

Preble County Board of Developmental Disabilities
Board Meeting Minutes
April 18, 2024

BOARD IN-SERVICE: MUI/UI; Jason Winterrowd, Investigative Agent- WestCON

The Preble County Board of Developmental Disabilities held their monthly Meeting on Thursday April 18, 2024 at 200 Eaton Lewisburg Road; Eaton, Ohio. The meeting was called to order at 6:04 p.m. by Vice President Jodi Long. Ms. Garrett and Mr. McNew gave prior notice of their absence.

I. ROLL CALL

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

II. PRAYER

Mr. Blakeley 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; Sandy Landers, Business Manager; Kathy Greenawalt-Cherry, EI Director, Ashley Fuller, EI Manager, Hollie Morgan, Executive Assistant and Lauren Smallwood, Director; Preble County District Library. Stacy Pettit, HR Director, joined the meeting via zoom.

V. PRESENTATION BY GUESTS

None

VI. PRESENTATION OF MINUTES

The minutes of March 21, 2024 Board Meeting were reviewed. A motion was made by Mike Blakeley and seconded by Jacob Kovach to approve the **Regular Board Meeting Minutes of the March 21, 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 March 2024. A motion was made by Mike Blakeley and seconded by Jacob Kovach to approve the **March 2024 Financial Report** as presented.

Ms. Long asked for roll call.

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

Motion carried.

VIII. OLD BUSINESS

Mr. Green shared the building project fact sheet, project worksheet and designs along with updating the board with the building committee meeting with APP today looking and discussing color schematics.

IX. NEW BUSINESS

A. Proposal-Repurpose EI Service Coordinator- Administrative Assistant

A motion was made by Mike Blakeley and seconded by Jacob Kovach to repurpose the Service Coordinator/Administrative Assistant position for an Administrative Assistant position on the Preble DD Table of Organization reporting to the Superintendent with a base salary within \$18.81-\$26.87 per hour.

Ms. Long asked for roll call.

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

Motion carried.

B. Proposal- Manager Contracts

A motion was made by Mike Blakeley and seconded by Jacob Kovach to approve moving the Early Intervention Manger and the SSA Manager from non-exempt to exempt on the Table of Organization and placing both positions on management contracts.

Ms. Long asked for roll call.

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

Motion carried.

C. Table of Organization

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

Ms. Long asked for roll call.

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

Motion carried.

D. Leadership Reports

Ms. Warren shared she and her team are focusing on fine tuning the process and procedure forms with in the SSA department. Substitute SSA, Kristy Hudson continues with training and mentoring with SSA's.

Ms. Landers reported she has uploaded our long-term budget to DODD's website and shared OACB Conference, Cost Report and State wide Business Trainings are all coming up.

Ms. Fuller was happy to announce the Developmental Specialist position has been filled by Amy Kneisley who has been serving intermittently over the last two years. WestCON will be assisting the EI department over the summer due to staff leave of absences. She and Mary Fenhaus, Developmental Specialist, attended a training for a new assessment tool. The EI team continues to meet/shadow with Miami County peers.

Ms. Pettit shared she is scheduling interviews for the behavior support position and will be posting for the Administrative Assistant position.

Ms. Greenawalt-Cherry shared she is excited Amy Kneisley decided to accept the full time Developmental Specialist position. She and her team are working to make sure when EI children/families leave to enter pre-school and SSA services, it is a smooth transition. She is currently stream lining our Play Language for Autistic Youngsters (P.L.A.Y.)- these services are contracted from WestCON and will give an update in June.

Ms. Nichols reports her work continues with regular routine activities around communication by updating documents, newsletters and social media. Community events have been coming in and will be working to prioritize the events to participate in. Ms. Nicholas gave kudos along with thanking everyone who has volunteered in the recent community events. She also has been working internally on telling the story on how the Special Olympics program is tied to the County Board so at levy time, people are aware of the connection.

E. Ethics Approvals

None

F. Personnel Actions

New Hires

None

Resignations

None

Open Positions

Behavior Support Coordinator	Full Time	New
Developmental Specialist	Full Time	Repost
Administrative Assistant	Full Time	New

SSA

Full Time

Hold

Promotions/Transfers

None

G. Policies/Procedures

None

X. OTHER

OACB's 2024 Spring Conference: Deadline for registering- Monday May 6, 2024 at 5:00 p.m. Board Member Cost, one day \$125 and two day \$240.

Mr. Green shared the deadline for the accessible trailer is still on track for June and he has been in contact with a company that will be taking care of the cleaning for us during the fair and pork festival. For other county events, we will need to call and check availability.

XI. COMMENTS

Ms. Long shared she enjoys reading all the stories on Facebook and glad to see the bleachers full during Special Olympics events.

Ms. Lauren Smallwood introduced herself and shared she was the new Director for the Preble County District Library.

XII. NEXT MEETING: Thursday May 23, 2024- In-service at 5:30 p.m. and Board meeting at 6:00 p.m.

XIII. ADJOURNMENT

A motion was made by Mike Blakeley and seconded by Jacob Kovach to adjourn the meeting at 6:50 p.m.

Ms. Long asked for a roll call vote.

Eva Howard; yes

Jacob Kovach; yes

Mike Blakeley; yes

Jodi Long; yes

Angela Wilson; yes

Curt McNew; absent

Stephanie Garrett; absent

Motion carried.