

Preble County Board of Developmental Disabilities
Board Meeting Minutes
January 19, 2023

BOARD IN-SERVICE: No In-Service

The Preble County Board of Developmental Disabilities held their monthly Meeting on Thursday January, 19, 2023 at 200 Eaton Lewisburg Road; Eaton, Ohio. The meeting was called to order at 5:30 p.m. by Ms. Garrett.

I. ROLL CALL

Stephanie Garrett; aye Jodi Long; aye Curt McNew; aye Jacob Kovach; aye Mara Lovely; aye
Angela Wilson; aye Whitney Loftis; 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 Ms. Garrett.

IV. INTRODUCTION OF STAFF/GUESTS

Brian Green, Superintendent; Brooke Warren, SSA Manager; Stacy Pettit, HR Director; Sandy Landers, Business Manager; Maria Morgan, Community Education & Outreach Coordinator; Ashley Fuller, EI Manager; Judge Jenifer Overmyer and Hollie Morgan Executive Assistant.

V. PRESENTATION BY GUESTS

Judge Overmyer swore in the following new Board members prior to the meeting: Curt McNew, Jacob Kovach and Mara Lovely.

VI. REORGANIZATION MEETING

Ms. Garrett turned the meeting over to Mr. Green to serve as President pro temper for the purpose of reorganization. Mr. Green asked for nominations of appointment of officers.

A motion was made by Curt McNew nominating Stephanie Garrett for President. Jodi Long seconded the nomination.

A motion was made by Stephanie Garret nominating Jodi Long for Vice President. Angela Wilson seconded the nomination.

A motion was made by Jacob Kovach nominating Whitney Loftis for Secretary. Curt McNew seconded the nomination.

With no further discussion for nominations, Mr. Green asked for a roll call vote.

Stephanie Garrett; aye Jodi Long; aye Curt McNew; aye Jacob Kovach; aye Mara Lovely; aye
Angela Wilson; aye Whitney Loftis; absent

Motion carried. Mr. Green turned the meeting over to Ms. Garrett, President.

Ms. Garrett asked the members of the board which committee's they would like to serve for the 2023 year. A brief overview of each committee- Personnel/Finance & Ethics was also shared.

Jodi Long requested personnel and finance.

Curt McNew requested personnel and finance.

Stephanie Garrett request personnel and finance.

Ms. Garrett appointed Whitney to personnel and finance in her absence.

Angela Wilson requested ethics.

Jacob Kovach requested ethics.

Mara Lovely requested ethics.

Ms. Garrett asked for a motion to accept the dates and times of the 2023 Board meetings that were presented.

A motion was made by Jodi Long and seconded by Jacob Kovach to accept the 3rd Thursday of every month at 6:00 p.m. for monthly Board of Directors Meetings as presented.

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

A motion to adjourn the re-organizational meeting was made by Mara Lovely and seconded by Angela Wilson.

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

VII. PRESENTATION OF MINUTES

The minutes of November 17, 2022 Board Meeting were reviewed. A motion was made by Angela Wilson and seconded by Jodi Long to accept the **Regular Board Meeting Minutes of the November 17, 2022** 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 2022. A motion was made by Jacob Kovach and seconded by Jodi Long to accept the **November and December 2022 Financial Reports** as presented.

Ms. Garrett asked for a roll call vote.

Stephanie Garrett; aye Jodi Long; aye Curt McNew; aye Jacob Kovach; aye Mara Lovely; aye

Angela Wilson; aye Whitney Loftis; absent

Motion Carried.

IX. OLD BUSINESS

Update – Building Plans

Mr. Green shared a letter received today from our prosecutor's office with each member- this letter states we could use Targeted Case Management revenue we receive for use of operations. This would allow us to use those monies toward building an office. Mr. Green will schedule an appointment with the County Auditor to discuss the federal revenue monies that have been collecting since 2002.

Mr. Green has formed a new building committee internally with employees who will be working on long- and short-term plans. Our current lease is through June 30, 2023.

Mr. Green will be working diligently over the next few months taking a look at Mote and Associates plans, meeting with commissioners, working with prosecutor's office and looking at current and future levy language.

X. NEW BUSINESS

A. Superintendent Professional Development Plan

A motion was made by Curt McNew and seconded by Angela Wilson approving the 2023 Superintendent Professional Development Plan as presented.

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

B. Public Relations Contract

A motion was made by Jodi Long and seconded by Jacob Kovach approving contract services with Melissa Nichols as presented.

Ms. Garrett asked for a roll call vote.

Stephanie Garrett; aye Jodi Long; aye Curt McNew; aye Jacob Kovach; aye Mara Lovely; aye
Angela Wilson; aye Whitney Loftis; absent

Motion Carried.

C. Table of Organization

Mr. Green will begin presenting the Table of organization on a quarterly basis moving forward.

A motion was made by Jacob Kovah and seconded by Curt McNew to accept the Table of Organization as presented.

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

D. Leadership Reports

Ms. Morgan shared applications for Project Life are now being taken through February 10, 2023 for the 2023-2024 school year.

Preble County Special Olympics- two individuals have fully signed up and officially received YMCA membership.

Cougars basketball scrimmages, practices or games will be on Monday from 6:00 to 8:00 pm with home events taking place this year, at the PC ESC alternative school. Next year, the YMCA will offer Special Olympics a day and time to use their building.

New basketball uniforms will be forthcoming and PC Steering Committee is working on plans for purchasing new softball equipment. Cheer leading uniforms were purchased last year through a donation.

To kick off DD awareness, Cougars vs Generals will be held at National Trail H.S Saturday March 11, 2023 from 11:00 am to 1:00 pm.

Athletes and volunteer signups for Special Olympics should be directed to www.soo.org with donations being requested to go toward Preble County Special Olympics.

Preble County local Advocacy- Ms. Morgan reported the group is coming along and will begin meeting monthly on the third Thursday of the month except December. Our local group is excited to hold their first meeting on February 16th.

Ms. Fuller informed members Venetta Drake, Developmental Specialist, continues with training and onboarding. She is very pleased with Venetta's progress and will begin facilitating visits mid-February with Ms. Fuller shadowing. In March, the goal is to have her own caseload with supervision.

Service coordination numbers are at fifty four and Developmental Specialist is at twenty five currently- she will take on the overflow of numbers as needed. EI continues to grow.

EI department participated in an all-day virtual Motivational Interview training today.

Ms. Fuller announced she is expecting- baby Fuller to arrive this summer!

Ms. Pettit shared employees were very appreciative of the work that was completed and the support of the board to make wages more market competitive.

Recruitment of two new SSA's, posting closes tomorrow.

With accreditation coming this fall, Ms. Pettit has begun auditing employee files ensuring all needed components are contained and will begin looking through HR policies and procedures and updating if needed.

Strategic plan will be presented to the board in February as it is in stages of finalization.

Ms. Pettit reported everyone had fun at the Christmas Holiday luncheon. Event planning is underway once again for Miami and Preble combined- Dayton Dragons Game could be in the near future. Also, she will be looking into some lunch and learns for Preble.

Ms. Landers shared she will be working on the 2023 budget, five-year projections and cost report this quarter.

She is looking forward to working closer with Karen McCain as this will be a positive change for the finance department.

Ms. Warren reported on high caseloads for SSA's and the children's SSA's having the highest. The Children's SSA's, (Marica Parrish & Holly Simones) are fairly new and have made great strides. They have many crises and with not good resources, Ms. Warren has met with mentor, Jessica, from Miami County recently and has decided to categorize children on their caseloads. This will also help families as the child navigates to adulthood. Will also be looking to add additional behavior support resources to our department and looking at the annual forms the families complete. Marica and Holly are both excited with the forthcoming of changes.

E. Ethics Approvals: The Ethics Committee will meet as needed prior to the Board meeting. Statue requires that the Board adopt the recommendations of the Ethics Committee.

F. Personnel Actions

- i. New Hires: None
- ii. Resignations: None
- iii. Open Positions:
 - a. SSA – reposted
 - b. 0.5 FTE Provider Supports – on hold

G. Policies/Procedures

- i. Change to Policy:
 - a. None
- ii. New Policy:
 - a. None
- iii. Date Change and Reformatting Only:
 - a. None

XI. COMMENTS

None

XII. NEXT MEETING: Thursday, February 16, 2023- In-service 5:30 p.m., Board Meeting 6:00 p.m.

XIII. ADJOURNMENT

A motion was made by Jodi Long and seconded by Jacob Kovach to adjourn the meeting at 6:56 p.m.

Ms. Garrett asked for a voice vote.

Motion carried.