeted Case Management services for calendar year 2021 in the amount of \$ \$168,666.66; and

Whereas these dollars may be used for capital projects,

The Board therefore approves an additional appropriation of \$22,966.66 to the General Fund transfer out account 011-052-109110. The board also approves the transfer of the total appropriated funds of \$168,666.66 from 011-052-109110 to the Capital Fund transfers account 053-450-022410.

Ms. Garrett asked for a roll call vote.

Stephanie Garrett; yes	Jodi Long; yes	Angela Wilson; yes	Eva Howard; abs
Jacob Kovach; yes	Curt McNew; yes	Mike Blakeley; abs	

Motion carried.

D. Ethics Approvals

None

E. Personnel Actions

New Hires:

Steve McEldowney	Shared Business Director	2/24/2025 PENDING
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Open Positions:

Administrative Assistant	Full-Time	Replace – Williams
Behavior Support Coordinator	Full-Time	New
Community Connections Coordinator	Full-Time	Replace – M Morgan
Early Intervention Manager	Full-Time	Replace - Fuller
SSA	Full-Time	Replace – Engel

SSA

Full-Time

Replace – Abner

Promotions/Transfers:

Ashley Fuller Transfer to Developmental Specialist 1/4/2025

Maria Morgan Transfer to Intermittent Special Olympics Coordinator 1/10/2025

Resignations/Contract Non-Renewal/Retirement/Termination:

None

F. Policies/Procedures

New

209- Five- year Projection of Revenue and Expenditures

210- Ensuring the Solvency of the PCBDD

517- Free Choice of Provider

Date Change Only

101- Board Mission and Vision

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

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

G. Leadership Reports

Ms. Warren shared an SSA will be returning from maternity leave the first week in February. Two SSA's are due to come off probation this month. A few of the SSA's are assisting with Advocacy due to Maria Morgan's recent resignation.

Ms. Landers shared she emailed the Commission office regarding the CBDG funds that were approved in last years budget that will be invoiced for in 2025.

Ms. Pettit shared she is reviewing the employee Culture Survey results and will be developing focus groups for further discussion of survey. Strategic Planning for 2026-2028 will be taking place in February.

Ms. Nichols shared we are limited to signage for our current building and has been working to secure vinyl lettering for the front and back doors of LCNB. A graphic has been developed and sent to employees for sharing with others as needed on how to access PCBDD along with updating Google.

She will be working with Brian on developing a comprehensive communication plan for the year and requesting input from members on local community groups, churches and organizations that we can reach out to regarding a Levy campaign.

XI. OTHER

Mr. McNew inquired about the following:

PCBDD sign at the other building- for now, waiting for new ternate to move in due to cost of removal. Will continue to follow up with landlord.

Levy- looking to run this fall. Levies in-service presentation from August 2024 to be re-distributed.

Mr. Green shared our leadership team has been invited by Steven Pratt to attend the Emergency Preparedness Spillmagaden Exercise through public health system on February 11, 2025.

He also shared we will participate/support with the Department of Children and Youth to host a quarterly "Parents Night Out" along with learning Mike Derringer from ESC will be hosting a "Prom" this year.

XII. COMMENTS

None

XIII. NEXT MEETING: Thursday February 20, 2025 at 6:00 p.m. – WestCON In-Service at 5:30 p.m.

XIV. ADJOURNMENT

A motion was made by Jacob Kovach and seconded by Curt McNew to adjourn the meeting at 6:52 p.m.

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