

Preble County Board of Developmental Disabilities  
Board Meeting Minutes  
February 16, 2023

**BOARD IN-SERVICE:** Communicating about Ohio's DD System Crisis- Melissa Nichols, Communications Manager and Brooke Warren, SSA Manager

The Preble County Board of Developmental Disabilities held their monthly Meeting on Thursday February 16, 2023 at 200 Eaton Lewisburg Road; Eaton, Ohio. The meeting was called to order at 6:06 p.m. by Ms. Garrett.

**I. ROLL CALL**

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

**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 Mr. Kovach.

**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; Melissa Nichols, Communications Manager and Hollie Morgan Executive Assistant.

**V. PRESENTATION BY GUESTS**

None

**VI. PRESENTATION OF MINUTES**

The minutes of January 19, 2023 Board Meeting were reviewed. A motion was made by Curt McNew and seconded by Jacob Kovach to accept the **Regular Board Meeting Minutes of the January 19, 2023** 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 2023. A motion was made by Jacob Kovach and seconded by Angela Wilson to accept the **January 2023 Financial Report** as presented.

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Ms. Garrett asked for a roll call vote.

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

Motion carried.

## **VIII. OLD BUSINESS**

Update – Building Plans

Mr. Green informed the board he has been looking through past years of budget. He has noted revenues being sporadic- primarily due to the last levy being collected on and then rolled back. Mr. Green also noted waiver match being high. Parameters have been put into place and we should see a difference with waiver utilization costs.

Moving forward, Mr. Green has asked Ms. Landers to place a third column into the financial reports moving forward to show better cash flow balances.

Mr. Green shared we currently have 1.2 million that could be used toward building, this amount represents the monies from the sale of L&M building on Lexington Avenue as well as TCM revenue. A meeting will need to take place with the County Auditor to discuss further options as well as the letter received from Prosecutor's office. Mr. Green is looking toward a long-term goal of not needing to ask for another levy within five years and our budget will be a determining factor for what we can truly afford.

The building committee continues to meet monthly with the team searching for temporary office space that could be utilized while we build.

## **IX. NEW BUSINESS**

### **A. Authorization Resolution-Superintendent to act on behalf of PCBDD**

A motion was made by Curt McNew and seconded by Jacob Kovach authorizing Brian Green, Superintendent of the Preble County Board of Developmental Disabilities, to sign any documents representing the Board with the City of Eaton and/or other entity regarding the road construction, property easement or property usage that will be taking place at both owned lots on N. Maple Street lots in Eaton, Ohio.

Ms. Garrett asked for a roll call vote.

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

Motion carried.

## **B. Leadership Reports**

Ms. Warren shared she has been managing a transition caseload and will have eleven potential high school graduates and with the recent interviews, they will be hired for hybrid SSA positions.

The new hires will be assuming transition load for fielding calls and emails as well as the graduates.

The SSA's are getting closer to the roll out of the Ohio ISP as we received an email from Brittco adult SSA's will be busy transitioning the new plan.

Ms. Pettit was happy to announce she was able to secure Dayton Dragons Lair for July 5, 2023. This will be a combined event for Miami and Preble and offered the invite to board members.

Copies of the 2023-2025 Strategic Plan were shared with board members and previously sent electronically to the team. Ms. Pettit asked for everyone to review and send her any additional input to any of the five areas of the plan that includes:

- Build Provider Network
- Build Capacity to Serve
- Build Innovative Solutions
- Build Community Awareness
- Build Sustainability and Quality

Ms. Pettit and Ms. Nichols will be working together to add revenues, projections and other data to the plan, over a course of time, to show progress/outcomes.

Recruiting has picked up and good candidates are finally coming through, she and Ms. Warren have been busy interviewing.

Ms. Fuller spoke about the new Ohio Department of Children and Youth that is up for approval through the legislative branch. We expect the bill to pass and become effective July 1, 2023 and will take approximately eighteen months for everyone to transition with EI being last. Contacts should remain the same however they will transition to a new Department. Locally, we should see greater alliances with Early Childhood agencies.

Some of the agencies that will be moving over are:

- EI Home Visiting- Help Me Grow
- Ohio Children Trust Fund
- Public Funded Childcare Programs
- School Special Education Services
- Imagination Library
- Children's Services

- Ohio Fatherhood Commission
- Family Child First Committee (FCFC)
- Early Childhood Mental Health Consultation
- Multi-System Youth

County Board will maintain service coordination and therapies along with remaining in the building.

Ms. Fuller gave an update on EI caseload numbers with Service Coordinator, Ms. Fox being at fifty-seven toward the end of January and now about fifty. Miss Fuller assumed the load of the extra children. Regionally, the service coordinators carry a caseload of forty to fifty.

Early Intervention is growing with a steady incline:

- 2018- 49 children and families served
- 2022- 80 children and families served. Referrals for the year were 105.

She and Mr. Green will be meeting to discuss current and future needs and the possibility of a part time position.

Ms. Morgan shared Preble County Advocacy held its first meeting today with 57 in attendance. The group met at the City of Eaton Youth Center for "Lunch & Learn" where they enjoyed pizza and listening to presenters Mary Lakes, Executive Director from Brown Memorial Library, Jane Wickamn from the Joy and Whimsy Depot and special visitor, Stephanie Garrett.

Special Olympics continues to grow- a display of items that are currently used was set up for all to see. The Cougars will have an away game on February 27<sup>th</sup> and will travel to Lebanon, Ohio and the Cougars vs Generals will be at National Trail March 11<sup>th</sup>.

March DD awareness-Information on new movie "Champions", has also been shared with Adult Day Providers if their individuals would like to watch.

Ms. Nichols reported she is acclimating well to Preble County and has taken on the daily tasks of communications with web and social media platforms. She will begin working proactively with Ms. Pettit on the strategic plan and will look to develop an annual report and a "branding" book.

- C.** 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.
- D.** Personnel Actions
  - i. New Hires: None
  - ii. Resignations: None
  - iii. Open Positions:
    - a. SSA – Interviews held
    - b. 0.5 FTE Provider Supports – on hold

**E. Policies/Procedures**

- i. Change to Policy:** Rescind- new policies put into place to reflect OAC rules
  - a. Administration Policy- Section 1.0 Administration and Operations of the County Board-Rescind

- ii. New Policy:** Written to reflect OAC rules

- a. Administration Policy- Section 1.0 Board Mission & Vision
- b. Administration Policy- Section 1.1 Board Orientation
- c. Administration Policy- Section 1.2 Governance of Board Operations
- d. Administration Policy- Section 1.3 Duties of Board Officers
- e. Administration Policy- Section 1.4 Responsibilities-Prohibitions of Board Members
- f. Administration Policy- Section 1.5 Appearance & Presentation Before the Board
- g. Administration Policy- Section 1.6 Meetings of the Board
- h. Administration Policy- Section 1.7 Administrative Organization
- i. Administration Policy- Section 1.8 Table of Organization
- j. Administration Policy- Section 1.9 Digital Recording
- k. Administration Policy- Section 1.10 Strategic Plan
- l. Board Policy- Section 4.13 Community Relations

- iii. Date Change and Reformatting Only:**

- a. None

A motion was made by Angela Wilson and seconded by Jacob Kovach to accept the changes to policies as presented.

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

**X. COMMENTS**

None

**XI. NEXT MEETING:** Thursday, March 16, 2023- In-service 5:30 p.m., Board Meeting 6:00 p.m.

**XII. ADJOURNMENT**

A motion was made by Jacob Kovach and seconded by Angela Wilson to adjourn the meeting at 6:53 p.m.

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