

**March, 2024**

**LCBDD MEETING MINUTES:**

**I. ROLL CALL**

- II.** The meeting was called to order by Ms. Bridget Hawkins at 5:39 p.m. on Thursday, March 7, 2024 at the Logan County Board of Developmental Disabilities, Bellefontaine, Ohio. Those in attendance were Ms. Bridget Hawkins, Ms. Lindsay Krieger, Mr. Frank Giannola 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 Mr. Giannola to approve the motions agenda for the March 7, 2024 board meeting. Motion passed unanimously.

**V. PUBLIC PARTICIPATION - None**

**VI. APPROVAL OF MINUTES**

A motion was made by Mr. Giannola and seconded by Ms. Krieger to approve the minutes of the January 25, 2024 board meeting, as written. Motion passed unanimously.

**VII. PRESENTATION OF FINANCIAL REPORTS**

Business Director, Mrs. Jennifer Frail, presented monthly financials. Mrs. Frail noted that expenses were higher than the operating expenses budget target due to paying the first quarter admin fees to DODD, waiver match to WestCON and HVAC repairs. Revenue is lower than the revenue budget target due to awaiting on payments for MAC and TCM billing. Year-to-date financials show expenses at 14.38% compared to the budget. Revenue is 3.05% compared to the budget. The expense and revenue summaries through January 2024 were reviewed. The WestCON financial summary through January 2024 was included.

In IT, Mrs. Frail reported that there were some issues with printers and Wi-Fi access points during the server migration. These issues have been resolved. Mrs. Frail is looking into upgrading the Wi-Fi access points.

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

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

**IX. PRESENTATION OF ADMINISTRATIVE REPORTS**

**Superintendent**

Ms. Oldiges updated the board on the DD Awareness Month activities. A sensory friendly movie event was held on March 2<sup>nd</sup>. Those who attended received free admission, popcorn, drink, a sensory goodie bag and coloring book. A Proclamation of DD Awareness Month will be held on March 14<sup>th</sup> at the County Commissioner's office. There are radio commercials on WPKO featuring people served as well as

ads on local billboards reminding everyone that March is DD Awareness month and to create a more inclusive environment for all. Inclusive coloring books and crayons were distributed to local school districts.

Ms. Oldiges shared results from a culture survey that was sent out to staff. It was noted that staff feel the main area of improvement would be competitive compensation. Staff stated that they are enjoying the increase in morale activities that have been offered.

Ms. Oldiges reported that the van that was put on Government Surplus Auctions sold for \$3877.69.

Ms. Oldiges reviewed some of the Advocacy and Outreach highlights. There will be a community basketball game on March 26<sup>th</sup> at 5:30 pm at the Bellefontaine Middle School. The Logan County Braves will be playing against local celebrities. There are trainings being planned for potty training, STABLE accounts and remote supports. LCBDD staff will be attending the Indian Lake Career Expo to educate job candidates about careers in the field. There were 9 providers that received CPR, First Aid and AED training this year. Social Media numbers were reviewed noting that a reel that was posted for the shaving cream skating at the preschool has received over 3,700 views.

### **SSA Director**

Mr. Moyer reported that the numbers of adults have decreased, and the numbers of children have increased. Referral numbers are down with 12 so far in 2024. Mr. Moyer is now tracking how many children who received Early Intervention services have transitioned over to SSA services.

Mr. Moyer completed all the Extraordinary Care Instruments for minor children whose parents are their providers. They were all eligible and the board is now in compliance with DODD rules.

Since becoming a certified trainer for crisis intervention, Mr. Moyer has trained 2 new SSAs. These SSAs are also participating in the comprehensive SSA CAFÉ program.

### **HR Director**

Mrs. Nichols reported that the board has received 80 applicants for the Administrative Assistant position at the preschool. Interviews are being conducted. Mr. James Shouse, Head Cook at the preschool, has submitted his resignation for retirement. His last day will be May 31, 2024.

The quarterly safety meetings that were previously held at the board office have been combined with the preschool. The meetings will be held monthly for both buildings.

Mrs. Nichols included a 2023 Human Resources Summary. The summary included years of service, turnover rate, age, education, gender, and recruitment.

### **Early Intervention Director**

Mrs. Rose's board report was included in the board packet for review.

Ms. Oldiges noted that the EI department will hold their first Music Class on March 19<sup>th</sup>. This class is being paid for through ARPA grant funding. The children will get to make egg shakers, sing and have a snack.

### **Preschool Director**

Ms. Oldiges reported that the preschool has 195 students currently.

Staff participated in shaving cream skating the weekend prior to shaving cream skating week for the students.

## **X. NEW BUSINESS**

In new business, two contracts were reviewed for approval. Ms. Oldiges noted that the Analytics Contract includes a \$575.00 increase per month. This is a three-year contract, which allows the board to lock-in the rate. The Midwest Regional Educational Service Center (MRESC) Substitute Teacher and

Substitute Aide Services Contract included an increase of \$7.09 per day for substitute teachers and an increase of \$9.54 per day for substitute aides. Both contracts were reviewed and approved by the county prosecutor.

Ms. Oldiges reviewed five policies. There were minor language changes to Policy 5.8.1 Board Property and Policy 5.2.15 Flexible Work Options. Policy 5.1.11 Volunteers and Interns had minor changes to volunteer checks. Policy 3.1.1 Financial Management included amount changes, due date changes and language added regarding procurement cards. Policy 5.6.15 Military Leave had no changes.

Ms. Oldiges presented the board with an updated Table of Organization. The only change to the Table of Organization was moving Mrs. Tiffany Fultz under Mrs. Frail's department as most of Mrs. Fultz's job duties now fall under that department.

Ms. Oldiges discussed ending food services with the board due to the retirement of Mr. Shouse. This would be a cost savings of approximately \$200,000 annually. Currently the preschool utilizes mostly pre-packaged food items for snacks and can continue to provide those snacks to the students without food services. The YMCA has another option of food services with Lifecare Alliance. Clients that attend RTC will be informed so that they can plan for other arrangements. No other county boards in Ohio currently provide food services for day programs.

Ms. Oldiges discussed donating \$10,000 to the West Liberty Lions Park for their new family restroom. This donation will go towards the purchase of a universal changing table. This will be the only universal changing table between Dayton and Columbus that is currently available if approved.

## **XI. MOTIONS/RESOLUTIONS**

1. Ms. Krieger moved and Mr. Giannola seconded to approve the contract with Aunalytics, as included in the board packet. Motion passed unanimously.
2. Mrs. Reames moved and Ms. Krieger seconded to approve the contract with MRESC for Substitute Teacher and Substitute Aide Services, as included in the board packet. Motion passed unanimously.
3. Mr. Giannola moved and Ms. Krieger seconded to approve Policy 5.8.1 Board Property, as included in the board packet. Motion passed unanimously.
4. Ms. Krieger moved and Mrs. Reames seconded to approve Policy 3.1.1 Financial Management, as included in the board packet. Motion passed unanimously.
5. Mr. Giannola moved and Mrs. Reames seconded to approve Policy 5.2.15 Flexible Work Options, as included in the board packet. Motion passed unanimously.
6. Mrs. Reames moved and Ms. Krieger seconded to approve Policy 5.1.11 Volunteers and Interns, as included in the board packet. Motion passed unanimously.
7. Mr. Giannola moved and Ms. Krieger seconded to approve the Table of Organization, as included in the board packet. Motion passed unanimously.
8. Mrs. Reames moved and Mr. Giannola seconded to approve ending food services effective May 31, 2024, as discussed in the meeting. Motion passed unanimously.
9. Ms. Krieger moved and Mrs. Reames seconded to approve a \$10,000 donation to the West Liberty Lions Club for a universal changing table at the new accessible restroom in the park. Motion passed unanimously.

## **ADJOURNMENT**

Mr. Giannola moved and Mrs. Reames seconded to adjourn the meeting at 6:10 p.m.

**Next Board meeting: Thursday, April 4, 2024 at 5:00 p.m.**





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

**Monthly Financials**

The following reports are included for month end 1/2024:

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

**Highlights:**

- Year-to-date operating expenses is 14.38% compared to the budget target of 8%.
  - The first quarterly Admin Fees were paid along with our Waiver Match being transferred.
- Year-to-date operating revenue is 3.05% compared to the budget target of 8%.
  - We are awaiting payment for our MAC and TCM.

<b>Fund Balances: 1/31/2024</b>	
General Fund - 2080	\$ 6,183,419.78
Gift & Donation Fund - 2081	\$ 2,210.97
Community Support Fund - 2082	\$ 366,726.65
Capital Fund - 4010	\$ 547,789.67
WestCON	\$ 2,472,746.10
<b>Total</b>	<b>\$ 9,572,893.17</b>

**IT Updates**

- Server Migration and Issues

