

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

BOARD IN-SERVICE: West Central Ohio Network (WestCON)- Lynn Wolters, Executive Director

The Preble County Board of Developmental Disabilities held their monthly Meeting on Thursday February 15, 2024 at 200 Eaton Lewisburg Road; Eaton, Ohio. The meeting was called to order at 6:04 p.m. by Ms. Garrett. Ms. Wilson gave prior notice of the need to participate via zoom. Mr. McNew and Ms. Long both gave prior notice of their absence.

I. ROLL CALL

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

II. PRAYER

Mr. Kovach led the Board in prayer.

III. PLEDGE OF ALLEGIANCE

Everyone in attendance joined in by reciting the Pledge of Allegiance, led by Ms. Garrett.

IV. INTRODUCTION OF STAFF/GUESTS

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

V. PRESENTATION BY GUESTS

None

VI. PRESENTATION OF MINUTES

The minutes of January 11, 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 January 11, 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 January 2024. A motion was made by Mike Blakeley and seconded by Jacob Kovach to approve the **January 2024 Financial Report** as presented.

Ms. Garrett asked for roll call.

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

Motion carried.

VIII. OLD BUSINESS

Mr. Green shared 3D renderings of the new building along with giving a brief update on the building plans.

IX. NEW BUSINESS

A. Proposal-Pilot Project- Limited Program Specialist Funding

A motion was made by Mike Blakeley and seconded by Jacob Kovach approving to continue with the Limited Program Specialist Funding until funds are depleted or continue through December 31, 2025, or whichever comes first.

Ms. Garrett asked for roll call.

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

Motion carried.

B. Proposal- Workforce Sustainability Reimbursement Program

A motion was made by Mike Blakeley and seconded by Jacob Kovach approving to continue with the Workforce Sustainability Reimbursement Program until funds are depleted or continue through December 31, 2025, or whichever comes first.

Ms. Garrett asked for roll call.

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

Motion carried.

C. Leadership Reports

Ms. Fuller shared they will be reposting the EI Developmental Specialist position as they had one candidate for an interview. She continues attending weekly meetings and building peer relationships in the Early Intervention field and other local agencies.

Ms. Greenawalt- Cherry continues creating efficiency's with in the EI department and is meeting with her team to discuss which assessment tools they like and will begin training on them. Overall, this will save time and money.

The EI Team will begin increasing their management skills through a "pilot" project called "Leadership Circles", with our region being first trained through the Department of Children and Youth. There will be 8 trainings that will be in person and virtual and will also help to ensure county boards policies and procedures are matching rule and guidance.

Developmental Specialist Fenhaus will be coming off her probation in March and leaving in August for maternity leave.

Ms. Warren shared she and Ms. Pettit had a scheduled interview for the Behavior Supports position with candidate canceling due to illness. For now, the one SSA open position is on hold until the newest SSA's have more training and feel comfortable. Accreditation recently asked us for our sixty-day plan of correction, these will be sent later this week. She and Brian will then meet with Accreditation on February 26th to discuss the plan of correction. The state has also begun a "technical assistance" (TA) program for counties who do not receive a three-year accreditation. The TA team will be meeting with the SSA department to ensure we understand guidelines, rules and policies as well as providing support.

Ms. Nichols shared the month of March is DD awareness. She will begin sharing stories of individuals and families on social media and send a news release about the upcoming Cougars vs Generals game.

Her work continues with the on-going website, social media and grant research. She also will be teaming up with WestCON, to feature at least four individuals/families, throughout the year on social media in a "reel's" video.

Ms. Landers shared the business office has been working on the GAP reports that are due to the County Auditor every year.

She will be working on completing budget projections that are due on April 1 and the cost report due in June. She also mentioned our calendar year 2021 cost report settlement will be coming from DODD.

Ms. Pettit shared 2024 recruiting has not been the best and hopes it will turn around soon. Her plan is to re-post the Behavior Support position.

She will facilitate next months in-service of Strategic Plan and has been working with the team to get reports on the progress towards the 2023 annual report.

She also shared she's had great feedback from the Culture Survey in December and has begun the focus groups with the staff who choose to participate and will share the action plan at March board meeting.

Lastly, she has been providing mentor training for SSA's Pieratt and Moore along with others from WestCON and Miami DD- this is an 8-part series where they are learning to be more effective with new hires.

D. Ethics Approvals

None

E. Personnel Actions

New Hires: None

Open Positions: SSA- 1 full time
 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

F. Policies/Procedures

A motion was made by Mike Blakeley and seconded by Jacob Kovach to adopt 509 Eligibility, 514 Self-Administration or Assistance with Self-Administration of Prescribed Medication, 513 Preadmission Screening/Resident Review and 330 Drug Free Workplace policies and procedures as presented

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

X. OTHER

Mr. Green shared the OACB conference in May falls on the same weekday, 16th, as the Board meeting. Members in attendance decided to meet May 23, 2025 for their regularly scheduled meeting.

XI. COMMENTS

None

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 6:56 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.