

**September, 2024**

**LCBDD MEETING MINUTES:**

**I. ROLL CALL**

- II.** The meeting was called to order by Ms. Valerie Robb at 5:32 p.m. on Thursday, September 5, 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. Allen Huffman, Ms. Bridget Hawkins 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 Ms. Hawkins to approve the motions agenda for the September 5, 2024 board meeting. Motion passed unanimously.

- V. PUBLIC PARTICIPATION** – Ms. Kelly Paxton and her parents, Mrs. Susan Paxton and Mr. David Paxton, attended the board meeting as Ms. Paxton will be sworn in at the October board meeting as a new board member, replacing Ms. Lindsay Krieger.

**VI. APPROVAL OF MINUTES**

A motion was made by Mr. Huffman and seconded by Mr. Giannola to approve the minutes of the August 1, 2024 board meeting, as written. Motion passed unanimously.

**VII. PRESENTATION OF FINANCIAL REPORTS**

Business Director, Mrs. Frail, presented monthly financials. Year-to-date financials show expenses at 56.03% compared to the budget target of 58.33%. There was money moved to personnel and repairs. The operating revenue is 66.77% compared to the budget target of 58.33%. The board received property tax funding in August which will be reflected in the financials at the October board meeting. A check was also received from DODD for reimbursement for the purchase of the house on Orchard Island. This money will be moved to the housing account at WestCON.

The 5<sup>th</sup> invoice for waiver match this year was \$634,961 which is more than the typical 5<sup>th</sup> invoice payments. This is due to the increased waiver costs because of the increase in wages that Direct Support Professionals are paid.

The Ohio Association of County Boards of DD has increased dues as it is based on the number of individuals receiving services from the Board. The number of individuals served has increased over the last several years.

In IT, Mrs. Frail reported that the server migration is almost completed. Analytics tested the migration by turning off the server to see if there would be any issues. RTC should also be off the server in September as well. There will be 4 staff receiving new computers.

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

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

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

### **Superintendent**

Ms. Oldiges reported that the new HVAC system is scheduled to be installed at the end of September.

The Health Department completed an inspection at the Discovery Center and only found a couple of items that needed to be fixed, which included the replacement of a ceiling tile that had a stain on it and getting rid of fruit flies from a sink in a restroom. These issues have been addressed and fixed.

Staff will be participating in an all-staff in-service on September 20<sup>th</sup> at the Opera House in West Liberty. John Hanson will be presenting on Customer Service. Several department directors will also be presenting.

The Chicken BBQ is scheduled for Friday, October 11 from 10:00 AM to 2:00 PM. Each board member was given 5 tickets to sell. Romer's Catering is providing the food this year.

Krista noted that the exterior of the Discovery Center needs some work. There are 9 lintels that need repaired. There is also an exterior and interior wall that has moisture issues. The exterior wall will be power washed and then a sealant will be applied. The interior wall will be sanded down and then the cement blocks will be filled with block filler.

### **SSA Director**

Mr. Moyer reported there have been 72 referrals in 2024 so far.

Mr. Moyer reviewed the DODD Statewide updates with the waiting list rule, compliance and waiver modernization. The waiting list rule will require that boards use a Due Process Form that is approved by the Ohio Department of Job and Family Services. The Accreditation Tool was updated and will be effective on October 1, 2024. The state is looking at replacing the DDP Assessment, AAI and LOC. They are getting input from other states. The new assessment tool will not be completed by SSAs. The board would have to hire or contract with someone that is certified to complete the assessments.

### **HR Director**

Mrs. Nichols reported that all the new staff have started. Mrs. Rose will introduce the new Early Intervention staff at the October board meeting.

The health insurance portal has been updated and is ready for staff for open enrollment. Mrs. Nichols will be training staff on how to use the portal.

The next blood drive will be on December 12<sup>th</sup>. The United Way campaign will kick off in October.

### **Early Intervention Director**

Ms. Oldiges reported that Mrs. Rose has been training the new EI staff.

Ms. Oldiges announced that there will be free inclusive yoga sessions offered at Homegrown Yoga beginning on Saturdays in October. People who are 16 years old and older will be at 11:00 AM and Baby and Me (0-3 years old) will be at noon. This was made possible through ARPA Grant funding.

### **Preschool Director**

Ms. Sulich reported that preschool enrollment for the 2024-2025 school year is currently 197 children. The preschool held an Open House on August 19 before the first day of school on August 21. Ms. Sulich received lots of positive comments and feedback from the Open House. The preschool staff completed mandatory training including First Aid, CPR and Child Abuse. Staff also participated in IEP training.

## **X. NEW BUSINESS**

In new business, Ms. Oldiges reviewed a contract with WestCON for providing Early Intervention Evaluation and Assessments. These services will be provided through a grant. The only cost to the board will be for mileage up to \$1,000.

Ms. Oldiges reviewed four policies. Policy 5.10.10 Expenditure of Agency Funds for Public Purpose is a new policy that defines how the agency can expend funding for public purpose. Policy 5.8.1 Board Property was updated to include language regarding the care and cleanliness of the agency vehicles. Policy 5.2.6 Concealed Carry and Policy 5.10.3 Lactation Breaks had no changes.

Ms. Oldiges and Mrs. Frail presented the proposal on the bill back preschool amounts. They presented a flat fee per child on an IEP as well as a percentage pay per child on an IEP. Currently the Board is spending \$1,700,000 on preschool costs while being reimbursed by the school districts for \$600,000 which leaves a balance of \$1,100,000 that the Board is funding. The school districts are required to provide services for children who are 3 to 22 years old who are on IEPs and they receive funding to provide these services. Ms. Oldiges and Mrs. Frail will create a spreadsheet to show a phase-in percentage schedule over 3 years starting at 50% of the costs to present at the October Board meeting. Ms. Oldiges will also talk with the school districts about having their therapists bill Medicaid for their services.

Ms. Oldiges reported that, if approved, there are several items that are no longer being used that can be sold on GovDeals, including a 12-passenger van (Van # 6), medical bed, infant scales and a floor buffer.

Ms. Oldiges presented the Board with a proposal from Commercial Control Services, Inc. for temperature controllers for the new air handlers for \$25,385.

Ms. Oldiges noted that since the Early Childhood Preschool Director position no longer supervises Early Intervention and Preschool, but only supervises Preschool, she requested to change the job description to Preschool Director and also update the Table of Organization with the title change.

Ms. Oldiges discussed using extra ARPA Grant funding to give more money to the Russells Point Splash Pad Project and the new restroom with an universal changing table at the West Liberty Lions Club Park. The Board discussed giving each project an additional \$10,000.

Ms. Oldiges presented the board with the 2024-2025 school calendars for the Evaluation Specialist, Nurse, Music and Therapy Coordinator for approval.

## **XI. MOTIONS/RESOLUTIONS**

1. Mr. Giannola moved and Mrs. Reames seconded to approve the contract with WestCON for Early Intervention Evaluation and Assessments, as well as the HIPAA Business Associate Agreement, as included in the board packet. Motion passed unanimously.
2. Ms. Krieger moved and Ms. Hawkins seconded to approve Policy 5.10.10 Expenditure of Agency Funds for Public Purpose, as discussed in the board meeting. Motion passed unanimously.
3. Mr. Huffman moved and Mr. Giannola seconded to approve Policy 5.8.1 Board Property, as discussed in the board meeting. Motion passed unanimously.
4. Motion to request payment from local school districts for preschool expenses to help offset costs for the 2025 - 2026 was tabled until the October Board Meeting.
5. Mrs. Reames moved and Ms. Krieger seconded to approve selling Van #6, a medical bed, infant scales and a floor buffer on GovDeals, as discussed in the board meeting. Motion passed unanimously.

6. Mr. Huffman moved and Mr. Giannola seconded to approve the proposal from Commercial Control Services, Inc. for temperature controllers for the new air handlers, as included in the board packet. Motion passed unanimously.
7. Mrs. Reames moved and Ms. Krieger seconded to approve the updated Early Childhood Preschool Director position description with a title change to Preschool Director, as discussed in the board meeting. Motion passed unanimously.
8. Ms. Hawkins moved and Mr. Huffman seconded to approve the updated Table of Organization, as included in the board packet. Motion passed unanimously.
9. Ms. Giannola moved and Mrs. Reames seconded to approve utilizing ARPA Grant funds in the amount of \$10,000 towards the Russells Point Splash Pad and \$10,000 to the West Liberty Lions Club Park new restroom, which includes a universal changing table, as discussed in the board meeting. Motion passed unanimously.
10. Ms. Krieger moved and Ms. Hawkins seconded to approve the 2024-2025 school year calendars for the Evaluation Specialist, Nurse, Music and Therapy Coordinator, as included in the board packet. Motion passed unanimously.

#### **EXECUTIVE SESSION**

Mr. Huffman moved and Mr. Giannola seconded to enter into Executive Session at 6:38 p.m. for the purposed of: considering the sale of property (either real or personal) by competitive bid if disclosure of the information would give a competitive advantage to the other side by division (G) (2) of section 121.22 of the Revised Code. Motion passed unanimously.

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

The Board returned from Executive Session at 6:57 p.m.

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

#### **ADJOURNMENT**

Ms. Krieger moved and Mr. Giannola seconded to adjourn the meeting at 6:57 p.m. The motion passed unanimously.

**Next Board meeting: Thursday, October 3, 2024 at 5:00 p.m.**



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

**Monthly Financials**

The following reports are included for month end 7/2024:

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

**Highlights:**

- Year-to-date operating expenses is 56.03% compared to the budget target of 58.33%.
- Year-to-date operating revenue is 66.77% compared to the budget target of 58.33%.

**Important Notes:**

- Our waiver match for FY25 is \$1,221,288. This is without any new waivers being added.
  - Our 5<sup>th</sup> invoice was \$634,961.00. Typically, our quarterly payments will be 305,322.
- Our OACB dues have increased from \$15,750 to \$24,910 due to the number of individuals we serve increasing

<b>Fund Balances: 7/31/2024</b>	
General Fund - 2080	\$ 6,376,211.33
Gift & Donation Fund - 2081	\$ 2,210.97
Community Support Fund - 2082	\$ 418,398.58
ARPA Fund - 2850	\$ 169,704.28
Capital Fund - 4010	\$ 506,266.96
WestCON	\$ 1,856,139.43
<b>Total</b>	<b>\$ 9,328,931.55</b>

**IT Updates**

- Server Migration is almost complete.
- We are in the process of rolling out 4 new computers for staff.

