

PICKAWAY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
REGULAR MEETING MINUTES

December 16, 2021
 The Ohio Christian University, Maxwell Center
 1476 Lancaster Pike, Circleville, Ohio 43113

CALL TO ORDER: Jeff Rawlins, President, called the regular meeting of the Pickaway County Board of Developmental Disabilities to order at 5:06 PM with a roll call.

LaDonna Edwards:	Present	Jeff Rawlins:	Present
Cara Layne:	Present	Jeannett Rhoads:	Present
Bill McGowan:	Present	Matthew Tootle:	Present
Jennifer Rainey-Agresti:	Present		

INTRODUCE GUESTS: Beth Kim, Gwen Wolford, Brad Wolford, Nick Wolford, Pat Sullivan, Cindy Cline, Dona Gregg, Patty Griebel, Travis Dresbach, Bryston McKnight, Jeremy Joyce, Amanda Knotts, Aimee Roberts, Amanda Hall, Marie Wilbanks, and Michael Pelcic.

COMMENTS FROM THE FLOOR: Mike Pelcic showed appreciation to employees, introduced Beth Kim as the new Board member, recognized Pat Sullivan for 43 years of service, Gwen Wolford for 12 years of service on the Board, and Bill McGowan for his 4 years of service on the Board.

APPROVAL OF MINUTES

Approval of Minutes: Regular October 28, 2021 Meeting.

Board Action #21-58 Approve Minutes of the Regular October 28, 2021 Meeting

Motion by:	Cara Layne	Second by:	Jennifer Rainey-Agresti
Discussion:		Vote:	Passed Unanimously

FINANCIAL REPORTS

Approval to File Financial Report: Financial Report.

Board Action #21-59 Approval to File Financial Report.

Motion by:	Matthew Tootle	Second by:	Bill McGowan
Discussion:		Vote:	Passed Unanimously

Approval Budget Action Requests:

Board Action #21-60 Appropriate \$50,000 to Contract Services fund 241.4025.5401.

Motion by:	Cara Layne	Second by:	Bill McGowan
Discussion:		Vote:	Passed Unanimously

Approval to File Voucher List: VOUCHER LIST (All vouchers available in the office for review)

Board Action #21-61 Approval to File Voucher List for Vouchers since last Board Meeting

Motion by:	Jennifer Rainey-Agresti	Second by:	Matthew Tootle
Discussion:		Vote:	Passed Unanimously

COMMITTEE REPORTS

Ethics Committee: The Ethics Committee approved a direct service contract with Susan Campfield.

Program/Personnel Committee: The committee met on December 8, 2021 to review compensation for each newly hired employee's related experience and salary increase for an employee earning a Master's Degree. The committee recommended raising the cap to twenty (20) percent over the base

salary for newly hired employees, and a raise equivalent to ten (10) percent of the Professional Services - Master's Degree base salary range for employees earning a Master's Degree.

UNFINISHED BUSINESS

Program and Expenditures Plan 2022: A public forum for the Program and Expenditures Plan 2022 was held on November 16, 2021; no one attended. The County Commissioners reviewed the plan on November 30, 2021. Additionally, the plan was posted on the website. No comments have been received to modify the preliminary plan; however, enrollment was updated. I propose the Board approve the Program and Expenditures Plan 2022 as attached.

Board Action #21-62 Approve the Program and Expenditures Plan 2022.

Motion by:	Bill McGowan	Second by:	Matthew Tootle
Discussion:		Vote:	Passed Unanimously

NEW BUSINESS

Brooks-Yates Center Housing Opportunities Board Nominations: The BYCHO Board has two vacancies. Per their By-Laws, PCBDD nominates board members.

Board Action #21-63 Nominate Bill McGowan and Katie Logan Hedges to the Brooks-Yates Center Housing Opportunities Board, Inc.

Motion by:	Matthew Tootle	Second by:	Cara Layne
Discussion:		Vote:	Bill McGowan recused, Passed Unanimously

Board Employees Providing Direct Care in a Crisis Situation:

Board Action #21-64 Compensate a Board employee with an additional \$5.00 per hour above their rate of pay for the time directed to provide direct care such as Homemaker Personal Care to individuals served.

Motion by:	Matthew Tootle	Second by:	Jennifer Rainey-Agresti
Discussion:		Vote:	

Adopt 2022 Administration Calendar (12-month employee calendar):

Board Action #21-65 Adopt 2022 Administration Calendar

Motion by:	Matthew Tootle	Second by:	Bill McGowan
Discussion:		Vote:	Passed Unanimously

Establish the date, time, and place of the 2022 Organizational Meeting and Regular January Board Meetings:

Board Action #21-66 Approve January 20, 2022, as the date for the Organization and Regular January Board Meeting, scheduled for 6:00 PM. The meeting will be held at the board offices.

Motion by:	Matthew Tootle	Second by:	Jennifer Rainey-Agresti
Discussion:		Vote:	Passed Unanimously

Approve Salary Increases for Employees: In lieu of the Program/Personnel Committee meeting to discuss salary increases, I recommended a 6% increase for all employees to mirror the increase in the cost of living.

Board Action #21-67 Approve a regular hourly rate increase of 6% for all employees effective pay date January 14, 2022.

Motion by:	Cara Layne	Second by:	Jennifer Rainey-Agresti
Discussion:		Vote:	Passed Unanimously

Approve supplemental contracts: I am requesting the continuation of supplemental contracts as follows:

- John Joyce – Social Media Facilitator, \$2,600
- Heather Foll – Social Media Facilitator, \$2,600
- Dona Gregg – Custodial Maintenance Supervision, \$3,307.20
- Amber Wickstrom – Training and Compliance, \$2,600
- Allen Roberts – Onboarding Facilitator, \$2,600

Payment to be distributed equally throughout 26 pay periods for services rendered.

Board Action #21-68 Approve annual supplemental contracts for John Joyce in the amount of \$2,766.40, Heather Foll in the amount of \$2,766.40, Dona Gregg in the amount of \$3,307.20, Amber Wickstrom in the amount of \$2,766.40, and Allen Roberts in the amount of \$2,766.40.

Motion by:	Matthew Tootle	Second by:	Jennifer Rainey-Agresti
Discussion:	Before the Motion, the Board Action was amended by Jeff Rawlins to increase all supplemental contracts by six percent.	Vote:	Passed Unanimously

Approve Compensation Recommendations: On Wednesday, December 8, 2021, the Program/Personnel Committee discussed changes to the compensation plan. Newly hired employees with related work experience receive a two (2) percent increase in base salary for every year of related work experience with a maximum of ten (10) percent. A maximum of ten percent over base salary is a barrier to attracting new employees with experience exceeding five years. The Committee proposes raising the cap to twenty (20) percent over the base salary.

Furthermore, employees earning a Master's Degree would receive a salary increase equal to six (6) percent of a Master's Degree base salary. The Professional Services - Master's Degree salary range is approximately thirty (30) percent more than the Professional Services – Bachelor's Degree salary range. The incentive for employees to further their education has diminished over time. The Committee proposes a raise equivalent to ten (10) percent of the Professional Services - Master's Degree base salary range for employees earning a Master's Degree.

Board Action #21-69 Authorize the Superintendent to offer a job candidate a two (2) percent increase in base salary for every year of related experience with a maximum of twenty (20) percent.

Furthermore, compensate an employee earning a Master's Degree with a raise equivalent to ten (10) percent of the Professional Services - Master's Degree base salary range.

Motion by:	Matthew Tootle	Second by:	Bill McGowan
Discussion:		Vote:	Passed Unanimously

Approve membership in the Ohio Provider Resources Association: I recommend PCBDD joins the Ohio Provider Resources Association at Level 2 membership. The purpose of membership is to gain knowledge of the challenges and enhance our partnership with providers. Level 2 membership dues are \$3,000 annually.

Board Action #21-70 Approve Level 2 membership in the Ohio Provider Resource Association.

Motion by:	Bill McGowan	Second by:	Matthew Tootle
Discussion:		Vote:	Passed Unanimously

SUPERINTENDENT'S REPORT

The Superintendent's Report to the Board (attached)

- Announced Jeff Rawlins election to the OACBDD Board of Trustees.

Included documents:

- Community Monthly Report – November 2021

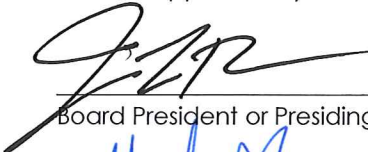
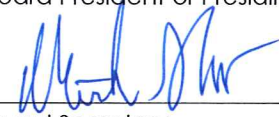

- Enrollment Status Report December 2021
- Proposed Board Meeting Dates for 2022
- Strategic Plan 2019-2021 Update
- DD Stakeholders-ARPA Funding Proposal
- Superintendent Evaluation

OTHER BUSINESS

ADJOURNMENT

The meeting adjourned at 5:52 PM.

Minutes approved by Board Action #22-01 on January 20, 2022.

 _____ Board President or Presiding Officer	<u>1/20/2022</u> Date
 _____ Board Secretary	<u>1/20/22</u> Date
 _____ Superintendent	<u>1/20/22</u> Date