

January, 2024

LCBDD MEETING MINUTES:

I. ROLL CALL

II. The meeting was called to order by Ms. Valerie Robb at 5:34 p.m. on Thursday, January 25, 2024 at the Logan County Board of Developmental Disabilities, Bellefontaine, Ohio. Those in attendance were Ms. Bridget Hawkins, Ms. Lindsay Krieger, Ms. Valerie Robb, Mr. Allen Huffman, Mr. Frank Giannola, Mr. Scott Steiner 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. ANNUAL ORGANIZATIONAL MEETING

i. NOMINATIONS FOR 2024 OFFICERS OF THE BOARD:

President – Ms. Valerie Robb

Vice President – Ms. Bridget Hawkins

Recording Secretary – Mr. Frank Giannola

Mr. Huffman moved and Mrs. Reames seconded to approve the slate of officers for 2024. The motion passed unanimously.

ii. NOMINATION OF BOARD COMMITTEES:

Executive Finance: Mrs. Valerie Robb, Ms. Bridget Hawkins, Mr. Scott Steiner

Ethics Council: Mr. Allen Huffman, Mr. Frank Giannola, Ms. Bridget Hawkins

*President services as ex-officio on all committees

Ms. Hawkins moved and Mr. Huffman seconded to approve the board committees for 2024 as noted. Motion passed unanimously.

IV. ADJOURNMENT FROM ORGANIZATIONAL MEETING TO REGULAR MEETING

Ms. Hawkins moved and Mr. Steiner seconded to adjourn the organizational meeting and move into the regular board meeting at 5:38 p.m. The motion passed unanimously.

V. Moment of Silence

VI. ADOPTION OF AGENDA

A motion was made by Mrs. Reames and seconded by Ms. Krieger to approve the motions agenda for the January 25, 2024 board meeting. Motion passed unanimously.

VII. PUBLIC PARTICIPATION - None

VIII. OATH OF OFFICE

Mrs. Rebecca Robison, Notary Public, attended the meeting briefly at this time to read the Oath of Office and swear in reappointed Board Members, Mr. Frank Giannola and Mr. Scott Steiner. The Oath was signed by Mrs. Robison, Mr. Giannola and Mr. Steiner. Mrs. Robison also read the Oath of Office to the 2024 Board Officers: Ms. Valerie Robb, President; Ms. Bridget Hawkins, Vice-President; and Mr.

Frank Giannola, Recording Secretary. The Oath of Office was signed by Mrs. Robison, Ms. Robb, Ms. Hawkins and Mr. Giannola.

IX. APPROVAL OF MINUTES

A motion was made by Ms. Hawkins and seconded by Ms. Krieger to approve the minutes of the December 7, 2023 board meeting, as written. Motion passed unanimously.

X. PRESENTATION OF FINANCIAL REPORTS

Business Director, Mrs. Jennifer Frail, presented monthly financials. Ms. Frail noted that finalized 2023 financials were not completed by the board meeting due to carry-over purchase orders. Finalized financials for 2023 will be presented at the March Board meeting. Year-to-date financials show expenses at 80.90% compared to the budget. Revenue is 102.83% compared to the budget. The expense and revenue summaries through December of 2023 were reviewed. The WestCON financial summary through December 2023 was included.

In IT, Mrs. Frail reported that DUO, a two-step verification software, for Office 365 was implemented by Aunalytics. There were a few minor issues with the software when it was launched which have been resolved. DUO is also used by staff who utilize the VPN when working from home.

Mrs. Frail will be attending a meeting with Aunalytics on January 29, 2024 to discuss the server migration to the cloud.

DODD and OACB are both in opposition to HB 344, which seeks to eliminate replacement property tax levies. Ms. Oldiges and Mrs. Frail will keep the board updated as information is received concerning HB 344.

VIII. CONFIRMATION OF EXPENDITURES & BUDGETARY TRANSACTIONS

A motion was made by Mr. Steiner and seconded by Mr. Huffman to confirm the payment of expenditures for November 1 – December 31, 2023, as included in the board packet. Motion passed unanimously.

A motion was made by Ms. Hawkins and seconded by Mr. Steiner to approve the budgetary transactions for November 1 – December 31, 2023, as included in the board packet. Motion passed unanimously.

IX. PRESENTATION OF ADMINISTRATIVE REPORTS

Superintendent

Ms. Oldiges thanked the board members for their dedication to LCBDD in honor of Board Member Recognition Month.

Ms. Oldiges reported that a van that had been at Steve Austin's Auto Group for repair will be put on Government Surplus Auctions as it is no longer safe to drive.

The schedule of the board member trainings was distributed to the board members for review.

Ms. Oldiges reported that staff are in the process of planning for Developmental Disabilities Awareness Month in March, which include a billboard that will be on Rte. 33, digital billboards in Bellefontaine and West Liberty, newspaper articles, Facebook posts, a Special Olympics and first responder basketball game, a sensory friendly movie, and a proclamation from the county commissioners. Mrs. Nichols applied for the WPKO Spotlight Grant for the month of March to help with advertising costs.

Ms. Oldiges noted that the issues with the heat at the board office have been resolved as a sensor on the outside of the building has been fixed which regulates the temperature inside. Quotes for painting the gym walls are being requested, as well as quotes on some of the windows at the board office.

Ms. Oldiges reviewed some of the Advocacy and Outreach highlights. In 2023 there were 56 providers that received CPR/First Aid and AED training. Social media numbers were included in the board report to show last month and the current month's numbers for comparison.

Ms. Oldiges announced that the board received \$250,000 in APRA Grant funding. This grant funding will be used for Music Therapy, Responsive Parenting Strategies classes, Autism kits, Informal Respite, Modified or Non-traditional Transportation, Assistive Technology Equipment and Subscriptions, Youth Summer camps, Sensory Kits for Libraries, Yoga classes for all ages, Handicap Door Openers for businesses in Logan County, ADA compliant Kayak Launch, Mobi-Chair Floating Beach Wheelchairs, and a universal changing table. Logan County was one of 27 counties in Ohio that received funding. WestCon also received funding for an accessible restroom trailer, which can also be utilized for local community events.

SSA Director

Mr. Moyer reported that the numbers of people served continues to increase. Total number of MUI's for 2023 were 51, which is the highest it has been since 2017. There were no trends or patterns noted.

Mr. Moyer completed the first Extraordinary Care Instrument for a minor child whose parent is their provider. There are two more children who will need the assessment completed.

HR Director

Mrs. Nichols announced that Mrs. Connie Hall will be retiring at the end of the school year. The job opening will be posted towards the end of February with the hopes that it will be filled before Mrs. Hall retires to allow time for training.

Mrs. Nichols discussed the need to review the Drug and Alcohol Policy due to the legalization of marijuana in Ohio. Attorney Stephen Postalakis met with the OACB Personnel Group to give advice on whether county boards need to update their zero-tolerance policy. County boards are allowed to keep a zero-tolerance policy, or they may choose to treat marijuana use the same as alcohol. Mrs. Nichols noted that currently most county boards of DD are keeping their zero-tolerance policies. One main question is whether to continue to do pre-employment drug testing as marijuana can be detected days after consumption. There are other county boards of DD in Ohio who no longer do pre-employment drug testing. Mrs. Nichols will reach out to Ohio Attorney General's office for further guidance.

Early Intervention Director

Mrs. Rose reported that January referrals are up to 5 compared to 4 that was included in the board report.

Mrs. Rose and Ms. Lisa Daniels, Developmental Specialist, have been trained in completing ADOS assessments to assist with autism diagnoses. The ADOS is then sent to a doctor in Urbana, that LCBDD partners with, for the child's official diagnosis.

Mrs. Rose will be attending 8 EI leadership Circle sessions to help strengthen leadership skills in EI administrators.

Mrs. Rose read several positive comments which were received on the DODD 2023 Family Survey.

Preschool Director

Ms. Sulich reported that a couple of children who were peer mentors are now receiving services due to teachers noticing that additional services may be beneficial to the children. This was made possible as a couple of children had moved to itinerant services. Eight children have been screened with most qualifying for services. Each month between January and the end of the school year, teachers will be reviewing 12 IEPs, which is high compared to the typical number of IEPs reviewed each month.

Ms. Sulich attended meetings concerning a book study about Children Exposed to Trauma. Ms. Sulich will start the book study with the teachers beginning the study in March.

X. NEW BUSINESS

In new business, three contracts were reviewed for approval, pending the prosecutor's approval. Ms. Oldiges noted that the ESC Speech Therapy Contract is a continuation of a contract previously approved. This contract extends services through August 2024. The YMCA Lease included a \$22,000 annual rent increase. The YMCA will also be responsible for their own supplies. The RTC Lease included a \$20,000 annual rent increase. RTC will also be responsible for their supplies and custodial services. The RISE Contract stayed the same from previous years.

The board also reviewed the Grafton School, Inc. DBA Grafton Integrated Health Network Agreement, which is for crisis intervention training that Mr. Moyer is completing to allow the board to have a staff member that can train other people in crisis intervention.

Ms. Oldiges reviewed eight policies. There were no changes to Policy 5.6.14 Personal Leave Donation, Policy 5.6.3 Poll Worker, Policy 5.7.2 Separation Non-Disciplinary, Policy 5.7.3 Medical Exams and Disability Separation, and Policy 5.6.15 Volunteer Leave – Red Cross. Policy 5.1.9 American with Disabilities and Policy 5.1.10 Equal Employment Opportunity (EEO) had minor changes. Ms. Oldiges noted that Policy 5.6.10.1 Temporary FMLA (FFCRA – COVID) was no longer needed.

XI. MOTIONS/RESOLUTIONS

1. Ms. Hawkins moved and Mr. Steiner seconded to approve Policy 5.1.9 Americans with Disabilities Act. Motion passed unanimously.
2. Mr. Huffman moved and Mr. Giannola seconded to approve Policy 5.1.10 Equal Employment Opportunity (EEO). Motion passed unanimously.
3. Mr. Steiner moved and Ms. Kreiger seconded to approve to abolish Policy 5.6.10.1 Temporary Family Medical Leave Act (FFCRA). Motion passed unanimously.
4. Mrs. Reames moved and Ms. Hawkins seconded to approve the contract with MRESC for Speech Therapy services up to \$48,041.38 for a term of November 2023 through August 2024, as included in the board packet, pending prosecutor's approval. Motion passed unanimously.
5. Mr. Huffman moved and Mr. Giannola seconded to approve the contract with the YMCA of Central Ohio for the lease of space at the Discover Center, as included in the board packet, pending prosecutor's approval. Motion passed unanimously.
6. Mr. Steiner moved and Ms. Hawkins seconded to approve the RTC and RISE contract, as discussed in the board meeting, pending prosecutor's approval. Motion passed unanimously.
7. Mr. Huffman moved and Mr. Giannola seconded to approve the agreement with Grafton School, Inc. DBA Grafton Integrated Health Network, as discussed in the board meeting. Motion passed unanimously.

XIII. EXECUTIVE SESSION

Ms. Krieger moved and Mrs. Reames seconded to enter into Executive Session at 6:33 p.m. 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. The motion passed unanimously.

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

The Board returned from Executive Session at 7:12 p.m.

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

ADJOURNMENT

Mr. Gianolla moved and Ms. Krieger seconded to adjourn the meeting at 7:13 p.m.

Next Board meeting: Thursday, March 7, 2024 at 5:00 p.m.



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

Monthly Financials

The following reports are included for month end 12/2023:

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

Highlights:

- Year-to-date operating expenses is 80.90% compared to the budget.
- Year-to-date operating revenue is 102.83% compared to the budget.
- A few bills from 2023 are still being processed. A full recap of 2023 will be presented at the next Board meeting. In comparison, the ending Fund Balance as of 12/31/2022 was 10,860,493.33.

Fund Balances: 12/31/2023	
General Fund - 2080	\$ 7,166,908.80
Gift & Donation Fund - 2081	\$ 2,210.97
Community Support Fund - 2082	\$ 773,807.98
Capital Fund - 4010	\$ 196,003.67
WestCON	\$ 1,783,167.61
Total	\$ 9,922,099.03

IT Updates

- Server Migration and DUO
- Update on Phishing Emails

