

May, 2024

**LCBDD MEETING MINUTES:**

**I. ROLL CALL**

- II. The meeting was called to order by Ms. Valerie Robb at 5:40 p.m. on Thursday, May 2, 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 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 Mrs. Reames to approve the motions agenda for the May 2, 2024 board meeting. Motion passed unanimously.

**V. PUBLIC PARTICIPATION - None**

**VI. APPROVAL OF MINUTES**

A motion was made by Mr. Huffman and seconded by Mr. Giannola to approve the minutes of the April 4, 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 35.46% compared to the budget due to cafeteria supplies being budgeted for half a year, membership fees being paid for the year and most of the waiver match being sent to Westcon. The training line is at 31.92% due to an employee in the Early Intervention Department becoming certified for PLAY. Mrs. Frail will continue to keep a close eye on the training budget throughout the rest of the year. Revenue is 52.04% compared to the budget. The board recently received Medicaid Administrative Claiming (MAC) and Targeted Case Management (TCM) payments. The ARPA line item was added for community integration and supported connections. As items are purchased for the ARPA grant an invoice will be submitted and the state will reimburse the board. The 2022 Cost Report will be audited, possibly in September. Every year the state chooses 20 counties to audit.

Mrs. Frail reached out to the auditor to see how much 1 mill would bring in for the board when it is time to go back on the levy. She is waiting to hear back.

In IT, Mrs. Frail reported that the meeting with Aunalytics is scheduled for May 7<sup>th</sup> to discuss finalizing the server migration. New software will start being utilized to send out phishing emails to staff for training purposes.

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

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

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

### **Superintendent**

Ms. Oldiges shared with the board that additional ARPA grant funding was applied for the preschool to help with costs associated with the new HVAC system and new curriculum. The board should be notified soon if any funding is awarded.

Ms. Oldiges reported that parts to fix the air conditioning at the board office have been ordered as it is currently not working. The sliding doors on the back of the board office that RTC utilizes needed repairs. Modern Entrance Systems Inc. company suggested changing the doors to egress instead of ingress. This will allow the doors to open wider to make it easier for people using wheelchairs. Due to this change a building permit was required. The HVAC project scheduled for the Discovery Center for this summer has been pushed back to September due to the units being ordered late. Rise Mechanical will be installing the new units on the weekends at no cost to the board so that the preschool classes are not affected.

Ms. Oldiges reviewed some of the Advocacy and Outreach highlights. Special Olympic athletes are getting ready for the Summer Games in June. Some athletes are also learning how to play bocce ball, pickle ball and disc golf. Advocacy training for transition aged youth is being planned for this summer. Around 8 people attended the STABLE Accounts and Remote Supports training held in April.

### **SSA Director**

Mr. Moyer reported that the numbers of children being served has decreased from last month. Everyone who has been assessed for services this year has been found eligible. There have been six families that have transitioned from Early Intervention Services to SSA Services this year.

The board received \$18,250.00 for the Keeping Families Together Grant funding. This funding will be used to assist multi-system youth who are eligible for services. ARPA funding is being used for youth summer camps, respite and behavioral respite, transportation and adaptive equipment.

Mr. Moyer noted an increase in the need for Individual Options (I/O) waivers due to higher medical and behavioral needs and the availability of parents opting for shared living. An extra five I/O Waivers have been allocated for this year to assist in providing for those needs.

### **HR Director**

Mrs. Nichols reported that Cara Kauffman, who will be replacing Connie Hall, Administrative Assistant, has started and is training with Mrs. Hall. Thomas Faulder, who receives services from the board, started April 18 as a substitute custodian and is doing well.

Mrs. Nichols is currently interviewing for the open teacher position and has interviewed seven applicants so far.

### **Early Intervention Director**

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

### **Preschool Director**

Ms. Sulich reported that 25 families attended the Spring Fling parent education event. Several local agencies were available for questions and information and the preschoolers enjoyed carnival style games where they could win prizes. There also has been an increase in the number of parents attending the parent support group.

Ms. Sulich announced that the preschool passed state licensure and received gold status, which is the highest available, for Step Up To Quality. The Step Up To Quality program recognizes and promotes

learning and development programs that meet quality program standards that exceed licensing health and safety regulations.

## **X. NEW BUSINESS**

In new business, the contract with the Logan County Family and Children First Council (FCFC) for the lease of space at the Discovery Center was reviewed for approval. This included an increase in costs for FCFC of \$130.00 per month.

Ms. Oldiges reviewed two policies. Policy 5.9.2 Computer Use had minor language changes. Policy 5.2.2 Ethics was revised to state that if an individual served by the board is hired by a board employee the employment arrangement will be submitted to the Ethics Committee for approval.

The board reviewed the 2024- 2025 Discovery Center Preschool calendars for students, instructors and instructor assistants that were included in the board packet.

Due to no longer providing food service in June, Ms. Oldiges would like to sell the kitchen equipment. Ms. Oldiges reached out to the commissioner's office and the board can sell them to a local church or non-profit. Calvary Christian Schools have shown interest in purchasing some of the equipment. A motion would be needed to proceed with the sale of the equipment.

Ms. Oldiges and Mr. Moyer are looking into purchasing a home that will be utilized for people who receive services from the board. The board would be able to purchase the house with a combination of state funding and local funding. The home on Orchard Island that the board put on an offer on had the inspection completed. The inspector found a lot of standing water in the crawl space. Ms. Oldiges is waiting to hear from the owner and realtor on the resolution to this issue before proceeding further. The board may look at other housing options if not satisfied with the resolution.

## **XI. MOTIONS/RESOLUTIONS**

1. Ms. Krieger moved and Mr. Steiner seconded to approve the contract with the Logan County Family and Children First Council, as included in the board packet. Motion passed unanimously.
2. Mr. Giannola moved and Mrs. Reames seconded to approve Policy 5.9.2 Computer Usage, as discussed in the board meeting. Motion passed unanimously.
3. Mr. Giannola moved and Mrs. Reames seconded to approve Policy 5.2.2 Ethics, as discussed in the board meeting. Motion passed unanimously.
4. Ms. Krieger moved and Mr. Steiner seconded to approve the 2024-2025 Discovery Center Student Calendar, Instructor Calendar, and Assistant Instructor Calendar, as included in the board packet. Motion passed unanimously.
5. Mr. Giannola moved and Ms. Krieger seconded to approve selling the kitchen equipment to a church/nonprofit or list on GovDeals, as discussed in the board meeting. Motion passed unanimously.
6. Mr. Huffman moved and Mr. Steiner seconded to approve up to \$70,000 to assist in the purchase of a house to support the needs of people served in Logan County, as discussed in the board meeting.

## **EXECUTIVE SESSION**

Ms. Giannola moved and Ms. Krieger seconded to enter into Executive Session at 6:17 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, Mr. Steiner – yes, Ms. Krieger – yes, Mrs. Reames – yes.

The Board returned from Executive Session at 6:29 p.m.

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

#### **ADJOURNMENT**

Mr. Giannola moved and Ms. Krieger seconded to adjourn the meeting at 6:32 p.m.

**Next Board meeting: Thursday, June 6, 2024 at 5:00 p.m.**



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

**Monthly Financials**

The following reports are included for month end 3/2024:

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

**Highlights:**

- Year-to-date operating expenses is 35.46% compared to the budget target of 25%.
  - This number is skewed due to Cafeteria Supplies only being budgeted at for half the year, as a result we are at 55.74%. We are also at 91.40% for our membership fees due to OACB membership of \$15,750 being processed. Lastly, we are at 88.17% for Waiver match due to majority of our waiver match being sent to Westcon.
  - The one line that we are being attentive to is Training. We are at 31.92%, this is due to an EI staff member getting certified for Play Project. The cost of this was \$3,900.00. All other lines are either on target or under.
- Year-to-date operating revenue is 52.04% compared to the budget target of 25%.
  - We received our MAC payment of 30,827.71 and TCM of \$120,921.45.
- Apra Fund 2850 was established in March.

<b>Fund Balances: 3/31/2024</b>	
General Fund - 2080	\$ 7,238,826.43
Gift & Donation Fund - 2081	\$ 2,210.97
Community Support Fund - 2082	\$ 414,438.20
ARPA Fund - 2850	\$ 250,015.00
Capital Fund - 4010	\$ 533,951.46
WestCON	\$ 3,021,925.69
<b>Total</b>	<b>\$ 11,461,367.75</b>

**IT Updates**

- Still waiting on the 2<sup>nd</sup> part of the Server migration. Most of the issues have been resolved.

