

Preble County Board of Developmental Disabilities
Board Meeting Minutes
September 21, 2023

BOARD IN-SERVICE: Budgeting & Cash Flow Projections; Sandy Landers, Business Manager

The Preble County Board of Developmental Disabilities held their monthly Meeting on Thursday September 21, 2023 at 200 Eaton Lewisburg Road; Eaton, Ohio. The meeting was called to order at 6:03 p.m. by Ms. Garrett.

I. ROLL CALL

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

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 Ms. Garrett.

IV. INTRODUCTION OF STAFF/GUESTS

Brian Green, Superintendent; Brooke Warren, SSA Manager; Kathy Greenawalt-Cherry; El Director; Maria Morgan, Community Connections Coordinator; Melissa Nichols, Communications Manager via Zoom; Sandy Landers, Business Manager; Stacy Pettit, H.R. Director, Travis Rusk and Hollie Morgan, Executive Assistant.

V. PRESENTATION BY GUESTS

None

VI. PRESENTATION OF MINUTES

The minutes of August 17, 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 August 17, 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 August 2023. A motion was made by Jacob Kovach and seconded by Angela Wilson to approve the **August 2023 Financial Report** as presented.

Ms. Garrett asked for a roll call vote.

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

VIII. OLD BUSINESS

A. Building Plans

Mr. Green briefed members of the Board of his meeting with APP Architecture and Commissioners.

B. Accreditation

Mr. Green reported our sample, along with Major Unusual Incident and itinerary has been submitted. Mr. McNew and Ms. Garrett will plan on attending October 12, 2023 at 1:30 p.m.

IX. NEW BUSINESS

A. Proposal for Employee Salary Increase for CY 2024

A motion was made by Angela Wilson and seconded by Curt McNew approving the 4% employee salary increases for CY 2024 in the amount of \$48,615 as presented.

Ms. Garrett asked for a roll call vote.

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

B. Proposal for 2024 Revenue and Expenditure Budget

A motion was made by Curt McNew and seconded by Jacob Kovach approving the CY 2024 Revenue and Expenditure Budget as presented.

Ms. Garrett asked for a roll call vote.

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

C. Synergy Conference

Ms. Morgan shared a total of five individuals will be attending the conference on October 4, 5, & 6 2023 through a scholarship package.

D. Leadership Reports

Ms. Nichols reported on the continuing progress with Shout It Out Designs with moving content over to our website. She is very appreciative of event photos that have been shared. She continues to work on updating marketing materials and branding.

Ms. Pettit shared continuance with onboarding is her primary focus. A Developmental Specialist was hired along with an SSA. Also, a Service Coordinator/Admin. position was filled on September 7th, the person resigned on September 11th, possibly due to job demands not fitting with her personal life. Next week, she and Ms. Warren will conduct SSA interviews.

Ms. Greenawalt-Cherry reported September 1st, Early Intervention had 47 open cases and had 90 referrals the month of August.

New Developmental Specialist (DS) Veronica has recently obtained her certification and is able to run visits with DS, Amy Kneisley, attending visits. Evidence based coaching is beginning with Veronica as well and once Mary obtains her certification, Kathy will provide the evidence-based coaching with her.

Ms. Morgan reported September Advocacy took place today with an advocate running the meeting.

Special Olympics ended last night with a fun game. Saturday they will have the fun field day.

Ms. Warren shared the COG substitute SSA started on September 12th with her taking the adult SSA's from her. The sub will also be help mentor current new SSA's. New SSA, Ashley Moore has taken Christie Anderson's case load.

Interviews taking place next week and hoping to get some new employees.

She is also preparing the SSA's for upcoming Accreditation and ensuring they are comfortable since they have not been through the process.

Project Life has an Open House scheduled for November 16th

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

New Hires

Mary Fenhaus, Developmental Specialist- 9.14.2023

Resignations

Karri Lewis, Service Coordinator/Admin- 9.11.2023

Open Positions

SSA- 4 Full Time

Behavior Support Coordination- 1 Full Time

0.5 FTE Provider Supports- On Hold

G. Policies/Procedures

None

X. OTHER

XI. COMMENTS

XII. EXECUTIVE SESSION

A motion was made by Jacob Kovach and seconded by Angela Wilson to enter into executive session at 6:37 p.m. per ORC 121.22 (G)(1) to consider employment and/or dismissal of a public employee.

Ms. Garrett asked for a roll call vote.

Stephanie Garrett; aye Jodi Long; absent

Angela Wilson; aye

Curt McNew; aye Jacob Kovach; aye

ADJOURNMENT EXECUTIVE SESSION

A motion was made by Jacob Kovach and seconded by Curt McNew to adjourn from Executive Session at 7:13 p.m.

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

XIII. NEXT MEETING

Thursday October 19, 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 Angela Wilson to adjourn the meeting at 7:14 p.m.

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