October, 2024

LCBDD MEETING MINUTES:

I. ROLL CALL

II. The meeting was called to order by Ms. Valerie Robb at 5:20 p.m. on Thursday, October 7, 2024 at the Logan County Board of Developmental Disabilities, Bellefontaine, Ohio. Those in attendance were Ms. Valerie Robb, Ms. Kelly Paxton, Mr. Allen Huffman, Ms. Bridget Hawkins, Mr. Scott Steiner and Mrs. Melanie Reames.

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

III. Moment of Silence

IV. ADOPTION OF AGENDA

A motion was made by Mrs. Reames and seconded by Mr. Huffman to approve the motions agenda for the October 7, 2024 board meeting. Motion passed unanimously.

V. PUBLIC PARTICIPATION –Mrs. Susan Paxton and Mr. David Paxton, attended the board meeting as Ms. Kelly Paxton will be sworn in as a new board member.

VI. OATH OF OFFICE

Mrs. Rebecca Robison, Notary Public, attended the meeting briefly at this time to read the Oath of Office and swear in Board Member, Ms. Kelly Paxton. The Oath was signed by Mrs. Robison, Ms. Paxton and Ms. Robb.

VII. APPROVAL OF MINUTES

A motion was made by Mr. Steiner and seconded by Mrs. Reams to approve the minutes of the September 5, 2024 board meeting, as written. Motion passed unanimously.

VIII. PRESENTATION OF FINANCIAL REPORTS

Business Director, Mrs. Frail, presented the budget for 2025. Included in the proposed budget was an 8% increase in health insurance, 3% increase in staff salaries, one new SSA position for half of 2025 if needed, increase in contracts due to the need for therapy services increasing at the Discovery Center, renovations for kitchen area to change to offices was added and an increase in waiver match due to the increased provider rate and increase of number of people served. The board saved money in 2024 due to closing the kitchen, applying for grants, increasing rent, contracting for electric services and sharing the Business Director position.

Year-to-date financials show expenses at 60.07% compared to the budget target of 66.66%. The operating revenue is 91.36% compared to the budget target of 66.66%. The board received the property tax allocation making the operating revenue higher than the budget target. The capital fund has decreased due to the HVAC project at the Discovery Center. Mrs. Frail had estimated that the board would be in a $1.7 million deficit at the end of 2024, but that amount has been reduced to approximately $700,000 deficit.

Mrs. Frail and Ms. Oldiges attended an entrance conference for the Cost Report Audit that started October 1st.

In IT, Mrs. Frail reported she is waiting for confirmation that RTC is no longer on the old servers. Staff are currently receiving fake phishing emails through the KnowBeFour training program. If they open a link in the phishing email, then the staff are required watch a 2-minute training video.

VIII. CONFIRMATION OF EXPENDITURES & BUDGETARY TRANSACTIONS

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

A motion was made by Ms. Hawkins and seconded by Mr. Huffman to approve the budgetary transactions for August 1 – August 31, 2024, as included in the board packet. Motion passed unanimously.

IX. PRESENTATION OF ADMINISTRATIVE REPORTS

Superintendent

Ms. Oldiges reported that Calvary Christian will be moving the kitchen equipment that they purchased. There will be new carpet installed in the 3 empty offices where the Logan County Family and Children First Council used to be located. The exterior and interior walls were sealed at the Discovery Center where FCFC was located as well as the Early Intervention offices.

Ms. Oldiges participated in the Kids Summit on September 5th that was hosted by the Ohio Department of Children and Youth (DYC). The DYC is a new agency that was created last year to streamline systems that support children and families. The board will have a table set up with technology items including different types of GPS trackers at the Protect and Play Community Day event on Fox Island that the Family and Children First Council is coordinating. The board is holding another Sensory Friendly Movie on October 26th at 9:30 AM. The Chicken BBQ is October 11 from 10 AM – 2 PM.

Ms. Oldiges has been working with a parent whose child receives services. The parent had reached out to the board concerning a grant to put a communication board near the playground on Fox Island.

Staff attended the annual in-service on September 20th at the Opera House in West Liberty. John Hanson presented about customer service and self-care. Department directors also gave presentations about their departments.

Ms. Oldiges reviewed waiver numbers for Logan County that were released in a state report. Logan County has a total of 179 waivers. The average cost for an I/O Waiver in Logan County was $66,409 which was the 6th lowest in Ohio. The average cost for a Level One waiver was $18,878 which was the 12th lowest county in Ohio while still providing the services needed by people residing in Logan County. The Targeted Case Management (TCM) rate for Logan County was at the low end of average, which is good. TCM is a Medicaid-provided service which includes assessment, care planning, referral and linkage, monitoring and follow-up.

Ms. Oldiges reviewed how much rent that RTC has paid since privatization. From 2016 – 2019 RTC did not pay anything to the board for rent. Between 2020 and 2021 RTC paid $12,000 per year. In 2022 they paid $20,000 and in 2023 to 2024 they paid $50,000 per year for rent. Ms. Oldiges had requested a rent increase for 2025 to $100,000 per year, which if it was based on a per square foot rate from a local realtor, the rent would be more than double the amount that the board is requesting.

Mr. Moyer has applied for a $30,000 grant from United Way to assist with support services.

SSA Director

Mr. Moyer reported that the SSA department put together gifts for Direct Support Professionals week. The gift included a bottle of Hannah's Honey, locally sourced from a business of a person who receives services, as well as an ID badge to help them get into events without being charged while they are providing services.

Mr. Moyer attended the Ohio Provider Resources Association (OPRA) liaison regional meeting. During the meeting, attendees discussed ways to support providers locally, which included more training. Another topic that was discussed was providers that are unwilling to provide certain services that are needed and requested by individuals and families.

HR Director

Mrs. Nichols reported that the Tiny Eye Assistant open position at the Discovery Center through the MRESC is close to being filled as they are waiting for the results from the background checks. There is one open teacher position. Staff are currently being trained on the portal for the health and life insurance open enrollment. The next Lunch and Learn for the management staff will be on October 17th with the focus on reasonable suspicion of substance use in staff. Over 60% of the staff participated in the United Way fundraising campaign.

Early Intervention Director

Mrs. Rose reported that EI has served 117 children so far in 2024. Mrs. Rose gave a presentation to Mary Rutan Pediatrics staff on Early Intervention services. A child find event is scheduled for October 17th from 2:00 – 6:00 PM. Currently there are 7 families signed up for the screening. All the new staff in the department are certified. WestCON completed the first evaluation for EI and Mrs. Rose stated that the report was very thorough. Mrs. Rose reminded the board members about the free inclusive yoga sessions at the Homegrown Yoga studio on Saturdays.

Preschool Director

Ms. Sulich reported the preschool staff participated in the OOEY GOOEY training which was about how to include literacy in the classroom without paperwork. Staff have also been receiving IEP training as well.

X. NEW BUSINESS

In new business, Ms. Oldiges reviewed a Memorandum of Understanding for Fiscal Year 2025 Early Childhood Education Grant with the MRESC.

Ms. Oldiges reviewed four policies. Policy 5.2.7 Dress Code and Decorum and Policy 5.10.4 Public Records and Record Retention had minor language changes. Policy 10.1.1 Preschool had minor language changes, as well as significant addition of information regarding FERPA and photo and video records. Policy 5.10.6 Contact with the News Media and Citizens was updated with language regarding information given to the public.

Ms. Oldiges presented the board with a proposal to charge school districts $1,000 per student that attends The Discovery Center for the 2025-2026 school year. The 2026-2027 school year would go up to $2,000 and the 2027-2028 school year it would go up to $3,000. Currently each school district receives funding for these preschoolers from the state. The amount they receive depends on the school district and ranges from $840 per student up to $3,000 per student per school year.

Ms. Oldiges reported that RTC has requested an increase from $75,000 up to $124,625 in the RISE Agreement for 2025. Ms. Oldiges shared the financial information from RTC showing the increase in costs. The board requested to see an itemized list of the operating expenses listed. So far in 2024 RTC has worked with 34 people compared to 43 in 2023. One option discussed was to swap the costs of rent and the RISE program for 2025 so that RTC would assume all costs of the RISE Agreement and the board would assume all the rent costs. Another option would be to request competitive bids for the RISE Program from other provider agencies.

Ms. Oldiges discussed the possibility of purchasing another home within a year. The state still has funding available up to $178,000 to help offset housing purchases. There is currently funding at WestCON for a housing purchase up to $230,000.

XI. MOTIONS/RESOLUTIONS

1. Mr. Huffman moved and Mr. Steiner seconded to approve the 2025 annual budget as presented during the meeting on October 7, 2024. Motion passed unanimously.
2. Mr. Steiner moved and Mrs. Reames seconded to approve the Memorandum of Understanding for the Fiscal Year 2025 Early Childhood Education Grant with MRESC, as included in the board packet. Motion passed unanimously.
3. Mrs. Reames moved and Ms. Paxton seconded to approve Policy 5.2.7 Dress Code and Decorum, as discussed in the board meeting. Motion passed unanimously.
4. Ms. Paxton moved and Ms. Hawkins seconded to approve Policy 5.10.4 Public Records and Record Retention, as discussed in the board meeting. Motion passed unanimously.
5. Ms. Hawkins moved and Mr. Huffman seconded to approve Policy 10.1.1 Preschool, as discussed in the board meeting. Motion passed unanimously.
6. Mr. Huffman moved and Mr. Steiner seconded to approve Policy 5.10.6 Contact with News Media/Citizens, as discussed in the board meeting. Motion passed unanimously.
7. Mr. Steiner moved and Mrs. Reames seconded to approve $1,000 as payment from the school districts for preschool expenses to help offset costs for the 2025 -2026 school year, as discussed in the board meeting. Motion passed unanimously.
8. Mrs. Reames moved and Ms. Paxton seconded to approve getting competitive bids for the RISE Agreement, as discussed in the board meeting. Motion passed unanimously.
9. Ms. Paxton moved and Ms. Hawkins seconded to approve the purchase of a home within the next year up to the cost of $230,000 with reimbursement from the state funding up to $178,000, as discussed in the board meeting. Motion passed unanimously.

ADJOURNMENT

Ms. Paxton moved and Ms. Hawkins seconded to adjourn the meeting at 6:17 p.m. The motion passed unanimously.

Next Board meeting: Thursday, November 7th, 2024 at 5:30 p.m.

Logan County
Board of Developmental Disabilities
"Together We Grow"

October Board Meeting
Financial and IT Report
Report by: Jennifer Frail

Monthly Financials

The following reports are included for month end 8/2024:

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

Highlights:

- Year-to-date operating expenses is 60.07% compared to the budget target of 66.66%.
- Year-to-date operating revenue is 91.36% compared to the budget target of 66.66%.

Important Notes:

- We received our property taxes, which is why our General Fund increased this month.
- Our Capital Fund has decreased this month. This was due to the HVAC project and a couple of other smaller projects there were discussed last month.
- Our Cost Report Audit is starting and our entrance meeting is Oct. 1st.

Fund Balances: 8/30/2024		
General Fund - 2080	$	7,376,527.19
Gift & Donation Fund - 2081	$	2,210.97
Community Support Fund - 2082	$	609,624.48
ARPA Fund - 2850	$	123,130.70
Capital Fund - 4010	$	355,389.48
WestCON	$	1,851,291.68
Total	$	10,318,174.50

IT Updates

- IT has been relatively quiet this month. I am still waiting on confirmation that RTC is no longer on our old servers.
- Staff are continuing to get phishing emails sent to them as part of the KnowBeFour training programs. The KnowBeFour training program helps keep staff alert to phishing emails, which keeps our IT environment staff.