

**August, 2024**

**LCBDD MEETING MINUTES:**

**I. ROLL CALL**

**II.** The meeting was called to order by Ms. Valerie Robb at 5:32 p.m. on Thursday, August 1, 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, Ms. Bridget Hawkins and Mrs. Melanie Reames.

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

**III. Moment of Silence**

**IV. ADOPTION OF AGENDA**

A motion was made by Ms. Krieger and seconded by Ms. Hawkins to approve the motions agenda for the August 1, 2024 board meeting. Motion passed unanimously.

**V. PUBLIC PARTICIPATION - None**

**VI. APPROVAL OF MINUTES**

A motion was made by Mr. Huffman and seconded by Mr. Giannola to approve the minutes of the June 6, 2024 board meeting, as written. Motion passed unanimously.

**VII. PRESENTATION OF FINANCIAL REPORTS**

Business Director, Mrs. Frail, presented monthly financials. Year-to-date financials show expenses at 53.14% compared to the budget target of 50%. There was \$30,000 transferred to the repairs line due to continued repairs including the fob door system at the Board Office. The operating revenue is 65.38% compared to the budget target of 50%. IDEA B was billed in July. ARPA Fund 2853 was set up for the preschool and has a balance of \$15,176.00.

Mrs. Frail will be presenting the 2025 budget at the September Board meeting. The budget is due to the Auditor's Office in October and to the Commissioner's Office in November.

In IT, Mrs. Frail reported that the server migration will be completed once the Infal software has been moved to the new server. RTC has stated that their goal is to be off the server by September 2024. New scanners and copiers were delivered and installed. Mrs. Frail met with Aunalytics and discussed a 5-year plan for updated technology. The WiFi access points will be due to be upgraded in 2025 and they will look at updating the firewall in 2026.

**VIII. CONFIRMATION OF EXPENDITURES & BUDGETARY TRANSACTIONS**

A motion was made by Mrs. Reames and seconded by Mr. Steiner to confirm the payment of expenditures for May 1 – June 30, 2024, as included in the board packet. Motion passed unanimously.

A motion was made by Ms. Krieger and seconded by Ms. Hawkins to approve the budgetary transactions for May 1 – June 30, 2024, as included in the board packet. Motion passed unanimously.

**IX. PRESENTATION OF ADMINISTRATIVE REPORTS**

**Superintendent**

Ms. Oldiges shared that the white car and blue truck were both sold through GovDeals for approximately \$5700. A used Honda CRV was purchased to replace the white car.

Ms. Oldiges noted that Calvary Christian has agreed to the purchase price of around \$21,000 for some of the kitchen equipment. Calvary Christian will be scheduling movers to move the equipment to their location.

A new brochure for the agency was shared with the Board, as well as a new retractable banner that can be used community events.

Ms. Oldiges will be meeting with the commissioners and Kelly Paxton, Board Member candidate, who will fill Ms. Krieger's position beginning in October 2024.

Ms. Oldiges reported that two new HVAC units at the Discovery Center have been installed.

Ms. Oldiges reviewed some of the Advocacy and Outreach highlights. The accessible kayak launch at Indian Lake State Park has been installed through ARPA Grant funding. Three providers were trained in CPR and First Aid.

### **SSA Director**

Mr. Moyer reported that the number of referrals has increased over the last couple of months going from 35 up to 50. There have been 6 Early Intervention families that have requested SSA services so far in 2024.

Mr. Moyer shared that he attended a meeting with other SSA Directors and the DODD OhioISP Liaisons to discuss some of the issues with transmitting the OhioISPs from Brittco to The DODD system.

Mr. Moyer applied and was selected to be a board member for Peak of Hope. With this appointment, he hopes to add a perspective of the struggles people with developmental disabilities face when looking for housing and navigating multiple systems.

### **HR Director**

Mrs. Nichols reported that Kaitlyn Overmyer will start on August 5 as an Early Intervention Service Coordinator. She is filling the position that was previously held by Karen Dowell. Ms. Dowell accepted one of the open Early Intervention Developmental Specialists positions. Jaime Mattox-Barger was hired to fill the Early Intervention Developmental Specialist vacancy that will be left by Lisa Daniels. Ms. Mattox-Barger's first day will be August 12. The open Preschool Instructor position will be filled by Lindsay Burch who is currently an Instructor Assistant for the MRESC. She is in the process of obtaining the proper licensing for the Preschool Instructor position.

Mrs. Nichols shared that, beginning this year, staff will be required to complete their health and life insurance enrollment in the Plansource Portal individually. In the past this was completed by Mrs. Nichols. Staff will receive guidance on how to complete this process.

### **Early Intervention Director**

Ms. Oldiges shared the 2024 Family Questionnaire results with the board noting that 100% of families residing in Logan County who completed the survey would recommend Early Intervention services to another family and they all felt respected by the Early Intervention staff.

### **Preschool Director**

Ms. Sulich reported that preschool enrollment for the 2024-2025 school year is currently at 197 children.

Ms. Sulich noted that the Parent Support Group is looking at adding a second support group for families who have older children. The current Parent Support Group met out in the community in June and met at the Discovery Center in July. They will be meeting in the community again in August. Several families enjoyed the Preschool Play days at the Discovery Center. Preschool Play days were held 3 days a week in June and July. Up to 15 preschool children also attended Summer Camp.

Ms. Sulich and Mrs. Rose are working on an interagency agreement for the transition from Early Intervention Services to Preschool Services.

Ms. Sulich shared that the Emergency Management Team in Logan County will be conducting a tornado drill for the preschool staff prior to the start of the school year when children are not in the building. There will be obstacles where the staff will have to change their course of action for the safety of others. They will also be looking at how staff complete uniting children back with their parents.

## **X. NEW BUSINESS**

In new business, Ms. Oldiges reviewed contacts and agreements with Midwest Regional Educational Service Center, Benjamin Logan School District and Champaign Residential Services. The contract with the Midwest Regional Educational Service Center was for Speech Language Therapist Services. The agreement with Benjamin Logan School District was for reimbursement of bus assistance and a general education instructor. The contract with Champaign Residential Services was for Room and Board for individuals who reside in the licensed facility in Logan County.

Ms. Oldiges shared that she was contacted by the Family and Children First Council and they have requested to terminate their lease upon their relocation to a different address. They are expecting that to be sometime in 2024. When the Family and Children First Council move they will be removing their data from the server which will free up space.

Ms. Oldiges reviewed four policies. Policy 5.10.1 Human Resource Files and Policy 5.10.2 Independent Contractor had minor language changes. Policy 5.2.4 Smoke and Tobacco Product Free was updated to include the use of vaping devices. Policy 5.9.1 Social Media was updated to include language changes to add a section regarding the public use of social media and a differentiation between employee and public use.

Ms. Oldiges presented the board with a Mentorship Program that will utilize current staff to mentor new staff. Mentors will assist with training and support but will not be in the position of a supervisor. The stipend would be \$100 per month per mentor. With the current new staff and number of mentors this would cost the board \$400 a month and could last up to 6 months. Mentors will also benefit from the program as they will be able to grow their leadership skills.

Ms. Oldiges reported while Lisa Daniels was employed by the board as an Early Intervention Developmental Specialist she also assisted in coaching new Early Intervention staff. Due to Ms. Daniels resignation, Ms. Oldiges asked the Board to entertain a motion to pay Ms. Daniels \$450.00 stipend for her coaching services.

## **XI. MOTIONS/RESOLUTIONS**

1. Mr. Huffman moved and Mrs. Reames seconded to approve the contract with MRESA for Speech Language Therapist Services, as included in the board packet, pending prosecutor's approval. Motion passed unanimously.
2. Mr. Steiner moved and Mr. Giannola seconded to approve the agreements with Ben Logan School District for a General Education Instructor and Bus Assistance, as included in the board packet. Motion passed unanimously.
3. Mrs. Reames moved and Ms. Krieger seconded to approve the contract with Champaign Residential Services (CRSI) for Room and Board, as included in the board packet, pending prosecutor's approval. Motion passed unanimously.
4. Ms. Hawkins moved and Mrs. Reames seconded to approve to terminate the Family and Children First Council (FCFC) Lease effective upon their relocation to a new address. Motion passed unanimously.

5. Mr. Huffman moved and Mr. Giannola seconded to approve Policy 5.10.2 Independent Contractor, as discussed in the board meeting. Motion passed unanimously.
6. Mr. Steiner moved and Ms. Krieger seconded to approve Policy 5.2.4 Smoke and Tobacco Product-Free, as discussed in the board meeting. Motion passed unanimously.
7. Ms. Krieger moved and Ms. Hawkins seconded to approve Policy 5.9.1 Social Media, as discussed in the board meeting. Motion passed unanimously.
8. Mr. Huffman moved and Mr. Giannola seconded to approve 5.10.1 Human Resource Files, as discussed in the board meeting. Motion passed unanimously.
9. Mrs. Reames moved and Mr. Steiner seconded to approve the Mentorship Program, as included in the board packet. Motion passed unanimously.
10. Ms. Krieger moved and Ms. Hawkins seconded to approve the payment of the Early Intervention Coaching Stipend to Lisa Daniels for \$450.00, as discussed in the board meeting. Motion passed unanimously.

#### **EXECUTIVE SESSION**

Mr. Steiner moved and Mr. Giannola seconded to enter into Executive Session at 6:13 p.m. for the purposed of: considering the sale of property (either real or personal) by competitive bid if disclosure of the information would give a competitive advantage to the other side by division (G) (2) of section 121.22 of the Revised Code. Motion passed unanimously.

Mr. Giannola – yes, Ms. Hawkins – yes, Mr. Huffman – yes, Ms. Krieger – yes, Mrs. Reames – yes, Ms. Robb – yes, Mr. Steiner – yes.

The Board returned from Executive Session at 6:33 p.m.

Mr. Giannola – yes, Ms. Hawkins – yes, Mr. Huffman – yes, Ms. Krieger – yes, Mrs. Reames – yes, Ms. Robb – yes, Mr. Steiner – yes.

#### **ADJOURNMENT**

Mr. Giannola moved and Mrs. Reames seconded to adjourn the meeting at 6:34 p.m. The motion passed unanimously.

**Next Board meeting: Thursday, September 5, 2024 at 5:00 p.m.**



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

**Monthly Financials**

The following reports are included for month end 6/2024:

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

**Highlights:**

- Year-to-date operating expenses is 53.14% compared to the budget target of 50.00%.
  - Transferring \$30,000 into Repairs has helped this line. However, we continue to have items break. Recently, we had to increase the power source for the fob door system at the Board office.
  - Contracts we are at 42% of our budget, which is a line we frequently need to transfer more money into. We are pleased that we are under budget at this time.
- Year-to-date operating revenue is 65.38% compared to the budget target of 50%.
  - We billed IDEA B in July and we be receiving that revenue.
- Our ARPA Fund 2853 was set-up and has a balance of \$15,176.00

<b>Fund Balances: 6/30/2024</b>	
General Fund - 2080	\$ 6,536,001.62
Gift & Donation Fund - 2081	\$ 2,210.97
Community Support Fund - 2082	\$ 426,108.48
ARPA Fund - 2850	\$ 222,754.68
Capital Fund - 4010	\$ 506,266.96
WestCON	\$ 2,515,778.13
<b>Total</b>	<b>\$ 10,209,120.84</b>

**IT Updates**

- Server Migration Update
- Continuing to explore Database systems for School and our agency as a whole
- Our new scanners and copiers have arrived and been installed
- Met with Aunalytics and they outlined a 5-year plan for our IT needs

