

PICKAWAY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

**REGULAR MEETING MINUTES**

September 26, 2024

Pickaway County Board of Developmental Disabilities  
200 East High Street, Circleville, OH 43113

CALL TO ORDER: Jeff Rawlins, President, called the regular September meeting of the Pickaway County Board of Developmental Disabilities to order at 6:05 PM with a roll call.

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

INTRODUCE GUESTS: Nancy Nderitu, Dreama Shaffer, Drew Wichterman, Andrea Green, Miriah Park, Abby Park, Kathleen Carlson, Michelle Gifford, Travis Dresbach, Amanda Knotts, Amanda Fay, Aimee Roberts, Amber Wickstrom, Bryston McKnight, Marie Wilbanks

POINT OF IMPACT:

- Nancy Nderitu, Dreama Shaffer, direct support professionals, were honored for their service.

PRESENTATION: Andrea Green and Drew Wichterman from the Pickaway County Library provided a brief presentation about the accessibility grant secured for the library and the vision for use of funds.

COMMENTS FROM THE FLOOR: None

APPROVAL OF MINUTES

Approval of Minutes: Regular August 22, 2024 Meeting.

**Board Action #24-46 Approve Minutes of the Regular August 22, 2024 Meeting**

<b>Motion by:</b>	<b>Matthew Tootle</b>	<b>Second by:</b>	<b>Jennifer Rainey-Agresti</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

FINANCIAL REPORTS

Approval to File Financial Report: Financial Report.

**Board Action #24-47 Approval to File Financial Report**

<b>Motion by:</b>	<b>Matthew Tootle</b>	<b>Second by:</b>	<b>Jennifer Rainey-Agresti</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

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

**Board Action #24-48 Approval to File Voucher List for Vouchers since the last Board Meeting**

<b>Motion by:</b>	<b>Cara Layne</b>	<b>Second by:</b>	<b>Beth Kim</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

COMMITTEE REPORTS

Finance Committee: Meeting 9/16/2024

Reaching Beyond Grant Committee: Approved grants for Mak E, Kim G. Committee was asked to meet after the Board meeting to review additional grant for Perrin T.

Sports Committee: scheduling in October

UNFINISHED BUSINESS:

Approve the Superintendent to enter into a contract with Consolidated Employer Services (CES). As PCBDD continues to grow, staff are requesting more comprehensive and clear support for Human Resources. PCBDD's Program and Personnel Committee reviewed a proposal from Consolidated Employer Services, which was shared with the Board at the Regular May Meeting. After reviewing alternative options for HR supports, I would like to enter into a contract with CES for services as outlines in the attached proposal.

**Board Action #24-49 Allow the Superintendent to enter into a contract with Consolidated Employer Services for Human Resources services**

<b>Motion by:</b>		<b>Second by:</b>	
<b>Discussion:</b>	Tabled with request to updated contract	<b>Vote:</b>	

NEW BUSINESS:

PCBDD Chapter Five Personnel Policies: First reading of PCBDD's Chapter Five Personnel Policies. No Board action required.

PCBDD Employment First Policy: First reading of PCBDD's Employment First Policy. No Board action required.

PCBDD 2025 Budget – DRAFT: First reading of PCBDD's proposed 2025 Budget. No Board action required.

Approval for the Superintendent to authorize staff morale purchases through Fund 102. Fund 102 represents unencumbered donations and gifts only, rather than tax-generated revenue. The Pickaway County Auditor is requiring formal approval by the Board for staff morale-related purchases, including tokens of appreciation, bereavement, etc. These purchases will continue to require prior approval by the Superintendent.

**Board Action #24-50 Approval for the Superintendent to authorize staff morale purchases through Fund 102**

<b>Motion by:</b>	<b>Cara Layne</b>	<b>Second by:</b>	<b>Beth Kim</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

SUPERINTENDENT'S REPORT

- Department Reports for September 2024
  - Travis Dresbach shared information about the Blue Envelope program.
  - Amanda Knotts described a very successful Provider Roundtable.
  - Aimee Roberts shared potential increase in need for translation services.
- Early Intervention Data SFY24
- Advocate Avenue Newsletter September 2024
- Community Monthly Report – August 2024

- Enrollment Status Report September 2024
- Updated Momentum Refresh data summary
- Thank you from Junior Fair participants
- Pumpkin Show advertisement

OTHER BUSINESS: None

ADJOURNMENT

The meeting adjourned at 7:28 PM.

Minutes approved by Board Action #24-51 on October 24, 2024.

DocuSigned by:  
*Jeff Rawlins* 10/28/2024  
B088179013F541A  
Board President or Presiding Officer Date

Signed by:  
*J. M.* 10/28/2024  
AP4032A2082C119  
Board Secretary Date

DocuSigned by:  
*Marie Wilbanks* 10/28/2024  
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Superintendent Date