

January, 2025

**LCBDD MEETING MINUTES:**

**I. ROLL CALL**

- II.** The meeting was called to order by Ms. Bridget Hawkins at 5:25 p.m. on Thursday, January 30, 2025 at the Logan County Board of Developmental Disabilities, Bellefontaine, Ohio. Those in attendance were Ms. Bridget Hawkins, Ms. Kelly Paxton, 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. Bonnie Kelly, Mrs. Staci Nichols, Mrs. Liz Rose, Mrs. Becky Robison and Mrs. Ashley Shefbuch.

**III. ANNUAL ORGANIZATIONAL MEETING**

**i. NOMINATIONS FOR 2025 OFFICERS OF THE BOARD:**

**President** – Ms. Valerie Robb

**Vice President** – Ms. Bridget Hawkins

**Recording Secretary** – Mr. Frank Giannola

Mr. Huffman moved and Mr. Steiner seconded to approve the slate of officers for 2025. The motion passed unanimously.

**ii. NOMINATION OF BOARD COMMITTEES:**

**Executive Finance:** Ms. 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

Mr. Giannola moved and Mrs. Reames seconded to approve the board committees for 2025 as noted. Motion passed unanimously.

**IV. ADJOURNMENT FROM ORGANIZATIONAL MEETING TO REGULAR MEETING**

Mr. Giannola moved and Mr. Huffman seconded to adjourn the organizational meeting and move into the regular board meeting at 5:29 p.m. The motion passed unanimously.

**V. Moment of Silence**

**VI. ADOPTION OF AGENDA**

A motion was made by Mr. Steiner and seconded by Mrs. Reames to approve the motions agenda for the January 30, 2025 board meeting. Motion passed unanimously.

**VII. PUBLIC PARTICIPATION - None**

**VIII. OATH OF OFFICE**

Mrs. Rebecca Robison, Notary Public, read the Oath of Office and swore in reappointed Board Members, Mr. Allen Huffman and Mrs. Melanie Reames. The Oath was signed by Mrs. Robison, Mr. Giannola and Mr. Steiner.

**IX. APPROVAL OF MINUTES**

A motion was made by Mr. Giannola and seconded by Mr. Huffman to approve the minutes of the December 5, 2024 board meeting, as written. Motion passed unanimously.

#### **X. PRESENTATION OF FINANCIAL REPORTS**

Superintendent, Ms. Oldiges presented monthly financials. Year-to-date financials show expenses at 87.5% compared to the budget. Revenue was 118.69% compared to the budget. The expense and revenue summaries through December of 2024 were reviewed. The Cost Report Audit for 2022 has been completed with no findings. The billing process for the ARPA reimbursement is in process.

In IT, Mr. Moyer has been recycling all old devices that are no longer in use, as well as compiling an active device list to help create a replacement schedule. An internet booster was installed at The Discovery Center to help improve internet signal in the building. The back-up to the internet is no longer working at the board offices, which will need replaced.

#### **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, 2024, as included in the board packet. Motion passed unanimously.

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

#### **IX. PRESENTATION OF ADMINISTRATIVE REPORTS**

##### **Superintendent**

Ms. Oldiges met with the West Liberty-Salem School District to discuss the phase-in schedule of billing the school for the cost of students with IEPs. WLS has agreed to the phase-in schedule.

The Board received a grant from United Way for \$14,000 to purchase a Mobi-mat for Indian Lake State Park at Old Field Beach. A Mobi-mat is an ADA compliant rollout access mat that is designed to provide a stable surface for people in wheelchairs to access the beach area.

Ms. Oldiges reported that the Logan County Sheriff's Office is interested some of the kitchen equipment that is being sold including the walk-in freezer and a large Hobart mixer. The other items will be posted on GovDeals for sale, which was approved at the May 2024 board meeting.

The planning process has started for DD Awareness Month in March. The Board will be hosting a sensory friendly movie event, community basketball game with the Logan County Braves, proclamation from the County Commissioners and advertisements on the radio, Facebook, newspaper and digital billboard.

Ms. Oldiges noted that there will be board member training beginning at 4:30 pm prior to the board meeting at 5:30 pm on March 6<sup>th</sup>. Jed Morrison will be presenting virtually on the county board levy process.

The HVAC project at The Discovery Center is almost complete. There is some minor work that needs to be completed on the controls. Boiler maintenance has been completed on the boiler at the board offices. The Health Department recently inspected The Discovery Center and only found one vent that was dusty and needed to be cleaned, which has been completed.

The Special Olympics Unified Bowling teams for the Logan County Braves will be participating in the National Unified Championships in Louisiana in February. Several fundraisers have been held over the last few months to assist in the costs for the athletes.

##### **SSA Director**

Mr. Moyer reported that the SSA department received 105 referrals in 2024, which was the highest number of referrals in a year on record. There were 71 Major Unusual Incidents (MUI) filed in 2024.

Mr. Moyer reported that Coleman Services was awarded the MRSS (Mobile Response and Stabilization Services) provider contract for Logan County. MRSS provides services to people under the age of 21 who are experiencing escalating emotional symptoms, behaviors, or traumatic circumstances that have impacted their ability to function within their family, living situation, school or community. Mr. Moyer and his SSA team will be meeting with Coleman Services to discuss how they can assist people with developmental disabilities during these situations.

Mr. Moyer noted that the federal rule Ensuring Access to Medicaid Services became effective on July 9, 2024. Agencies must be in compliance by 2026. Due to this rule, there will be some changes to the OhioISP format.

### **HR Director**

Mrs. Nichols reported that there are two teacher openings, an Administrative Assistant position in the Early Intervention Department and a shared Business Director position. Two Instructor Assistants will be hired through the MRESC. Alexandra Woodruff, who is currently the Administrative Assistant for the Early Intervention Department has accepted one of the Instructor Assistant positions. The other position will be filled by Adam Smith.

Mrs. Nichols has submitted several reports that were due at the beginning of the year including the Bureau of Workers Compensation – Public Employment Risk Reduction Program report, the Occupational Safety and Health Administration report, the Affordable Care Act Internal Revenue Services report and the State Employment Relations Board report.

### **Early Intervention Director**

Mrs. Rose noted that all 45-day timelines were met for the influx of 24 referrals in November 2024, which was unusually high. Early Intervention is seeing an increase in families seeking assistance with younger children who continue with EI services up to age 3 when they can transition to preschool services. EI ended the year serving 141 children compared to 134 in 2023.

EI held a Christmas party for families enrolled. Around 37 people attended the event that was held at The Discovery Center. Each child had the opportunity to visit with Santa and the Grinch and play on the indoor playground. Each of the children received a new book to take home.

### **Preschool Director**

Ms. Sulich reported that there are 205 children currently attending The Discovery Center. The last week of January the preschoolers had the opportunity to participate in the Shaving Cream Skating event. A big thank you to the VFW Amvets Post 39 in Lakeview who donated the shaving cream for this event.

Ms. Sulich informed the board that the Ohio Department of Education will be implementing a new IDEA monitoring system. The goal of this monitoring system will be to provide educational agencies support and resources to improve outcomes for students with disabilities.

## **X. NEW BUSINESS**

In new business, six contracts were reviewed for approval including contracts with Shelby County Board of DD for Business Director Services, Mote & Associates for the kitchen renovation project, RTC for their lease, RISE Program and transportation, MRESC for Speech Language Services, Company Mileage and the Chamber Energy Program.

Ms. Oldiges reviewed two policies. There were no changes to Policy 5.6.2 Calamity Day Leave and only minor language changes for Policy 5.10.7 Confidentiality of Individuals Served.

Ms. Oldiges reported that the job title and job description for Kelli Bader's position have been updated. The new job title will be Community Engagement Coordinator.

Mrs. Rose informed the board that the EI Department will be starting a parent support group called Conversations over Coffee for families enrolled in EI. The group will be meeting at The Discovery Center once a month. There will be speakers invited to present on different topics. Parents have shown interest in hearing about transition to preschool, picky eaters, as well as sensory and behavioral needs. The board discussed a stipend for the employee who will oversee the parent group.

Ms. Oldiges reported that the board does not currently have information concerning sick leave payout upon the death of a current employee in policy. Logan County's policy states they must be employed in Logan County for 10 years to receive a payout of sick leave upon their death. The Ohio Administrative Code states the employee can receive 25% of the employee's accrued but unused sick leave, not to exceed 30 days to be paid to the employee's survivors or to the employee's estate if they have ten or more years of creditable state service.

## **XI. MOTIONS/RESOLUTIONS**

1. Mr. Huffman moved and Mr. Giannola seconded to approve the contract with Shelby County Board of DD for Business Director Services, as discussed in the board meeting, pending prosecutor's approval. Motion passed unanimously.
2. Mrs. Reames moved and Mr. Steiner seconded to approve the Engineering and Surveying Services Proposal with Mote & Associates, which includes design, bidding and constructions phases for the kitchen renovation project at The Discovery Center, as included in the board packet. Motion passed unanimously.
3. Mrs. Reames moved and Mr. Huffman seconded to approve the contract for RTC and RISE, as included in the board packet. Motion passed unanimously.
4. Mr. Huffman moved and Mrs. Reames seconded to approve the contract for Speech Language Therapist Services with the MRESC, as included in the board packet, pending prosecutor's approval. Motion passed unanimously.
5. Mr. Steiner moved and Mrs. Reames seconded to approve the contract with Company Mileage, as included in the board packet, pending prosecutor's approval. Motion passed unanimously.
6. Mr. Giannola moved and Mrs. Reames seconded to approve the contract with the Chamber Energy Program, as discussed in the meeting. Motion passed unanimously.
7. Ms. Paxton moved and Mr. Huffman seconded to approve Policy 5.10.7 Confidentiality of Individuals Served, as included in the board packet. Motion passed unanimously.
8. Mr. Huffman moved and Ms. Paxton seconded to approve the Community Engagement Coordinator position description, as included in the board packet. Motion passed unanimously.
9. Mrs. Reames moved and Ms. Paxton seconded to approve a stipend of \$50 per session for the staff managing the family support group for Early Intervention families, as discussed in the board meeting. Motion passed unanimously.
10. Mrs. Reames moved and Ms. Paxton seconded to approve 30 days sick leave payout to current staff upon their death, as discussed in the board meeting. Motion passed unanimously.

## **XIII. EXECUTIVE SESSION**

Mrs. Reames moved and Ms. Paxton seconded to enter into Executive Session at 6:05 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 – absent, Mr. Giannola – yes, Mr. Huffman – yes, Ms. Hawkins – yes, Mr. Steiner – yes, Ms. Paxton – yes, Mrs. Reames – yes.

The Board returned from Executive Session at 6:24 p.m.

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

#### **ADJOURNMENT**

Mr. Giannola moved and Mrs. Reames seconded to adjourn the meeting at 6:25 p.m. The motion passed unanimously.

**Next Board Training: Thursday, March 6, 2025 at 4:30 p.m.**

**Next Board meeting: Thursday, March 6, 2025 at 5:30 p.m.**





**January Board Meeting  
Financial and IT Report  
Report by: Bonnie Kelly/Krista Oldiges**

**Monthly Financials**

The following reports are included for month end 12/2024:

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

**Highlights:**

- Year-to-date operating expenses is 87.5% compared to the budget target of 100%.
- Year-to-date operating revenue is 118.69% compared to the budget target of 100%.

**Important Notes:**

- Cost Report Audit is completed, there were no findings
- We are beginning the billing process for the APRA grant to be reimbursed our funds

<b>Fund Balances: 12/31/2024</b>		
General Fund - 2080	\$	6,190,488.33
Gift & Donation Fund - 2081	\$	6,049.97
Community Support Fund - 2082	\$	557,891.00
ARPA Fund - 2850	\$	(204,613.19)
ARPA Preschool Fund - 2853	\$	15,176.00
Capital Fund - 4010	\$	48,040.59
WestCON	\$	1,655,087.86
<b>Total</b>	<b>\$</b>	<b>8,268,120.56</b>

**IT Updates**

- User lists have been updated
- Removed from tracking and recycled all old devices in our buildings.
- Compiled our active device list and will be setting up a replacement schedule.
- Booster added at Discovery Center to improve reception
- Our back-up to our internet has gone down and that needs to be replaced, which will cost \$1,632.74.

