

March, 2025

LCBDD MEETING MINUTES:

I. ROLL CALL

- II.** The meeting was called to order by Ms. Valerie Robb at 5:38 p.m. on Thursday, March 6, 2025 at the Logan County Board of Developmental Disabilities, Bellefontaine, Ohio. Those in attendance were Ms. Bridget Hawkins, 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. Staci Nichols, Mrs. Liz Rose, and Mrs. Ashley Shefbuch.

III. Moment of Silence

IV. ADOPTION OF AGENDA

A motion was made by Ms. Hawkins and seconded by Mrs. Reames to approve the motions agenda for the March 6, 2025 board meeting. Motion passed unanimously.

V. PUBLIC PARTICIPATION - None

VI. APPROVAL OF MINUTES

A motion was made by Mr. Steiner and seconded by Mr. Giannola to approve the minutes of the January 30, 2025 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 6.63% compared to the budget target of 8.33%. Revenue was 1.81% compared to the budget target of 8.33%. The expense and revenue summaries through January of 2025 were reviewed. January salaries included personal leave payout for staff who did not utilize all their personal leave in 2024. This will no longer occur each year due to the change to the Personal Leave with Pay Policy, which states that unused personal leave will not be paid out at the end of the year or if the employee leaves employment at LCBDD. The ARPA Grant funding has been received and will be reflected in the financials at the April Board meeting.

In IT, a new software system was purchased for The Discovery Center to assist with student records and information.

VIII. CONFIRMATION OF EXPENDITURES & BUDGETARY TRANSACTIONS

A motion was made by Mr. Huffman and seconded by Ms. Hawkins to confirm the payment of expenditures for January 1 – January 31, 2025, as included in the board packet. Motion passed unanimously.

A motion was made by Mrs. Reames and seconded by Mr. Steiner to approve the budgetary transactions for January 1 – January 31, 2025, as included in the board packet. Motion passed unanimously.

IX. PRESENTATION OF ADMINISTRATIVE REPORTS

Superintendent

Ms. Oldiges is currently working on contracts for the local school districts for the 2025-2026 school year. The contracts will include the cost per child and the number of slots allotted to each school. Currently Indian Lake Schools will have 30 slots, Bellefontaine Schools will have 10 slots, Riverside Schools will have 15 slots, West Liberty-Salem Schools will have 5 slots and Ben Logan Schools will have 30 slots. The preschool's total slots for the 2025 -2026 school year will be 170 students, which includes 100 students on IEPs and 70 peer mentors. Currently the preschool has 213 students.

The Board discussed whether to continue the contract with RTC for the RISE program. The RISE program serves people who are 14 – 25 years old and provides life skills classes, career exploration, and teen recreation. The contract currently has a 90-day notice required to discontinue. Ms. Hawkins suggested if the Board wants to discontinue the contract for the RISE program to wait until towards the end of the contract so that the management team will have time to start a similar program in-house. Discussion was tabled to a future board meeting.

Ms. Oldiges stated that the fireproof ceiling in the kitchen will need to be tested for asbestos before the renovation can be started and will cost \$2,000.

The board office was without heat due to the boiler needing repairs. Parts were ordered to fix the boiler.

The Special Olympics Unified Bowling teams for the Logan County Braves participated in the National Unified Championships in Louisiana and brought home several medals including two gold, one silver and two bronze.

SSA Director

Mr. Moyer reported that the SSA department has received 25 referrals so far for 2025. There have also been 10 Major Unusual Incidents (MUI) filed since the beginning of the year, mostly due to unscheduled hospitalizations and law enforcement. The Human Rights Committee annual behavior support analysis has been completed. Currently there are 7 Individual Service Plans with restrictive measures.

Mr. Moyer is participating in a Juvenile Court System Simulation with the Logan County Mental Health and Addiction Services Board, Logan County Children's Services, and Logan County Juvenile Court. This simulation will help demonstrate what it is like going through the juvenile court system for other local professionals. Mr. Moyer also recently attended the first meeting of the Logan County Adult Protective Services ITeam, which aims to bring together count agencies to focus on the protection of elderly citizens.

Mr. Moyer has been working with staff at the Champaign County Board of DD to learn the full process of billing Target Case Management (TCM) and will be working on creating a procedure to become more efficient.

HR Director

Mrs. Nichols reported that there are two teacher openings. Jennifer Heritage was hired to fill the Early Intervention Administrative Assistant vacancy and Kari Eckard has been hired to fill the Business Director vacancy. Mrs. Nichols discussed the possibility of 6 positions to fill at the preschool in the fall partially due to retirements and has been working with Ms. Sulich on reviewing staff and student numbers for the 2025-2026 school year.

Early Intervention Director

Mrs. Rose reported that the EI department is serving 85 kids, with 16 referrals in February and March.

Mrs. Rose stated that the Skate, Stroll & Roll event at the Indian Lake Rollerana was well attended and everyone had a good time.

Preschool Director

Ms. Sulich reported that the Ohio Department of Jobs and Family Services recently completed the licensure review for The Discovery Center with no citations.

X. NEW BUSINESS

In new business, one contract with MRESC was reviewed for an Instructor Assistant. One contract amendment with the Hardin County Board of DD for shared services was also reviewed.

Ms. Oldiges reviewed four policies. There were minor language changes to Policy 5.5.1 Auditor of State Fraud Reporting System and 5.6.3 Civic Duty Leave. There were minor language changes regarding payout to Policy 5.6.7 Personal Leave with Pay. There were minor language changes to Policy 5.6.8 Sick Leave regarding OAC and sick leave payout upon retirement or death.

The Table of Organization was updated with new staff for the board to review for approval.

XI. MOTIONS/RESOLUTIONS

1. Mrs. Reames moved and Mr. Steiner seconded to approve the contract with MRESC for an Instructor Assistant, as included in the board packet. Motion passed unanimously.
2. Mr. Giannola moved and Mr. Huffman seconded to approve the contract amendment for shared services with the Hardin County Board of DD, as discussed in the board meeting. Motion passed unanimously.
3. Mr. Huffman moved and Ms. Hawkins seconded to approve Policy 5.5.1 Auditor of State Fraud Reporting System, as included in the board packet. Motion passed unanimously.
4. Ms. Hawkins moved and Mrs. Reames seconded to approve Policy 5.6.3 Civic Duty Leave, as included in the board packet. Motion passed unanimously.
5. Mrs. Reames moved and Mr. Steiner seconded to approve Policy 5.6.7 Personal Leave with Pay, as included in the board packet. Motion passed unanimously.
6. Mr. Steiner moved and Mr. Giannola seconded to approve Policy 5.6.8 Sick Leave, as included in the board packet. Motion passed unanimously.
7. Mr. Giannola moved and Mr. Huffman seconded to approve the Table of Organization, as included in the board packet. Motion passed unanimously.

ADJOURNMENT

Mr. Giannola moved and Mr. Huffman seconded to adjourn the meeting at 6:14 p.m. The motion passed unanimously.

Next Board Training: Thursday, April 3, 2025 at 5:00 p.m.

Next Board meeting: Thursday, April 3, 2025 at 5:30 p.m.



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

Monthly Financials

The following reports are included for the month end 1/2025:

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

Highlights:

- Year-to-date operating expenses are 6.63% compared to the budget target of 8.33%.
- Year-to-date operating revenue was 1.81% compared to the budget target of 8.33%.

Important Notes:

- January Salaries included the Personal Leave Payouts of \$10,802.50, this will be the last Personal Leave Payout.
- January OPERS included 3 pays.
- January Employee Benefits Expense had both Dec 2024 and January 2025; therefore, February will not have an expense for the month.
- The ARPA Grant Funds have been both received and totally distributed, which will be reflected in February financials.

Fund Balances: 01/31/2025		
General Fund - 2080	\$	5,684,193.99
Gift & Donation Fund - 2081	\$	6,049.97
Community Support Fund - 2082	\$	574,269.14
ARPA Fund - 2850	\$	(240,088.24)
ARPA Preschool Fund - 2853	\$	15,176.00
Capital Fund - 4010	\$	47,853.09
WestCON	\$	1,301,884.26
Total	\$	7,389,338.21

IT Updates

- Database tracking System for the Discovery Center from Rediker Software Inc. should be up and running by July 1, 2025.

