

April, 2024

LCBDD MEETING MINUTES:

I. ROLL CALL

- II.** The meeting was called to order by Ms. Valerie Robb at 5:30 p.m. on Thursday, April 4, 2024 at the Logan County Board of Developmental Disabilities, Bellefontaine, Ohio. Those in attendance were Ms. Valerie Robb, Ms. Lindsay Krieger, Mr. Frank Giannola, Mr. Scott Steiner, Mr. Allen Huffman and Mrs. Melanie Reames.

Other attendees were Ms. Krista Oldiges, Mr. Jason Moyer, Ms. Lisa Sulich, Mrs. Jennifer Frail, Mrs. Staci Nichols, Mrs. Liz Rose and Mrs. Ashley Shefbuch.

III. Moment of Silence

IV. ADOPTION OF AGENDA

A motion was made by Mr. Steiner and seconded by Mr. Giannola to approve the motions agenda for the April 4, 2024 board meeting. Motion passed unanimously.

V. PUBLIC PARTICIPATION - None

VI. APPROVAL OF MINUTES

A motion was made by Ms. Krieger and seconded by Mrs. Reames to approve the minutes of the March 7, 2024 board meeting, as written. Motion passed unanimously.

VII. PRESENTATION OF FINANCIAL REPORTS

Business Director, Mrs. Jennifer Frail, presented monthly financials. Year-to-date financials show expenses at 17.40% compared to the budget due to repair expenses. Revenue is 47.61% compared to the budget. The board recently received property tax funding. ARPA Fund 2850 was established in March for the ARPA grant. Board members will see this information included in future financial reports. To help reduce utilizing the board credit card, purchases through Amazon will now be invoiced. Funding was transferred to WestCon for the waiver match. The expense and revenue summaries through February 2024 were reviewed. Mrs. Frail distributed a cash flow projection through year 2033. Based on this projection, the board will be looking at a levy for additional funding in 2026. The last levy the board ran was in 2005.

In IT, Mrs. Frail reported that the board is waiting for the second part of the server migration.

VIII. CONFIRMATION OF EXPENDITURES & BUDGETARY TRANSACTIONS

A motion was made by Mr. Huffman and seconded by Mr. Steiner to confirm the payment of expenditures for February 1 – February 29, 2024, as included in the board packet. Motion passed unanimously.

A motion was made by Mrs. Reames and seconded by Ms. Krieger to approve the budgetary transactions for February 1 – February 29, 2024, as included in the board packet. Motion passed unanimously.

IX. PRESENTATION OF ADMINISTRATIVE REPORTS

Superintendent

Ms. Oldiges reported that several staff members have volunteered to be available at the Multi-Agency Resource Center (MARC) over the past few weeks to assist people affected by the tornado.

Ms. Oldiges shared that the Villages of Huntsville and Rushsylvania have reached out to the Board inquiring about possible donations to assist in making their parks more accessible. There have been no formal requests for funding currently.

Ms. Oldiges reported that several building maintenance projects have been completed. Those projects included painting the preschool gym and early intervention offices, repairs to the roof top HVAC unit for the gym, locks replaced on some of the windows at the board office and repairs to a back flow issue with the sprinkler system at the board office.

Ms. Oldiges reviewed some of the Advocacy and Outreach highlights. The Community Basketball Game has been rescheduled for April 25 at 5:30 pm at the Bellefontaine Middle School. Staff attended the Indian Lake Career Expo where 25 people were interested in more information about becoming a provider and volunteering. The Polar Plunge was postponed due to the tornado and has not been rescheduled yet. In March the board gained 30 new followers on Facebook and the post reach has increased by 38,000. There are a few upcoming trainings that have been scheduled which include STABLE Accounts, Remote Supports and a Potty-Training Seminar.

SSA Director

Mr. Moyer reported that the numbers of people served have decreased over the last month due to a few people who have transferred to another county. All the referrals that have been assessed for 2024 so far were deemed eligible for services. Six children receiving early intervention services have transferred to SSA services.

The SSA staff reached out to all the individuals and families served that lived in the area affected by the tornado. The board has spent over \$3,000 assisting those that were displaced or had damage to their homes, which included temporary housing, food, repairs and space heaters.

HR Director

Mrs. Nichols reported that Cara Kauffman has been selected to replace Connie Hall as the Administrative Assistant. Ms. Kauffman will be starting on April 22, which will allow her to have the opportunity to be trained by Mrs. Hall in hopes for a smooth transition. Mrs. Hall will be working through the end of the school year.

Mrs. Nichols shared that Kayla Gauze, Preschool Instructor, has submitted a letter of resignation, but will work until the end of the school year. Cindy Holloway has also submitted her notice that she will be retiring at the end of the school year.

Staff enjoyed the Pi Day event, which was a fundraiser for the Employee Engagement Committee.

Early Intervention Director

Mrs. Rose reported that the Tiny Tunes class, paid for through the ARPA Grant, was held on March 19 and was enjoyed by those who attended. Another class is scheduled for April. Referrals were low for March, however, several referrals have already been received for April. Heather Barns, Developmental Specialist, is currently working towards becoming certified for PLAY.

Preschool Director

Ms. Sulich reported that the preschool has had several visitors over the past month including Cat in the Hat, Thing 1 and Thing 2, St. Patrick's Day Leprechaun and the Easter Bunny. Preschoolers also enjoyed an Easter Egg Hunt before Spring Break.

Ms. Sulich shared that over 80 families attended parent/teacher conferences. There were 12 families who enrolled children during the Open Houses for the 2024-2025 school year.

X. NEW BUSINESS

In new business, the contract with Primary Solutions was reviewed for approval. Ms. Oldiges reported that this contract is for the Infal software that is utilized. There were no changes to this contract.

Ms. Oldiges reviewed three policies. Policy 5.1.2 Certification/Registration/Licensure was updated to include a section allowing employees to be reimbursed for any fees associated with obtaining or renewing a certification or license required for their position or one that is deemed beneficial to the board and relevant to their position. A teacher's license is currently \$200 for 5 years, teacher aides are \$50 for 2 years, and other certified staff costs \$100 for 2 years. Policy 5.6.14 Personal Leave Donation was updated to allow all employees to utilize the Personal Leave Bank. Employees will no longer need to be employed by the board for one year to utilize and employees will no longer be required to donate to the Personal Leave Bank to utilize. Policy 5.8.1 Board Property was updated to allow staff to make personal copies and utilize the postage meter for personal mail. Costs for black and white copies will be \$0.05 and color copies will be \$0.10. If staff use the postage meter for personal mail, then the staff person would owe the cost of the postage.

Mrs. Frail discussed with the board the option to approve administrative leave with pay for employees directly impacted by the March 14, 2024 tornado. Currently the employees affected are using vacation leave when they need to take time off for cleanup, insurance and repairs. According to Ohio Revised Code 124.388 administrative leave with pay can be used in circumstances where the health or safety of an employee or of any property entrusted to the employee's care could be adversely affected. The length of administrative leave with pay is solely at the discretion of the appointing authority, but shall not exceed the length of the situation for which the leave was granted.

XI. MOTIONS/RESOLUTIONS

1. Mr. Huffman moved and Mr. Giannola seconded to approve the contract with Primary Solutions, as included in the board packet. Motion passed unanimously.
2. Mr. Steiner moved and Ms. Krieger seconded to approve Policy 5.8.1 Board Property, as included in the board packet. Motion passed unanimously.
3. Mr. Giannola moved and Mr. Huffman seconded to approve Policy 5.1.2 Certification/Registration/Licensure, as included in the board packet. Motion passed unanimously.
4. Mrs. Reames moved and Ms. Kreiger seconded to approve Policy 5.6.14 Personal Leave Donation, as included in the board packet. Motion passed unanimously.
5. Mr. Steiner moved and Mr. Huffman seconded to approve paid administrative leave up to 10 days for those staff directly impacted by the tornado on March 14, 2024, as discussed in the board meeting. Motion passed unanimously.

ADJOURNMENT

Mr. Giannola moved and Ms. Krieger seconded to adjourn the meeting at 6:09 p.m.

Next Board meeting: Thursday, May 2, 2024 at 5:00 p.m.



**April Board Meeting
Financial and IT Report
Report by: Jennifer Frail**

Monthly Financials

The following reports are included for month end 2/2024:

- A) LCBDD Expense and Revenue Summary
- B) LCBDD Expense Detail for Board ratification

Highlights:

- Year-to-date operating expenses is 17.40% compared to the budget target of 16.6%.
 - We are at 17.03% in contracts and are at 24.32% in Repairs.
- Year-to-date operating revenue is 47.61% compared to the budget target of 16.6%.
 - We received our property taxes in the amount of \$2,487,389.92.
- Apra Fund 2850 was established in March.

Fund Balances: 1/31/2024	
General Fund - 2080	\$ 7,468,868.03
Gift & Donation Fund - 2081	\$ 2,210.97
Community Support Fund - 2082	\$ 301,348.38
Capital Fund - 4010	\$ 540,736.67
WestCON	\$ 3,097,788.01
Total	\$ 11,410,952.06

IT Updates

- Still waiting on the 2nd part of the Server migration. Most of the issues have been resolved.
- Started a new project pertaining to the backup of Office 365.

