

Preble County Board of Developmental Disabilities
Board Meeting Minutes
June 15, 2023

BOARD IN-SERVICE: Early Intervention – Ashley Fuller, PCBDD EI Manager

The Preble County Board of Developmental Disabilities held their monthly Meeting on Thursday June 15, 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; here Jodi Long; here Angela Wilson; here
Jacob Kovach; present Curt McNew; here

II. PRAYER

Curt McNew led the Board in prayer.

III. PLEDGE OF ALLEGIANCE

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

IV. INTRODUCTION OF STAFF/GUESTS

Brian Green, Superintendent; Brooke Warren, SSA manager; Stacy Pettit, H.R. Director; Sandy Landers, Business Manager; Ashley Fuller, EI Manager; Melissa Nichols, Communications Manager and Maria Morgan, Community Connections Coordinator.

V. PRESENTATION BY GUESTS

None

VI. PRESENTATION OF MINUTES

The minutes of April 20, 2023 Board Meeting were reviewed. A motion was made by Jacob Kovach and seconded by Curt McNew to approve the **Regular Board Meeting Minutes of the April 20, 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 months of April and May 2023. A motion was made by Jody Long and seconded by Jacob Kovach to approve the **April and May 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
Curt McNew; aye

Motion carried.

VIII. OLD BUSINESS

Mr. Green briefed the members on the building plans. The RFP for the architect has been submitted. We'll work with an attorney on levy language. We've identified some TCM revenue that can be used towards the building.

IX. NEW BUSINESS

A. Contract – Butler County Educational Service Center

A motion was made by Jody Long and seconded by Jacob Kovach to approve the Butler County Education Service Center contract as presented for the purpose of Early Intervention Service Coordination until the new EI Service Coordinator position is hired and trained.

Ms. Garrett asked for a roll call vote.

Stephanie Garrett; aye Jodi Long; aye Angela Wilson; aye Jacob Kovach; aye
Curt McNew; aye

Motion carried.

B. Authorization to Contract with Bricker & Graydon:

A motion was made by Jacob Kovach and seconded by Curt McNew to approve the Bricker & Graydon contract as presented for the purpose of representation of a validation action regarding current levy language.

Ms. Garrett asked for a roll call vote.

Stephanie Garrett; aye Jodi Long; aye Angela Wilson; aye Jacob Kovach; aye
Curt McNew; aye

Motion carried.

C. Motion to Cancel July Board Meeting

A motion was made by Angela Wilson and seconded by Jacob Kovach to cancel the July board meeting.

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

D. Leadership Reports

Mr. Green updated the members on the family as providers initiative and other items in the proposed state budget.

Ms. Warren shared PCBDD will begin using the Ohio ISP in Brittco very soon. The SSA department has received 18 new referrals since January 1, 2023. Brooke has a case load now due to vacancies. Interviews for applicants continue.

Ms. Morgan states individuals were engaged in a class on internet safety. Softball is underway with 19 players. Dayton Dragons gave Preble County individuals 65 tickets to attend one their games.

Ms. Nichols updated the board with Yodel. Website revision is currently happening. Employee photographs re being taken for email signatures. A team profile for EI department is being developed.

Ms. Garrett asked if we will attend the fair and hand out materials. Maria answered we are attending.

Ms. Fuller explained our developmental specialist resigned due to family needs. She has 25 children on her case load. We are working on a solution. Butler County ESC is assisting with service coordination during Ms. Fuller's leave. Miami CBDD's EI Director will fill in for Ms. Fuller during her leave.

Ms. Pettit shared with the board the employee check-in process.

- 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. No action.
- F.** Policies/Procedures
Brian Green presented policy revisions, new policies, and polices with format and date changes only. Ms. Garrett asked for a summary of the changes and each department head updated the board.

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

Ms. Garrett asked for a roll call vote.

Stephanie Garrett; aye Jodi Long; aye Angela Wilson; aye Jacob Kovach; aye
Curt McNew; aye

Motion carried.

X. OTHER
No Comments

XI. COMMENTS
None

XII. Executive Session

A motion was made by Jacob Kovach 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 6:57 p.m.

Ms. Garrett asked for a roll call vote.

Stephanie Garrett; aye Jodi Long; aye Angela Wilson; aye Jacob Kovach; aye
Curt McNew; aye

Motion carried.

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

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

A. El Service Coordinator-Administrative Assistant

A motion was made by Jacob Kovach and seconded by Jodi Long to approve the El Service Coordinator/Administrative Assistant Proposal as presented.

Ms. Garrett asked for a roll call vote.

Stephanie Garrett; aye Jodi Long; aye Angela Wilson; aye Jacob Kovach; aye
Curt McNew; aye

Motion carried.

B. Additional SSA

A motion was made by Jodi Long and seconded by Jacob Kovach to approve and additional SSA position as presented.

Ms. Garrett asked for a roll call vote.

Stephanie Garrett; aye Jodi Long; aye Angela Wilson; aye Jacob Kovach; aye
Curt McNew; aye

Motion carried.

C. Developmental Specialist

A motion was made by Jacob Kovach and seconded by Jodi Long to approve an additional Developmental Specialist.

Ms. Garrett asked for a roll call vote.

Stephanie Garrett; aye Jodi Long; aye Angela Wilson; aye Jacob Kovach; aye
Curt McNew; aye

Motion carried.

D. Table of Organization

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

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

XIII. NEXT MEETING: Thursday August 17, 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 7:48 p.m.

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