

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

BOARD IN-SERVICE: Strategic Plan- Stacy Pettit, H.R. Director and Melissa Nichols, Community Relations Manager

The Preble County Board of Developmental Disabilities held their monthly Meeting on Thursday March 16, 2023 at 200 Eaton Lewisburg Road; Eaton, Ohio. The meeting was called to order at 6:00 p.m. by Ms. Garrett

I. ROLL CALL

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

II. PRAYER

Jacob Kovach led the Board in prayer.

III. PLEDGE OF ALLEGIANCE

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

IV. INTRODUCTION OF STAFF/GUESTS

Brian Green, Superintendent; Brooke Warren, SSA manager; Stacy Pettit, H.R. 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 February 16, 2023 Board Meeting were reviewed. A motion was made by Jacob Kovach and seconded by Jodi Long to accept the **Regular Board Meeting Minutes of the February 16, 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 February 2023. A motion was made by Jacob Kovach and seconded by Angela Wilson to accept the **February 2023 Financial Report** as presented.

Ms. Garrett asked for a roll call vote.

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

Motion carried.

VIII. OLD BUSINESS

Update- Building Plans

Mr. Green plans to meet with the Auditor to discuss the funds that have been identified and received by revenue to see if those can be segregated for use.

Meetings with Ms. Landers continue regarding long- and short-term plans and how it may affect our budget and will return to the Board when more solid information is gathered.

IX. NEW BUSINESS

A. Strategic Plan- 2023-2025

A motion was made by Jodi Long and seconded by Jacob Kovach to accept the Strategic Plan- 2023-2025 as presented.

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

B. Leadership Reports

Ms. Fuller shared Venetta Drake, Developmental Specialist went on her first home visit alone and was comfortable doing so. Ms. Fuller will be taking a week's vacation and Ms. Drake will be going out on her own with several visits- will debrief when she returns from vacation. Ms. Drake received her certification through State.

The following departments will move to the new Children and Youth Department once approved:

- Education
- Health
- Job and Family Services
- Medicaid
- Mental Health and Addiction Services

Brainstorming continues within the EI Department to see if a short/long term employee is best due to the numbers rising. Ms. Fuller has reached out to our regional contact asking for suggestions.

EI Department is also going to be reaching out to Eaton Schools to see if their new speech therapist would like to take on additional hours through a contract.

Ms. Warren shared two new SSA's will start on Monday- Bailey Frazier and Miranda Munz will take on hybrid caseloads. Training with Miami SSA's will begin along with mentors from Preble.

SSA Leah Watkins recently moved and since resigned and will be taking another SSA position in Warren County. Her case load will be divided amongst the other SSA's until her position is filled.

Ms. Morgan shared the Cougars versus Generals game raised over \$2,500.00 from donations and thanked everyone who participated with last Saturday's game.

Two guest speakers from the county come to share about volunteer opportunities with the Advocacy group today.
The advocates each got their picture taken while holding the proclamation for DD awareness month.

Ms. Morgan also shared she feels we are going to make great strides with the new Strategic plan while focusing on Advocacy and the people we serve.

Ms. Nichols shared the leadership team did a wonderful job pulling information for the Strategic Plan- this made her job easier with putting all the pieces together.

The month has been very busy with DD awareness- activities placed on social media sites.

Ms. Nichols will be working with Shout It Out Design to refresh our website so it's more user friendly and add additional features along with "branding standards" to pull our look, voice and feel all together to help us tell our "story".

Ms. Pettit informed the members she will be reposting an SSA position to fill Ms. Watkins vacancy.

Leadership training on behalf of career development check- in- process will begin in April and launch in May with employees- working with Ms. Nichols to develop a tool for use.

Ms. Landers informed the board we would be moving forward with a new copier- this will cut costs to our service agreement in half. The current one is eleven years old. We will also be replacing computers- will start with four this year and every year thereafter with four until we get on a schedule.

Ms. Landers has been participating in several conferences with the CEU's being applied toward her re-certification.

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

D. Personnel Actions

- i. New Hires: Bailie Frazier, SSA & Miranda Munz, SSA- March 20, 2023
- ii. Resignations: Leah Watkins, SSA- March 27, 2023
- iii. Open Positions:
 - a. SSA- Posted 1 position
 - b. 0.5 FTE Provider Supports- on hold

E. Policies/Procedures

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

X. OTHER

Ms. Garrett shared Preble County CBB is going to participate in a calendar of events that is called, "Yodel" that will launch in May. We are fourth in the State to begin using this and she would like to place the Board of DD activities on the calendar.

XI. COMMENTS

Ms. Wilson shared she heard very good things about Ms. Morgan and how well she is doing on behalf of Special Olympics along with raising funds for the Olympian's use.

XII. EXECUTIVE SESSION

None

XIII. NEXT MEETING: April 20, 2023- In-service at 5:30 and Board meeting at 6:00 p.m.

XIV. ADJOURNMENT

A motion was made by Jacob Kovach and seconded by Jodi Long to adjourn the meeting at 6:38 p.m.

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