PICKAWAY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

REGULAR MEETING MINUTES

January 19, 2023

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 7:28 PM with a roll call.

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

INTRODUCE GUESTS: Heather Foll, Michael Rodgers, Amanda Fay, Amanda Knotts, Marie Wilbanks, and Mike Pelcic.

COMMENTS FROM THE FLOOR: None

APPROVAL OF MINUTES

Approval of Minutes: Regular December 15, 2022 Meeting.

Board Action #23-01 Approve Minutes of the Regular December 15, 2022 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 #23-02 Approval to File Financial Report.

Motion by:	**Jeannett Rhoads**	**Second by:**	**Beth Kim**
Discussion:		**Vote:**	**Passed Unanimously**

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

Board Action #23-03 Approval to File Voucher List for Vouchers since the last Board Meeting

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

COMMITTEE REPORTS

Ethics Committee: None

UNFINISHED BUSINESS

NEW BUSINESS

Approve the Ohio Public Employees Annual Conversion Plan: I am requesting the Board adopt a plan for the conversion of sick leave and vacation leave to cash for leave that is accrued but not used during the calendar year and is considered earnable salary (see OPERS Annual Conversion Plan). These earnings are earnable salaries on which employee and employer contributions shall be remitted to OPERS. This plan would be another benefit and support employee retention.

Board Action #23-04 Approve the Ohio Public Employees Annual Conversion Plan.

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

Approve membership in the Ohio Provider Resources Association: I recommend PCBDD renew its membership with the Ohio Provider Resources Association at the Public Entity Level 2. 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 #23-05 Approve membership in the Ohio Provider Resource Association, Public Entity Level 2.

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

Brooks-Yates Center Housing Opportunities Board Vacancy: The Brooks-Yates Center Housing Opportunities Board (BYOB) has a vacancy. Per their By-Laws, PCBDD nominates board members. I recommend nominating Michelle Callahan for the vacant position. Ms. Callahan is the Community Relations Manager for the Pickaway County Library and currently serving as the Interim Director. She is the past Chairperson for the Pickaway County Family and Children First Council, and is serving on their Executive Committee. Ms. Callahan is on the Arts Around Board of Trustees, the Early Childhood Collaboration Committee, and the PCCF Inspiration Station Committee.

Board Action #23-06 Nominate Michelle Callahan to the Brooks-Yates Center Housing Opportunities Board, Inc.

Motion by:	**Jeannett Rhoads**	**Second by:**	**Jennifer Rainey-Agresti**
Discussion:		**Vote:**	**Passed Unanimously**

SUPERINTENDENT'S REPORT

- Documents Included in the Board Packet and reviewed:
  - Department Reports to the Board (attached)
  - Early Intervention2022 Family Questionnaire Report
  - Community Monthly Report – December 2022
  - Enrollment Status Report January 2023
- Announcements
  - March Madness Basketball games on March 22nd at Circleville High School
  - FAME (Fashion, Arts, Music, and Entertainment) on May 20th.

Board Member Training 2023: The board consensus was to hold four hours of in-service before the July Board meeting.

Strategic Plan: Goal 5, Objective 1, Increase the amount of board member involvement and visibility at all community events: Marie Wilbanks will be sending out an email to gather input on this strategic objective.

The Board requested fixing the website; correct inaccuracies and delete blank pages.

OTHER BUSINESS

Executive Session: Enter into Executive Session to consider an employee's employment.

Board Action #23-07 Enter into an Executive Session.

Motion by:	**Jennifer Rainey-Agresti**	**Second by:**	**Cara Layne**

Vote:

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

Reconvene Regular January Board Meeting at 7:55 PM:

CALL TO ORDER:

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

Succession Planning (attached Notice of Retirement):

The Board discussed the process for a superintendent search. Jeff Rawlins will contact the Ohio Association of County Boards to post the position from February 1st through February 28th. Additional assistance may include collecting applications and developing interview questions.

Consideration to Share a Superintendent with Another County Board:

Discussion: The members of the Pickaway County Board of Developmental Disabilities (PCBDD) considered entering into an agreement with another county board for the sharing of a superintendent under Ohio Revised Code 5126.0219(B). The PCBDD determined there are no significant efficiencies, and it is impractical to share a superintendent. Therefore, PCBDD decided to employ a superintendent in accordance with ORC 5126.0219 to fill the vacancy.

Board Action #23-08 Decision to employ a superintendent in accordance with ORC 5126.0219 to fill the vacancy.

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

ADJOURNMENT

The meeting adjourned at 8:35 PM.

Minutes approved by Board Action #23-10 on February 23, 2023.

2/23/23

Board President or Presiding Officer — Date

2/23/23

Board Secretary — Date

Michael Relic — 2/23/2023

Superintendent — Date