

May, 2025

LCBDD MEETING MINUTES:

I. ROLL CALL

- II.** The meeting was called to order by Ms. Valerie Robb at 5:20 p.m. on Thursday, May 1, 2025 at the Logan County Board of Developmental Disabilities, Bellefontaine, Ohio. Those in attendance were Ms. Bridget Hawkins, Ms. Valerie Robb, Mr. Frank Giannola, Mr. Allen Huffman and Mrs. Melanie Reames.

Other attendees were Ms. Krista Oldiges, Mr. Jason Moyer, Ms. Lisa Sulich, Mrs. Staci Nichols, Mrs. Liz Rose, Mrs. Kari Eckard and Mrs. Ashley Shefbuch.

III. Moment of Silence

IV. ADOPTION OF AGENDA

A motion was made by Ms. Hawkins and seconded by Mr. Huffman to approve the motions agenda for the May 1, 2025 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 3, 2025 board meeting, as written. Motion passed unanimously.

VII. PRESENTATION OF FINANCIAL REPORTS

Mrs. Eckard presented the monthly financials. Year-to-date financials show expenses at 19% and revenue at 52%. The revenue percentage was higher due to receiving the mobile home and real estate tax settlements. The expense and revenue summaries through March of 2025 were reviewed as well as the fund balances.

VIII. CONFIRMATION OF EXPENDITURES & BUDGETARY TRANSACTIONS

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

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

IX. PRESENTATION OF ADMINISTRATIVE REPORTS

Superintendent

Ms. Oldiges updated the board on the renovation project to turn the kitchen space at The Discovery Center into office space. The kitchen was tested for asbestos. No presence of asbestos was found. Mote & Associates will be obtaining the permits for the project. The current estimate for the project is \$183,000, which is \$60,000 less than the original estimate.

The results of a recent community survey were shared with board members. The survey was completed by community members, stakeholders, and individuals and families served. The majority of responses were overwhelmingly positive.

Ms. Oldiges shared the Logan County Implementation Agreement on Transition. This agreement will provide guidelines for transition from ages birth to five, from Early Intervention (Part C) to Preschool

Special Education programs, CORS Head Start, other appropriate preschool programs and onto compulsory school-ages institutions. Those included in the agreement included: Logan County ESC, LCBDD, CORS, Bellefontaine City Schools, Benjamin Local Schools, Indian Lake Schools, Riverside Schools, West Liberty Salem Schools, LCBDD Early Intervention, LCBDD Preschool and Logan County FCFC.

Ms. Oldiges announced that there would be a Retirement Open House held on May 27 from 3:30 – 5:00 p.m. for Deb Shotts and Jill Butler. The board members were invited to attend.

The entrance doors located at The Discovery Center near the Early Intervention offices will need to be replaced due to not being able to latch correctly. A quote is currently being requested.

Ms. Oldiges also announced the launch of the Learning Logan County Summer Day Camp for youth ages 12 to 17 who receive services from the board. The first session will take place on June 4 from 8:00 AM to 3:30 PM. Camp activities will include field trips, business tours, skill development, and training sessions designed to build confidence, independence, and real-world knowledge.

SSA Director

Mr. Moyer shared that the SSA Department has received 42 referrals so far this year, 16 of these were found eligible for services.

Mr. Moyer reported that he is in the process of applying for a couple of grants for the LCBDD Foundation that can be utilized to assist individuals who receive services.

Mr. Moyer attended the Region 2 SSA Director meeting where they discussed the new extended travel rule that is being put into place and EVV (Electronic Visit Verification), which will be required for providers by October 2025 and will also be a part of county board requirements.

HR Director

Mrs. Nichols reported on staffing updates, including three open teaching positions. Interviews are currently being conducted to fill those positions. Mrs. Nichols discussed new position descriptions for two roles following the resignation of Hannah Boy, Therapy Services Coordinator. Rather than directly replacing the position, the management team recommended restructuring it into two separate roles to better support preschool needs. The proposed changes included the creation of a part-time Occupational Therapist position and a Preschool Manager position. Stefanie Leffler has been hired for the Program Nurse position and will begin on May 12th. This start date will allow her to train alongside Deb Shotts.

Mrs. Nichols informed the board that Stark County Schools COG is proposing a 4.97% increase for medical rates which would be effective beginning on July 1, 2025. They are also proposing no increase to dental or vision insurance. These proposals will be presented to their board for approval at their June board meeting.

Early Intervention Director

Mrs. Rose reported that the Early Intervention department recently participated in a gross motor training led by Karen Lohnes, PT. The training focused on enhancing staff skills in supporting motor development in infants and toddlers, helping to strengthen the quality and effectiveness of services provided to young children and their families.

The EI department will be coordinating a training for other EI departments in Region 2 on how to enter IFSP's into Britttco.

Preschool Director

Ms. Sulich updated the board on activities at the preschool. Children enjoyed a special visit from the Easter Bunny and also attended a Touch-A-Truck event which gave the preschoolers the opportunity to explore various vehicles up close and learn about the important roles they play in the community. The Preschool Spring Program will be held on May 8th at 6:00 pm at Bellefontaine High School.

X. NEW BUSINESS

In new business, one Memorandum of Understanding with Special Olympics of Ohio was reviewed. This MOU stated that if Logan County decided to end the program in the county, all the equipment purchased for the program would go back to Special Olympics of Ohio.

Ms. Oldiges reviewed two policies. There were minor language changes to Policy 8.1.1 Family Support and Supported Living. There were also minor changes regarding lunch breaks to Policy 5.6.5 Hours of Work and Overtime.

The Board reviewed a draft copy of the 2025-2027 Strategic Plan at the April Board meeting. A final copy was included in the May Board packet for review and approval.

Ms. Oldiges noted that since there was no asbestos present in the kitchen at The Discovery Center, an approval to move forward with the project was requested.

Included in the board packet were job descriptions for an Occupational Therapist and a Preschool Manager for review. The OT position would be a part-time position working 4 days per week for 178 days per year. The Program Manager would be a full-time position working 220 days per year. There is funding available in the budget for these positions in the salary line.

Ms. Oldiges requested approval to sell the home located at 549 East Chillicothe Avenue in Bellefontaine that is in need of renovations and to purchase a home at 411 Spring Street, Bellefontaine for \$213,000. The board would be reimbursed up to \$186,000 of the cost of the home from DODD.

XI. MOTIONS/RESOLUTIONS

1. Ms. Hawkins moved and Mr. Huffman seconded to approve the MOU with Special Olympics of Ohio, as included in the board packet. Motion passed unanimously.
2. Mr. Huffman moved and Mr. Giannola seconded to approve Policy 8.1.1 Family Support and Supported Living, as included in the board packet. Motion passed unanimously.
3. Mrs. Reames moved and Ms. Hawkins seconded to approve Policy 5.6.5 Hours of Work and Overtime, as included in the board packet. Motion passed unanimously.
4. Ms. Hawkins moved and Mr. Huffman seconded to approve the 2025-2027 Strategic Plan, as included in the board packet. Motion passed unanimously.
5. Mr. Huffman moved and Mr. Giannola seconded to approve moving forward with the public bidding process for the kitchen renovation project at The Discovery Center, discussed in the board meeting. Motion passed unanimously.
6. Mrs. Reames moved and Mr. Giannola seconded to approve the position description and hiring of an Occupational Therapist, as discussed in the board meeting. Motion passed unanimously.
7. Ms. Hawkins moved and Mr. Huffman seconded to approve the position description and hiring of a Preschool Manager, as discussed in the board meeting. Motion passed unanimously.
8. Mr. Huffman moved and Mrs. Reames seconded to approve the purchase of a home at 411 Spring Street, Bellefontaine and the sale of the home at 549 E. Chillicothe Avenue, Bellefontaine, as discussed in the board meeting. Motion passed unanimously.

EXECUTIVE SESSION

Ms. Hawkins motioned and Mr. Giannola seconded to enter into Executive Session at 6:15 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.

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

The Board returned from Executive Session at 6:26 p.m.

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

ADJOURNMENT

Mr. Giannola moved and Mrs. Reames seconded to adjourn the meeting at 6:29 p.m. The motion passed unanimously.

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

Next Board Meeting: Thursday, June 5, 2025 at 5:30 p.m.



**May Board Meeting
Financial and IT Report
Report by: Kari Eckard**

Monthly Financials

The following reports are included for the month end 3/2025:

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

Highlights:

- The first half of settlements, including mobile home & real estate taxes, were received, totaling \$2,487,719.
- As of March 31, 2025, the Year-to-Date (YTD) budget target for both revenue and expenses is set at 25%.
- YTD operating revenue stands at \$3,303,998, which represents 52% of the budget and includes settlement-related revenue.
- YTD operating expenses as of 3/31/2025 amount to \$1,798,418, reflecting 19% of the budget.

Fund Balances: 03/31/2025		
General Fund - 2080	\$	7,446,063
Gift & Donation Fund - 2081	\$	6,185
Community Support Fund - 2082	\$	634,159
ARPA Fund - 2850	\$	0
ARPA Preschool Fund - 2853	\$	0
Capital Fund - 4010	\$	1,108
WestCON	\$	1,545,548
Total	\$	9,633,063

