

June, 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, June 6, 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 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 June 6, 2024 board meeting. Motion passed unanimously.

V. PUBLIC PARTICIPATION - None

VI. APPROVAL OF MINUTES

A motion was made by Ms. Hawkins and seconded by Mr. Steiner to approve the minutes of the May 2, 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 41.11% compared to the budget due to due repairs to HVAC systems. The public awareness line item was at 40.84% due to items purchased for Developmental Disabilities Awareness Month. Revenue is 59.67% compared to the budget. All of the preschool tuition for 2023-2024 school year has been received.

Mrs. Frail attended the Ohio Association of County Boards of DD conference in May. One item that was discussed was the possibility of putting caps on waivers. If an individual needed funding higher than the cap there would be a bank of funding that all counties could access.

In IT, Mrs. Frail reported that staff will start receiving phishing emails that are fake. If they click on a link in the email or open an attachment, then the staff member will be required to complete a two to three minute training. Mrs. Frail is currently researching other scanning software as Infall scanning will no longer be supported. She is also looking at database tracking software for tracking inventory.

VIII. CONFIRMATION OF EXPENDITURES & BUDGETARY TRANSACTIONS

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

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

IX. PRESENTATION OF ADMINISTRATIVE REPORTS

Superintendent

Ms. Krieger informed the board that she will be moving out of Logan County with her family. Her last board meeting will be in August.

Mrs. Frail filled in for Ms. Oldiges.

Mrs. Frail updated the board on the potential house purchase on Orchard Island. The repairs noted in the inspection have been resolved and the board will be moving forward with the purchase of the home.

Mrs. Frail reported that a 2020 Honda CRV with 40,000 miles was purchased for \$27,684.00. The purchase was under the amount budgeted for 2024, which was approved in October 2023.

Mrs. Frail noted that Ms. Oldiges has met with the Superintendent of Calvary Christian concerning the kitchen equipment and is negotiating prices of the equipment that Calvary Christian would like to purchase.

Mrs. Kelli Bader has been working with the Indian Lake State Park officials on the installation of the accessible kayak launch. It will be at the campground beach location. There will be a concrete path to the accessible kayak launch as well.

A new brochure for the board is being designed. There will be an English and a Spanish version of the brochure.

Ms. Oldiges met with the staff that had resigned and retired for their exit interviews. The two teachers who resigned accepted positions at other schools and will be teaching older children.

SSA Director

Mr. Moyer reported that number of adults has increased and children numbers have decreased. Several teens have graduated high school and have moved to adult caseloads. Out of the 35 referrals completed this year, 17 were assessed and 16 were found eligible for services.

Mr. Moyer noted that the SSAs have successfully transmitted all the current OhioISP's to the state system. The state required all county boards to be in compliance by June 30, 2024.

Mr. Moyer reported that beginning July 1st, people who have an assessed need and are on a waiver through the Ohio Department of DD will be able to access 24/7 telehealth assessments. This service offers real-time online health assessments by healthcare professionals who have specific training in intellectual and developmental disabilities. This service can help reduce unnecessary emergency room visits while also providing a positive step towards healthcare access, better health management and informed decision making.

HR Director

Mrs. Nichols reported that Dora Tracy accepted the Preschool Instructor position previously held by Donna Johnson as she has accepted the position of Evaluation Specialist. Natalie LeMay was also hired to fill an open Preschool Instructor position. The board has one more Preschool Instructor position to fill.

Mrs. Nichols noted that health insurance benefits will increase beginning July 1, 2024. There will be a 6.48% premium increase for medical and prescription benefits and a 3.95% premium increase for dental benefits. Staff on a family plan will see an \$8.00 increase and staff on a single plan will see a \$4.00 increase per pay.

Early Intervention Director

Mrs. Rose reported that the new EI rule will be implemented on July 1, 2024. EI staff will be participating in webinar training on the new rule prior the implementation date.

Mrs. Rose has been working on the Early Intervention Services Coordination Grant that is due June 7, 2024. The board will be receiving \$20,000 more than last year.

Mrs. Rose showed the board one of the sensory kits that are available at the Knowlton Library and the library branches in Logan County. These kits were purchased through ARPA grant funding.

Preschool Director

Ms. Sulich reported that the Parent Support Group will be meeting out in the community for the summer months.

The Potty-Training Seminar held on May 13th was well received by the parents attending. The Annual Spring Program and the Annual Water Day were enjoyed by everyone. The Bellefontaine Fire Department assisted on water day by using a fire hose to spray water for the kids to run through.

Ms. Sulich is working on an advertisement for the 2024-2025 school year to fill the 53 ECE openings.

X. NEW BUSINESS

A contract with the Hardin County Board of Developmental Disabilities was included in the board packet for review. This is a 1-year contract to share Business Director services. All costs related to the Business Director position will be split 50/50 between Logan and Hardin County.

The MRESC contracts for Speech Language Therapy Services, Instructor Assistant Services, Substitute Teacher and Aide Services, Resident Educator Services, LPDC Coordination Services, and Absence Management Services were included in the board packet. There were no major changes in these contracts.

The copier and scanner lease are good through September 2024, however, the representative reached out to the board as the costs of the lease are the lowest they have seen. The lease will increase by \$51.66 per month for 2 copiers and 5 scanners. There was a copier company that was cheaper, however, the quality of the copiers would not be as good as the current ones.

Mrs. Nichols reviewed three policies. Policy 5.2.3 Drug and Alcohol included language changes regarding ORC 3796 and Chapter 3780. The CDL and bus driver language was also removed. Policy 5.9.3 Electronic Signature included minor language changes. Policy 5.6.11 Expense Reimbursement included language changes regarding mileage reimbursement, meal reimbursement, overnight stays and changing the timeframe for reimbursement to 60 days. Staff will also be asked to utilize the agency vehicles before using their own vehicle to help cut down on mileage costs.

Mrs. Frail presented an amended Discovery Center Instructor Assistant 2024-2025 Calendar, which includes training date changes.

Mrs. Frail reported that there are 2 vehicles, a white car and a blue truck, that staff are no longer using. If approved these vehicles will be put on GovDeals to sell. There are also 5 broken scanners that can be listed on GovDeals as well. Mrs. Frail noted that they are no longer supported but other people may want to purchase them for the parts.

The Evaluation Specialist position description was included in the board packet for review. The Evaluation Specialist position will replace the Psychologist position that was filled by Melissa Johnson who has resigned.

The Table of Organization was included in the board packet for review. It has been updated with the staffing changes.

Mrs. Frail and Mrs. Nichols discussed the business support stipend for the employee that has been working a couple of hours per week for Hardin County Board of DD. The stipend would be 60% of the

hourly wage for a couple of hours per week due to the additional job duties that the employee is completing. When the employee is no longer performing the additional job duties the stipend will end.

XI. MOTIONS/RESOLUTIONS

1. Mr. Steiner moved and Mr. Giannola seconded to approve the Shared Services Agreement with Harding County Board of Developmental Disabilities, as included in the board packet. Motion passed unanimously.
2. Ms. Hawkins moved and Mr. Huffman seconded to approve Policy 5.2.3 Drug and Alcohol, as discussed in the board meeting. Motion passed unanimously.
3. Ms. Hawkins moved and Ms. Krieger seconded to approve Policy 5.9.3 Electronic Signature, as discussed in the board meeting. Motion passed unanimously.
4. Mr. Huffman moved and Mr. Giannola seconded to approve Policy 5.6.11 Expense Reimbursement, as discussed in the board meeting. Motion passed unanimously.
5. Mr. Huffman moved and Mr. Steiner seconded to approve the amended 2024-2025 Discovery Center Instructor Assistant Calendar, as included in the board packet. Motion passed unanimously.
6. Mr. Huffman moved and Ms. Hawkins seconded to approve the sale of two agency vehicles (white car and blue pick-up) on GovDeals, as discussed in the board meeting. Motion passed unanimously.
7. Mrs. Reames moved and Ms. Krieger seconded to approve the sale of several scanners on GovDeals, as discussed in the board meeting. Motion passed unanimously.
8. Mr. Giannola moved and Ms. Hawkins seconded to approve the amended Table of Organization, as included in the board packet. Motion passed unanimously.
9. Mr. Huffman moved and Mrs. Reames seconded to approve the Position Description for Evaluation Specialist, as included in the board packet. Motion passed unanimously.
10. Mr. Steiner moved and Mrs. Reames seconded to approve the service agreements with MRESC for Speech Language Therapy Services, Instructor Assistant Services, Substitute Teacher and Aide Services, Resident Educator Services, LPDC Coordination Services, and Absence Management Services, as included in the board packet. Motion passed unanimously.
11. Ms. Hawkins moved and Mr. Steiner seconded to approve a stipend for business support services with Hardin County. Motion passed unanimously.
12. Mr. Huffman moved and Mr. Steiner seconded to approve the Perry ProTech Copier and Scanner Lease, as included in the board packet. Motion passed unanimously.

ADJOURNMENT

Mr. Giannola moved and Mrs. Reames seconded to adjourn the meeting at 6:15 p.m.

Next Board meeting: Thursday, August 1, 2024 at 5:00 p.m.



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

Monthly Financials

The following reports are included for month end 4/2024:

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

Highlights:

- Year-to-date operating expenses is 41.11% compared to the budget target of 33%.
 - We are at 96.82% of our Repairs budget. We transferred \$30,000 into this line in May.
 - Public Awareness we are at 40.84%, but March was Disability Awareness. The items purchased for Disability Awareness came out of this line.
- Year-to-date operating revenue is 59.67% compared to the budget target of 33%.
 - We have received all of our Preschool Tuition for the 2023-2024 school year.
- I attended the OACB Conference in May.

| Fund Balances: 4/30/2024 | |
|---------------------------------|-------------------------|
| General Fund - 2080 | \$ 7,216,644.38 |
| Gift & Donation Fund - 2081 | \$ 2,210.97 |
| Community Support Fund - 2082 | \$ 437,190.34 |
| ARPA Fund - 2850 | \$ 246,057.71 |
| Capital Fund - 4010 | \$ 533,951.46 |
| WestCON | \$ 2,804,759.69 |
| Total | \$ 11,240,814.55 |

IT Updates

- KnowBe4 phishing expeditions are being rolled out in June.
- Currently, exploring Data Management Systems to replace Infal.
- Looking into a Database Tracking System for the Discovery Center.

