

Preble County Board of Developmental Disabilities
Board Meeting Minutes
April 20, 2023

BOARD IN-SERVICE: Major Unusual Incidents and Unusual Incidents (MUI/UI)- Jason Winterrowd, investigative Agent

The Preble County Board of Developmental Disabilities held their monthly Meeting on Thursday April 20, 2023 at 200 Eaton Lewisburg Road; Eaton, Ohio. The meeting was called to order at 5:54 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; aye

II. PRAYER

Jodi Long led the Board in prayer.

III. PLEDGE OF ALLEGIANCE

Everyone in attendance joined in by reciting the Pledge of Allegiance, led by Mr. McNew.

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; and Melissa Nichols, Communications Manager.

V. PRESENTATION BY GUESTS

None

VI. PRESENTATION OF MINUTES

The minutes of March 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 March 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 March 2023. A motion was made by Angela Wilson and seconded by Curt McNew to accept the **March 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; aye

Motion carried.

VIII. OLD BUSINESS

Mr. Green briefed the members of building plans.

IX. NEW BUSINESS

A. H&F Holdings Lease

A motion was made by Jacob Kovach and seconded by Jodi Long authorizing the Superintendent to amend current lease agreement with H&F Holdings for 12 months beginning July 1, 2023 and ending June 30, 2024 at a cost not to exceed \$49,500.00

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; aye

Motion carried.

B. Behavior Support Position

A motion was made by Jodi Long and seconded by Curt McNew approving the position of Behavior Support 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; aye

Motion carried.

C. OACB's 2023 Spring Conference

Deadline for registering- Wednesday May 3, 2023 by 5:00 p.m. Please email or call Hollie Morgan, if you would like to register.

D. Leadership Reports

Ms. Landers explained she is working on reviewing and creating fiscal policies for the May board meeting.

She also informed the board that she uploaded the 10-year projections to DODD by April 1st as required. She explained the uploaded projections contain the board approved 2023 and 2024-2032 contains projections for a future building. She also informed the board the budget on DODD can be revised anytime and that DODD will eventually publish the county boards' projections.

Ms. Nichols shared she is ready to begin work with Shout It Out Design and has an upcoming meeting to get started on redesigning our website.

She informed the members of updating some brochures and handouts for community outreach events along with creating an official Brand Book- will have this to share at the next meeting.

Ms. Nichols asked Ms. Garrett about the site she mentioned at the last meeting. She advised it is called "Yodel", and shared that trainings are scheduled in early May for community groups wishing to use this online community calendar.

Ms. Morgan shared the PC Expo was an excellent opportunity for few Self-Advocates to volunteer. There were 14 volunteers on Friday to assist with set up and 2 volunteers on Saturday. The Advocates also helped other exhibitors help carry in their items and set up.

PC Special Olympics Baked Good fundraiser was a success during the Expo. Friends of PCSOO donated 50 dozen cookies. Six athletes, 2 student volunteers and three parent volunteers collected \$423.50-monies will be put towards a Fun Field Day later this year.

PCBDD continues to facilitate the monthly Preble Advocacy Meetings. Numbers in attendance fluctuate from month to month, but the attendees are showing growth in speaking up for themselves and their peers. April was our third meeting.

Board President, Stephanie Garrett, asked for an update on Project Life and Ms. Warren shared the number of students selected and that renovations are getting ready to start. Also, she shared an ESC staffing update and that PC Project Life will open its doors in August 2023 at "The Bistro" at Eagles Point.

Ms. Warren informed the board the SSA Dept. has been busy since being short staffed by 2 SSA's and Holly Simones, hybrid SSA will be leaving as she has taken another position with Champaign County DD. Ms. Warren is undertaking SSA case management duties due to the seasoned SSA's are not able to take on additional work.

She also shared the two new SSA's are now making contact with people on their caseloads and are continuing to work closely with their mentor's.

Ms. Fuller informed the board of the Service Coordination grant for SFY24 is going up to almost 10 thousand dollars; from \$81,295 to \$90,889. An increase was also obtained from SFY22 to SFY23. A few concerns for the EI Department could include, Service Coordination burnout, continuous growth in numbers and families with

higher needs along with having the ability to do additional follow up with families to connect them with resources and ensure they are happy with the services they are receiving.

Venetta Drake, Developmental Specialist (DS), is carrying around 90% of the current DS caseload and is doing really well! Venetta and Lauren will also have access to mentors from Miami County, similar to our SSA mentors to be a support for their work and to connect them with a peer in the same position in the EI field.

She also shared she has been in contact with Miami University in search of speech therapy options. It was recommended she sign up for "Handshake", a website for employment to find recent and upcoming graduates. Mr. Kovach stated he is familiar with the website and not surprised of being directed there. Ms. Fuller commented that this was not exactly the lead she was looking for but will look into as a possibility.

Ms. Pettit shared a copy of the Check In & Career Development Tool with the members. She has met and trained Supervisors and will be meeting with Employees next week to discuss prior to implementation.

She shared Holly Simones, SSA, resigned and she will be recruiting for SSA and Behavior Support Coordinator's positions as well as following up with recent new hires.

Ms. Pettit continues to work on Accreditation preparation and policy updates.

- 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.

- D. Personnel Actions**

- i. **New Hires:**
 - a. Bailie Frazier, SSA
 - b. Miranda Munz, SSA- March 20, 2023
 - ii. **Resignations:** None
 - iii. **Open Positions:**
 - a. SSA- Posted 1 position
 - b. 0.5 FTE Provider Supports- on hold

- E. Policies/Procedures**

- i. **Change to Policy:**
 - Section 3.4 Supported Living Program Definition, Purpose & Philosophy rewritten to reflect OAC changes. Section 3.6 Addressing Major Unusual Incidents & Unusual Incidents
 - Section 3.13 Independent Provider Overtime w/Appendix- rewritten to

- reflect OAC changes- Signature title change
- Section 4.1 Early Intervention-rewritten to reflect OAC changes
- Section 4.9 Public Records Policy-rewritten to reflect OAC changes
- ii. **Policies Rescinded**
 - Section 3.10 SSA Capacity Determination- No longer use of point system
 - Section 4.11 Early Intervention System of Payments-Duplicated in Section 4.1
- iii. **New Policy:**
 - Section 3.15 Principles of Self-Determination
 - Section 3.16 Quality Assurance
 - Section 3.17 Individual Service Plans
 - Section 3.19 Pre-Admission Screening and Resident Review (PASRR)
 - Section 3.20 On-Call/After Hours Availability
 - Section 3.21 Self-Administration of Assistance with Self-Administration of Prescribed Medication
 - Section 4.14 Early Intervention Confidentiality
- iv. **Date Change and Reformatting Only:**
 - Section 3.7 Medicaid Services Administrative Resolution of Complaints (Due Process)

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

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

X. COMMENTS

None

XI. EXECUTIVE SESSION

A motion was made by Jodi Long and seconded by Angela Wilson to enter into executive session for the purpose of considering the compensation of a public employee pursuant to ORC 121.22 (g)(1), at 7:11 p.m.

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; aye

Motion carried.

A motion was made by Jodi Long and seconded by Jacob Kovach to adjourn from executive session at 7:45 p.m.

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

A motion was made by Mr. Kovach and seconded by Jodi Long accepting the title change of Community Education & Outreach Coordinator to Community Connection Coordinator along with updating the Table of Organization to reflect change.

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

A motion was made by Curt McNew and seconded by Jodi Long to accept offering a temporary stipend to the Team Lead for nine months.

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; aye

Motion carried.

XII. OTHER

Mr. Green reported he received Board Member resignations from Mara Lovely and Whitney Lofts.

XIII. NEXT METTING: Thursday May 18, 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 7:45 p.m.

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