

Preble County Board of Developmental Disabilities
Board Meeting Minutes
March 21, 2024

BOARD IN-SERVICE: Strategic Plan; Stacy Pettit, Human Resource Director

The Preble County Board of Developmental Disabilities held their monthly Meeting on Thursday March 21, 2024 at 200 Eaton Lewisburg Road; Eaton, Ohio. The meeting was called to order at 6:01 p.m. by Ms. Garrett. Ms. Howard gave prior notice of her absence.

I. ROLL CALL

| | | | |
|------------------------|-----------------|--------------------|-----------------|
| Stephanie Garrett; yes | Jodi Long; yes | Mr. McNew; yes | Mr. Kovach; yes |
| Mr. Blakeley; yes | Ms. Wilson; yes | Ms. Howard; absent | |

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

V. PRESENTATION BY GUESTS

None

VI. PRESENTATION OF MINUTES

The minutes of February 15, 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 February 15, 2024 meeting** as presented.

Ms. Garrett 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 February 2024. A motion was made by Curt McNew and seconded by Jodi Long to approve the **February 2024 Financial Report** as presented.

Ms. Garrett asked for roll call.

| | | | |
|------------------------|-----------------|--------------------|-----------------|
| Stephanie Garrett; yes | Jodi Long; yes | Mr. McNew; yes | Mr. Kovach; yes |
| Mr. Blakeley; yes | Ms. Wilson; yes | Ms. Howard; absent | |

Motion carried.

VIII. OLD BUSINESS

Mr. Green shared new information he obtained on the CBDG grant regarding the restroom over at the ASK Playground and how this would affect the new building plans.

IX. NEW BUSINESS

A. Proposal-Approval to Amend Agreement APP Architecture

A motion was made by Mike Blakeley and seconded by Jodi Long approving to amend the current agreement between PCBDD and APP Architecture for an increase sum fee of \$38,270 for the main project and \$18,400 for the restroom project to be added to the original agreement of \$184,360 for a total project professional fee of \$241,630.

Ms. Garrett asked for roll call.

| | | | |
|------------------------|-----------------|--------------------|-----------------|
| Stephanie Garrett; yes | Jodi Long; yes | Mr. McNew; yes | Mr. Kovach; yes |
| Mr. Blakeley; yes | Ms. Wilson; yes | Ms. Howard; absent | |

Motion carried.

B. Leadership Reports

Ms. Warren shared WestCON substitute SSA, Kristy Hudson, has returned for a month to help create forms that will assist the department with ISP checklist planning. Kristy will also be working with SSA, Veronica Forney, who accepted a stretch assignment of reviewing the departments plans so we can bring this task back internally. Our plan of correction for Accreditation was accepted- a new form has been created within Brittco. She and her team will be ready for their return October 2024.

Ms. Fuller reported interviews for the Developmental Specialist took place and have one more next week along with reposting the position.

The EI Department will have a couple staff out this summer due to maternity leave and WestCON will be helping out. The direct service costs will be paid for through a DODD grant however, we may need to cover mileage expense.

Lauren Fox, EI Service Coordinator and Mary Fenhaus, Developmental Specialist will be shadowing Early Intervention in Miami County and Ms. Fuller continues the Leadership Circles along with weekly management meetings in Miami County.

Ms. Nichols reported she has been busy with communications regarding March of DD awareness month. She has had fun getting to know individuals, families and sharing their stories on social media. The Preble County Library was very kind and helpful in supporting us, they set up flyers and displays of books about disabilities at 7 branches. Ms. Gearhart, from the Eaton branch, would like to see story time and reading circles be added for next year to help grow DD awareness.

She has been in contact with Shout it Out Designs and looking to include "Funding and Waivers" to our website.

Ms. Nichols worked on the Strategic Plan report- will update and place on line. Community activities coming up this Spring will be the Preble County Expo- second weekend of April and the following weekend will be the Camden Health Fair.

Ms. Pettit shared she will be interviewing next week for the Developmental Specialist position and looking through resumes for the Behavior Support position.

Ms. Landers shared she had been working with the Commissioner office to set up an Amazon account for the board.

C. Ethics Approvals

None

D. Personnel Actions

New Hires: None

Open Positions: SSA- 1 full time- on hold
Developmental Specialist- 1 full time
Behavior Support Coordinator- 1 full time
Service Coordinator/Admin.- 1 full time position- on hold

Promotions/Transfers: None

Resignations/Contract Non-Renewal/Retirement/Termination: None

E. Policies/Procedures

A motion was made by Mike Blakeley and seconded by Angela Wilson to adopt changes to policies 201 General Fiscal, 503 Individual Services Plans and approve new policies 207 Contracts, 208 Credit Card and accept date change to 515 Employment First Initiative.

Ms. Garrett asked for roll call.

| | | | |
|------------------------|-----------------|--------------------|-----------------|
| Stephanie Garrett; yes | Jodi Long; yes | Mr. McNew; yes | Mr. Kovach; yes |
| Mr. Blakeley; yes | Ms. Wilson; yes | Ms. Howard; absent | |

Motion carried.

X. OTHER

Mr. Green shared our vehicle HHR, will soon be placed on Gov Deals and the stripping on the mini bus has been completed.

Mr. McNew mentioned he has not been receiving emails from OACB-Executive Assistant will ensure contact information is accurate and follow up with him in an email.

Ms. Garrett asked about glasses for the Eclipse- Ms. Warren reported they are in and she will be picking them up.

XI. COMMENTS

None

XII. EXECUTIVE SESSION

A motion was made by Jodi Long and seconded by Mike Blakeley to enter into executive session per ORC 121.22 (G)(1) to consider employment and/or dismissal of a public employee at 6:45 p.m.

Ms. Garrett asked for roll call.

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

Motion carried.

EXECUTIVE SESSION ADJOURNMENT

A motion was made by Jacob Kovach and seconded by Mike Blakeley to adjourn from executive session at 7:07 p.m.

Ms. Garrett asked for roll call.

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

Motion carried.

OTHER BUSINESS

A motion was made by Jacob Kovach and seconded by Mike Blakeley approving the proposal and contract that was presented for El Director shared services with Kathy Greenawalt-Cherry.

Ms. Garrett asked for roll call.

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

Motion carried.

XII. NEXT MEETING: Thursday March 21, 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 7:10 p.m.

Ms. Garrett asked for a roll call vote.

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

Motion carried.