

**December, 2024**

**LCBDD MEETING MINUTES:**

**I. ROLL CALL**

**II.** The meeting was called to order by Ms. Valerie Robb at 5:35 p.m. on Thursday, December 5, 2024 at the Logan County Board of Developmental Disabilities, Bellefontaine, Ohio. Those in attendance were Ms. Valerie Robb, Ms. Bridget Hawkins, Mr. Allen Huffman, Mr. Frank Giannola and Mrs. Melanie Reames.

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

**III. Moment of Silence**

**IV. ADOPTION OF AGENDA**

A motion was made by Mr. Huffman and seconded by Mr. Giannola to approve the motions agenda for the December 5, 2024 board meeting. Motion passed unanimously.

**V. PUBLIC PARTICIPATION**

**VI. APPROVAL OF MINUTES**

A motion was made by Mr. Giannola and seconded by Ms. Hawkins to approve the minutes of the November 7, 2024 board meeting, as written. Motion passed unanimously.

**VII. PRESENTATION OF FINANCIAL REPORTS**

Superintendent, Ms. Oldiges, presented monthly financials. Year-to-date financials show expenses at 73.65% compared to the budget target of 83.33%. The operating revenue is 95.17% compared to the budget target of 83.33%. The ARPA Grant is funding four handicap door openers for local businesses. Buckeye at the Lake will be having two handicap door openers installed and Homegrown Yoga and Gathering Grounds will each have one installed. The board has received several donations totaling around \$1,300 in memory of Lori Kirkpatrick.

In IT, Ms. Oldiges reported that the service migration has been completed. The battery back-up to the internet is no longer working and will need to be replaced at a cost of \$1,632.74.

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

A motion was made by Ms. Hawkins and seconded by Mrs. Reames to confirm the payment of expenditures for October 1 – October 31, 2024, as included in the board packet. Motion passed unanimously.

A motion was made by Mrs. Reames and seconded by Mr. Huffman to approve the budgetary transactions for October 1 – October 31, 2024, as included in the board packet. Motion passed unanimously.

**IX. PRESENTATION OF ADMINISTRATIVE REPORTS**

**Superintendent**

Ms. Oldiges reported that the Early Intervention Department sent out a survey to families to see if there would be interest in starting a Parent Support Group. Of the surveys that have been received, 66.7% of parents would be interested in attending a Parent Support Group.

Ms. Oldiges updated the board on the preschool special education classes. Ben Logan, Indian Lake and Riverside have all expressed interest in funding an additional classroom, as well as, paying \$1,000 per IEP

student that attends The Discovery Center for the 2025-2026 school year. Ms. Oldiges has not heard from West Liberty-Salem or Bellefontaine regarding their decisions.

Ms. Oldiges attended the groundbreaking and dedication for the new accessible restroom at the West Liberty Lions Club Park. The board has donated funding, as well as a universal changing table towards the project.

Ms. Oldiges asked the board members what kind of training they would like to have in 2025. Ideas included: Special Olympics, LCBDD Foundation, Intake and Eligibility, Budget, MUI, CRSI, Jed Morrison/Levy and Discovery Riders.

The board reviewed a video on Company Mileage. Ms. Oldiges will have staff do a trial of this program for 3 months to see if it would be a savings to the board. There would be a monthly cost of \$265.

The board received a grant from United Way for \$13,000. This grant funding will be used to purchase a Mobi-Mat to put at Old Field Beach. This will allow people who utilize wheelchairs easier access to the beach area.

Ms. Oldiges updated the board on the HVAC project at the school. The systems will be installed on December 6<sup>th</sup>. There is also new flooring that was installed in the Discovery Center conference room, as well as the office space that previously housed the Family and Children First Council. Calvary Christian Schools will be moving out kitchen equipment that they purchased the week of December 9<sup>th</sup>.

Ms. Oldiges reported that Kelli Bader has started an advocacy class at Ben Logan Middle and High Schools. Mrs. Bader will be offering classes at more school districts in 2025.

#### **SSA Director**

Mr. Moyer noted that the SSA Department has received 100 referrals for the year. There have been 10 families who were receiving Early Intervention Services transitioned over to SSA Services for the year.

Mr. Moyer attended a training on how the Brittco system can be set up to allow providers access to view individual service plans, submit incident reports and express interest in providing services to individuals who are looking for a provider.

Mr. Moyer, Ms. Oldiges and Mrs. Frail attended a TCM training by Nineteen Services, Inc. Mr. Moyer had been tracking TCM efficiency in minutes and now will be also tracking in units (15-minute increments). This will give a more accurate representation of billable units and efficiency. Numbers through June 2024 show the SSAs at 56.6% efficiency based on per minute and 50.83% efficiency based on per unit. Mr. Moyer stated that they want to keep the efficiency percentage at 50% or above.

Mr. Moyer is tracking whether an individual has 3<sup>rd</sup> party insurance and documenting that as part of the cost report requirements.

#### **HR Director**

Mrs. Nichols reported that the MRESC hired two people to fill the Tiny Eye Speech Assistant position. They are both parents of kids that attend preschool and will work while their child is in class. There are still two vacant teacher positions.

Mrs. Nichols attended the OACB Conference Records Retention training. This training was helpful as Mrs. Nichols will be reviewing and updating the board's record retention policy and procedure in 2025.

#### **Early Intervention Director**

Mrs. Rose reported that the Early Intervention department received 24 referrals in November. Typically they will receive 5-7 referrals in one month. The staff have been working hard to meet all the 45-day timelines for the new referrals. EI has received 111 referrals so far in 2024 and have served 133 children.

Mrs. Rose is working with the Family and Children First Council on planning an outreach event at the Rollarena. The Rollarena will allow strollers and wheelchairs on the roller skating rink with those skating. Local agencies will be invited to set up tables at the event.

The EI Christmas Party will be held on December 12<sup>th</sup> in the evening for families.

### **Preschool Director**

Ms. Sulich reported that the Mobile Dentist visited the preschool and saw over 30 children. Staff assisted parents in filling out the form and taking a picture of the student to give to the dentist.

Staff participated in a book study for Trauma Informed Care. Each teacher chose a child from their classroom and applied what they learned from the book study and saw positive outcomes.

Around 75% of parents attended parent/teacher conferences in November. Parents had the option to attend in person, virtually, or by phone call during the day or the evening.

The book fair held in November had sales of around \$3,500.

## **X. NEW BUSINESS**

In new business, Ms. Oldiges reviewed several contacts. The YMCA Lease was reviewed with no changes. The lease was last increased for 2024. The MRESC Lease was reviewed. This contact will go through June 30, 2025, as the MRESC will be relocating to Hi-Point. The MRESC Speech Language Therapy Contact is a new contact with Susan Jones for one day per week. Amy Spar was dedicating one day per week to EI, however, the needs in preschool have increased. The local school districts will cover Ms. Spar's additional day at preschool and the board will pay for the contract for one day per week in EI. This will not result in an increase in costs to the board. The PT Services Rehabilitation, Inc. contract was reviewed. This contract was increased from \$29,070 to \$29,750. The WestCON contract was reviewed with no changes. The Nineteen Services, Inc. contract was reviewed. This is a new contract for a financial advisor to review the budget and make a recommendation for when and what type of levy to run. This contract will not exceed \$2,500.

Ms. Oldiges reported that RTC has agreed to pay \$100,000 in rent for 2025. The board reviewed the RISE Program Analysis provided by RTC and discussed how much to assist with funding. Ms. Oldiges noted that she will inquire if RTC can include "Funded by LCBDD" in RTC's Facebook posts.

Ms. Oldiges reviewed Policy 5.2.9 Transporting Enrolled Individuals and 5.2.10 Unlawful Discrimination and Harassment. Both policies included minor language changes.

The 2025 Administrative Calendar and the 2025 Board Meeting Calendar were included in the board packet and reviewed.

The board discussed a stipend for IT Support for the SSA Director has been helping troubleshoot IT issues.

## **XI. MOTIONS/RESOLUTIONS**

1. Mr. Huffman moved and Mr. Giannola seconded to approve the YMCA Lease, as included in the board packet. Motion passed unanimously.
2. Mr. Giannola moved and Ms. Hawkins seconded to approve the MRESC Lease, as included in the board packet. Motion passed unanimously.
3. Ms. Hawkins moved and Mrs. Reames seconded to approve the Speech Language Therapy Services Contract with the MRESC, as included in the board packet, pending prosecutor's approval. Motion passed unanimously.
4. Mrs. Reames moved and Mr. Huffman seconded to approve the Physical Therapy Services Contract with PT Services Rehabilitation, Inc., as included in the board packet, pending prosecutor's approval. Motion passed unanimously.
5. Mr. Huffman moved and Mr. Giannola seconded to approve the WestCon Contract, as included in the board packet. Motion passed unanimously.

6. Mr. Giannola moved and Ms. Hawkins seconded to approve the Nineteen Services, Inc. Contact, as included in the board packet. Motion passed unanimously.
7. Ms. Hawkins moved and Mrs. Reames seconded to approve paying \$80,000 for the RISE Transition Program, as discussed in the board meeting. Motion passed unanimously.
8. Mrs. Reames moved and Mr. Huffman seconded to approve Policy 5.2.9 Transporting Enrolled Individuals, as included in the board packet. Motion passed unanimously.
9. Mr. Huffman moved and Mr. Giannola seconded to approve Policy 5.2.10 Unlawful Discrimination and Harassment, as included in the board packet. Motion passed unanimously.
10. Mr. Giannola moved and Ms. Hawkins seconded to approve the 2025 Administrative Calendar, as included in the board packet. Motion passed unanimously.
11. Ms. Hawkins moved and Mrs. Reames seconded to approve the 2025 Board Meeting Schedule, as included in the board packet. Motion passed unanimously.
12. Mrs. Reames moved and Mr. Huffman seconded to approve a stipend in the amount of \$150 per pay beginning in January 2025 for 3 months for the SSA Director to assist with IT support, as discussed in the board meeting. Motion passed unanimously.

#### **EXECUTIVE SESSION**

Mr. Huffman moved and Mr. Giannola seconded to enter into Executive Session at 6:33 pm for the purpose of reviewing a personnel issue in accordance with the ORC Section 121.22 to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee. Motion passed unanimously.

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

The Board returned from Executive Session at 7:24 p.m.

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

#### **ADJOURNMENT**

Mr. Giannola moved and Mrs. Reames seconded to adjourn the meeting at 7:25 p.m. The motion passed unanimously.

**Next Board meeting: Thursday, January 30th, 2025 at 5:30 p.m.**



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

**Monthly Financials**

The following reports are included for month end 10/2024:

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

**Highlights:**

- Year-to-date operating expenses is 73.65% compared to the budget target of 83.33%.
- Year-to-date operating revenue is 95.17% compared to the budget target of 83.33%.

**Important Notes:**

- Cost Report Audit should be wrapping up soon. Majority of the questions have been regarding the Rise program and how that is classified.
- We are finishing up our ARPA funds by buying handicap door openers for: Buckeye at the Lake, Homegrown Yoga and Gathering Grounds

<b>Fund Balances: 10/31/2024</b>	
General Fund - 2080	\$ 6,554,100.64
Gift & Donation Fund - 2081	\$ 5,445.97
Community Support Fund - 2082	\$ 596,486.02
ARPA Fund - 2850	\$ 61,717.26
Capital Fund - 4010	\$ 295,442.89
WestCON	\$ 1,494,842.00
<b>Total</b>	<b>\$ 9,008,034.78</b>

**IT Updates**

- Server Migration is finally complete.
- Our back-up to our internet has gone down and that needs to be replaced, which will cost \$1,632.74.

