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PICKAWAY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

REGULAR MEETING MINUTES

February 22, 2024

Pickaway County Board of Developmental Disabilities

200 East High Street, Circleville, OH 43113

CALL TO ORDER: Jeff Rawlins, President, called the regular meeting of the Pickaway County Board of Developmental Disabilities to order at 6:02 PM with a roll call.

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

INTRODUCE GUESTS: Mary Mitchell, Max Williams, Eva Rase, Michelle Gifford, Tiffany Speakman, Elizabeth Evans, Stefanie Grady, Travis Dresbach, Heather Foll, Amanda Fay, Amanda Knotts, Bryston McKnight, Marie Wilbanks

POINT of IMPACT: Mary Mitchell, Max Williams, Eva Rase – Independent Provider Recognition

COMMENTS FROM THE FLOOR: Introduction of new staff Tiffany Speakman, Elizabeth Evans, and Stefanie Grady

APPROVAL OF MINUTES

Approval of Minutes: Organizational Meeting January 18, 2024.

Board Action #24-07 Approve Minutes of the Organizational Meeting January 18, 2024

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

Approval of Minutes: Regular Meeting January 18, 2024 Meeting.

Board Action #24-08 Approve Minutes of the Regular January 18, 2024 Meeting

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

FINANCIAL REPORTS

Approval to File Financial Report: Financial Report.

Board Action #24-09 Approval to File Financial Report.

Motion by:	**Cara Layne**	**Second by:**	**Matthew Tootle**
Discussion:		**Vote:**	**Passed Unanimously**

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

Board Action #24-10 Approval to File Voucher List for Vouchers since the last Board Meeting

Motion by:	**Jeannett Rhoads**	**Second by:**	**LaDonna Edwards**

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Discussion:		**Vote:**	**Passed Unanimously**

COMMITTEE REPORTS

Ethics Committee: None

Reaching Beyond Grant Committee: Approval of $850 to reimburse Brooks-Yates Opportunities Board for payment to PICCA – overdue rent and utilities for JN.

UNFINISHED BUSINESS

Approval to Board Policy 2.18 Employment First Policy: The first reading of 2.18 Employment First Policy occurred on January 18, 2024. Edits were incorporated into the policy.

Board Action #24-11 Approve 2.18 Employment First Policy.

Motion by:	**Beth Kim**	**Second by:**	**Cara Layne**
Discussion:		**Vote:**	**Passed Unanimously**

Approval to Board Policy 5.2.12 Drug-Free Workplace Policy: The first reading of 5.2.12 Drug-Free Workplace Policy occurred on January 18, 2024 with no changes received.

Board Action #24-12 Approve 5.2.12 Drug-Free Workplace Policy

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

NEW BUSINESS

Board Policy 5.7.17 Coursework Reimbursement: First reading of Policy 5.7.17 Coursework Reimbursement.

No Action.

Approve Contract with Building Operation Strategies, LLC:

Maintenance and repairs to the PCBDD building are reactive in nature and delegated outside a clear chain of command. To create a Facilities Maintenance Plan that will proactively and more efficiently address operations, safety, and maintenance within the PCBDD building, I am requesting the approval of a contract with Building Operations Strategies, LLC.

Board Action #24-13 Authorize the Superintendent to enter into a contract with Building Operation Strategies, LLC to create a Facilities Maintenance Plan.

Motion by:	**Matthew Tootle**	**Second by:**	**Cara Layne**
Discussion:		**Vote:**	**Passed Unanimously**

Additional Service and Support Administration Supervisor Position and Service and Support Administrator:

Service and Support Administration continues to grow, requiring additional staff oversight and support. At this time, one SSA Supervisor is directly overseeing 15 staff while approving over 450 annual plans. To meet growing needs of staff supervision and create a realistic balance of work, I am requesting the addition of a full-time Service and Support Administration Supervisor to the Table of Organization. In addition, the Board approves a Service Support Administrator position be added to the Table of Organization, to be filled as need arises.

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Board Action #24-14 Approve an additional Service and Support Administration Supervisor position and Service and Support Administrator position to the Table of Organization.

Motion by:	**Matthew Tootle**	**Second by:**	**Beth Kim**
Discussion:		**Vote:**	**Passed Unanimously**

SUPERINTENDENT'S REPORT

- The Department Reports to the Board
  - Travis Dresbach reported on voting efforts within Pickaway County including volunteering as a poll worker.
  - Aimee Reports shared bi-annual data for Early Intervention.
  - Amanda Knotts addressed increased enrollment.
  - Heather Foll highlighted Awareness Month events and the iCan Shine swim program.
- Pickaway County APR and Determination
- Community Monthly Report – January 2024
- Enrollment Status Report February 2024
- Awareness Events and Calendar
- Paula Terry-Locke's retirement invitation
- Correspondence: a thank you from Presbyterian Church's Community Kitchen and provider Theresa Kelly.

OTHER BUSINESS

- Building and Grounds Committee to meet
- Board picture
- T-shirts sizes for Board members
- Jeff Rawlins requested a list of businesses who are employing Board-eligible enrollees

ADJOURNMENT

The meeting adjourned at 7:10 PM.

Minutes approved by Board Action #24-15 on March 21st, 2024

DocuSigned by:
Jeff Rawlins — 3/22/2024
B0831D013B54A... — Date
Board President or Presiding Officer

DocuSigned by:
3/22/2024
AB4932A2080C4f9... — Date
Board Secretary

DocuSigned by:
Marie Wilbanks — 3/22/2024
6D603CAEC0A94E1... — Date
Superintendent