

Preble County Board of Developmental Disabilities
Board Meeting Minutes
August 17, 2023

BOARD IN-SERVICE: Multi-System Youth/Ohio Rise- Brooke Warren, PCBDD SSA Manager

The Preble County Board of Developmental Disabilities held their monthly Meeting on Thursday August 17, 2023 at 200 Eaton Lewisburg Road; Eaton, Ohio. The meeting was called to order at 6:09 p.m. by Ms. Garrett

I. ROLL CALL

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

II. PRAYER

Mr. McNew 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; Stacy Pettit, H.R. Director; Sandy Landers, Business Manager; Kathy Greenawalt-Cherry, Contracted EI Manager; Melissa Nichols, Communications Manager; Maria Morgan, Community Connections Coordinator and Hollie Morgan Executive Assistant.

V. PRESENTATION BY GUESTS

None

VI. PRESENTATION OF MINUTES

The minutes of June 15, 2023 Board Meeting were reviewed. A motion was made by Curt McNew and seconded by Jacob Kovach approving the **Regular Board Meeting Minutes of the June 15, 2023** 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 June & July 2023. A motion was made by Jacob Kovach and seconded by Curt McNew approving the **June and July 2023 Financial Reports** 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 member on the building plans. Request for Qualification's are coming in- deadline August 18, 2023.

He also shared we will receive our Accreditation sample soon and he is now able to log in to DODD's site for the purpose of trading/uploading files. Mr. Green will send a calendar invite to members of the Board so they may participate in Accreditation after he receives our schedule.

Mr. Green reported reaching out to prospective board member and at this time, they have declined. He has been made aware of an Advocate who may be interested and will be reaching out to him.

IX. NEW BUSINESS

A. Table of Organization

A motion was made by Jodi Long and seconded by Curt McNew approving the Table of Organization 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. Authorization for Superintendent to Contract for Early Intervention Services

A motion was made by Jodi Long and seconded by Angela Wilson approving the Superintendent to Contract for Early Intervention Services 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. Resolution

A motion was made by Jacob Kovach and seconded by Curt McNew approving the following resolution as presented. "Whereas the Preble CBDD received additional Medicaid dollars for Targeted Case Management services for calendar years 2015 through 2019 and whereas these dollars may be used for capital projects, the board therefore approves the appropriation of \$624,028.33 to the General Fund transfer out account 011-052-109110. The board also approves the transfer of these appropriated funds from 011-052-109110 to the Capital Fund transfers account 053-450-022410".

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. Leadership Reports

Ms. Morgan shared the fair was a huge success- 5 provider agencies, the library and several advocates who volunteered this year. Plans for next year's fair are already in the making.

Special Olympics softball will be participating in a few more games before season ends mid-September.

Ms. Greenawalt-Cherry shared EI had 42 children on IFSP's and 56 open cases in July. Butler County continues to be utilized for the intake of children until the new Service Coordinator has completed her training.

New Developmental Specialist, Veronica Bever-Woehrmann, has been job shadowing and will be sending in for her certification tomorrow.

The Early Intervention team is working on documentation for compliance with Accreditation along with the frequency, intensity and duration of services within the IFSP.

Early Head Start is opening 8 new slots in October- EI team has been meeting with them, to help fill those slots.

Ms. Nichols shared she and Maria have been looking through Marketing materials we currently have and a refresh will be forthcoming.

Intern, Jenna is finishing up with Preble projects; branding for SSA department, EI Team Profiles along with email signatures that will be coming out soon.

Next week, she and Mr. Green will be traveling to Edison Community College to research grants through their Foundation Center. They have a National data base which requires a subscription to access the entire nation for grants. They will also research local and regionally as well.

Ms. Garrett shared the logo for Ohio is returning to government agencies and we may want to investigate for branding purposes.

Ms. Warren shared Project Life began classes yesterday at the Bistro. Four students are affiliated with the board. She and a few others toured the class room.

Ms. Garrett inquired scheduling a time for Board members to tour while students are in session.

Christie Anderson, SSA is working remotely to help through Accreditation until her resignation date mid October 2023.

We will be utilizing a substitute SSA from WestCON the second week of September until the end of the year. New hire/rehire Ashley (Stevens) Moore will return to the SSA department this month. Brooke is hopeful to have a full team soon.

Ms. Pettit shared offers had been made to candidates however, they have declined. Recruiting continues along with prepping for Accreditation.

Ms. Landers reported she will be presenting on County Finances/Budgets at next month's in-service. She informed the members if they have a certain area/topic she can address to let her know.

- 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:

Veronica Bever-Woehrmann, EI Developmental Specialist- 6.24.2023

Karri Lewis, Service Coordinator/Admin- 8.31.2023

Ashley Moore, SSA (rehire)- 8.31.2023

Resignations:

Miranda Munz, SSA- 8.2.2023

Christie Anderson, SSA- 10.13.2023

Open Positions:

SSA- Posting of 4 full time positions

0.5 FTE Provider Supports- on hold

Behavior Support Coordinator- Posting 1 full time position

Developmental Specialist- Posting 1 full time position

- G. Policies/Procedures: The Superintendent recommended the adoption of the Policies and Procedures listed below and as presented:

Change to Policies:

206 Capital Asset Physical Inventory

603 Critical Needs

Policy Rescinded:

3.9 Free Choice of Provider

Date Change and Format Only:

516 Technology First

702 Volunteer

902 Ethics Council

A motion was made by Jacob Kovach and seconded by Jodi Long accepting the changes to the Policies and Procedures 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

None

XI. COMMENTS

Mr. McNew inquired about Special Olympics criteria for athlete participation. Mr. McNew also shared he is a qualified trainer through ODOT and is able to assist with wheel chair training for bus 101.

Ms. Garrett stated she appreciates the PCBDD staff and all that we do.

XII. NEXT MEETING: Thursday October 19, 2023- In-service at 5:30 and Board meeting at 6:00 p.m.

XIII. ADJOURNMENT

A motion was made by Jacob Kovach and seconded by Curt McNew to adjourn the meeting at 7:11 p.m.

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