PICKAWAY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

REGULAR MEETING MINUTES

May 27, 2021

Public access is available online at:
https://us02web.zoom.us/j/84076535051?pwd=VVhWUVpxaXUyWFZEN28wTm9jbVBJdz09
Meeting ID: 840 7653 5051, Passcode: 363606, Dial-in numbers: 646-558-8656 or 312-626-6799.

CALL TO ORDER: Jeff Rawlins, President, called the regular meeting of the Pickaway County Board of Developmental Disabilities to order at 6:00 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: John Joyce, Travis Dresbach, Amanda Knotts, Amanda Hall, Aimee Roberts, Marie Wilbanks, and Mike Pelcic.

POINT of IMPACT: Sherry Nelson (See April 2021 Spotlight).

COMMENTS FROM THE FLOOR: None

APPROVAL OF MINUTES

Approval of Minutes: Regular April 22, 2021 Meeting.

Board Action #21-22 Approve Minutes of the Regular April 22, 2021 Meeting

Motion by:	**Bill McGowan**	**Second by:**	**Cara Layne**
Discussion:		**Vote:**	

FINANCIAL REPORTS

Approval to File Financial Report: Financial Report.

Board Action #21-23 Approval to File Financial Report.

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

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

Board Action #21-24 Approval to File Voucher List for Vouchers since last Board Meeting

Motion by:	**Matthew Tootle**	**Second by:**	**Bill McGowan**
Discussion:		**Vote:**	

COMMITTEE REPORTS

Ethics Committee: None

UNFINISHED BUSINESS

NEW BUSINESS

Donation to the Pickaway County Community Foundation: Travis Dresbach and Mike Pelcic met with all representatives involved with the purchase and installation of a We-Go-Swing in the Boundless Playground at the Mary Virginia Crites Hannan Park. During the meeting, concerns raised by the Board and the placement of the accessible wheelchair swing were addressed. As a result of the visit, I recommend the Board contribute to the cost of the swing.

Board Action #21-25 Approve a donation in the amount of $25,000 to the Pickaway County Community Foundation for the purchase and installation of a We-Go-Swing in the Boundless Playground at the Mary Virginia Crites Hannan Park.

Motion by:	**Cara Layne**	**Second by:**	**Jennifer Rainey-Agresti**
Discussion:		**Vote:**	**Matthew Tootle – Recused 6-Yes, 0-No**

Contract with Pickaway County Educational Service Center for a Human Capital Consultant: The Human Capitol Consultant will focus on employee satisfaction, talent hiring, onboarding, professional development, and customer experience. The consultant will work under the direction of the administration team to address employee concerns and improve organizational culture. The contract is for 416 hours of consultation over the period of one year.

Board Action #21-26 Approve a contract with the Pickaway County Educational Service Center for a Human Capital Consultant in the amount of $30,920.

Motion by:	**Matthew Tootle**	**Second by:**	**Bill McGowan**
Discussion:		**Vote:**	

Salary Ranges: The information used to determine the salary ranges is from the Ohio Association of County Boards' 2021 salary survey and the local school districts' contracts. With very few exceptions, the ranges remain the same. The salary ranges for Paraprofessionals and Nurse were eliminated. The Non-Degreed Professional salary range will include the Paraprofessional position. The proposed salary ranges results in two employees paid less than the base wage. I request the Board accept the proposed salary ranges for 2021 and wage rates for employees below base wage given appropriate raises.

Board Action #21-27 Approve salary ranges as proposed for 2021 and authorize the Superintendent to take action to raise the wages of any employee earning below or near the base wage.

Motion by:	**Cara Layne**	**Second by:**	**Bill McGowan**
Discussion:		**Vote:**	

Increase the hours for Intervention Specialists: Intervention Specialists are classified as seasonal employees working 185 days per year. I proposed increasing the work year to 200 days. The additional days give the Intervention Specialists time for professional development over the summer and provide time to work with school districts to plan for the following school year. Currently, one Intervention Specialist has a supplemental contract for the additional days. This Board Action will eliminate the need for a supplemental contract and extend the additional days to a second Intervention Specialist.

Board Action #21-28 Approve a 200 day work year for Intervention Specialist and eliminate the supplemental contract for an Intervention Specialist.

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

Replace Server: Technology infrastructure consists of a Dell server purchased in May 2017 used for all software applications, and a Lenovo Server purchased in March 2014 used for in-house backup. I propose decommissioning the Lenovo server, redeploying the Dell server for in-house backup, and purchasing a new server for software applications. I received three quotes for comparable servers:

Lenovo for $24,131.43, Dell for $17,587.46, and an HP for $20,673.16.

Board Action #21-29 Approve the purchase of a Dell PowerEdge T640 server and allow the Superintendent to use discretion to purchase the server not to exceed $20,000.

Motion by:	**Matthew Tootle**	**Second by:**	**Bill McGowan**
Discussion:		**Vote:**	

Purchase furniture for School-age Office: The office space leased to Workforce Services Unlimited, Inc., is to be repurposed for all School-age employees. The area will be configured to allow WSU to continue to use the space and allow for additional Service and Support Administrators in the future. I received two quotes for comparable workstation layout and furniture. Proposals from Continental Office for $24,062.11, and Office Revolution for $29,191.81.

Board Action #21-30 Approve the purchase of workstations and furniture from Continental Office.

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

Appropriate additional Funds: Appropriate additional funds to cover unanticipated expenses for a computer server and a donation to Pickaway County Community Foundation for a We-Go-Swing.

Board Action #21-31 Appropriate additional $10,000 to the Capital Improvement line item and $25,000 to Equipment Expense Line item.

Motion by:	**Bill McGowan**	**Second by:**	**Cara Layne**
Discussion:		**Vote:**	

SUPERINTENDENT'S REPORT

- John Joyce reviewed the information on the Social Media Report and Community Monthly Report – April 2021. A recommendation was made to set benchmarks for followers and likes. Board members and employees are encouraged to like postings to increase the analytics for social media exposure.
- A question was asked regarding the minimum age for a person to take Capabilities drivers education class. Capabilities will take people under the age of 18 for the driver training assessment.
- The Superintendent's Report to the Board (attached)
    - Travis Dresbach commented that he is assisting another person to become active in self-advocacy.
    - Aimee Roberts is finalizing the next fiscal year grant for service coordination.
    - Amanda Knotts reported that BYS held a ceremony for the students. Transition meetings have started for the next school year.
    - Marie Wilbanks reported that the website is reviewed monthly, and the community calendar is kept up to date. She is exploring outreach and education for businesses in the community.
    - Marie Wilbanks and John Joyce shared the changes at OhioHealth Berger Hospital. The hospital is eliminating third-party contracts and hiring workers directly. Persons employed with the third-party vendors had to apply and interview for the jobs they are currently working. Duties and responsibilities for the various jobs are changing and becoming full-time positions. As many as six people may lose their jobs. Affirmative action is advised to garner favorable consideration for continuing employment.
- Other documents Included:
    - Enrollment Status Report May 2021
    - Circleville Herald 4-29-21
    - Board In-service Agenda

OTHER BUSINESS

Board members desired to meet in person for the Regular June Board meeting.

ADJOURNMENT

The meeting adjourned at 7:27 PM.

Minutes approved by Board Action #21-32 on June 24, 2021.

Board President or Presiding Officer	6/24/2021 Date
Board Secretary	Date
Michael Pelaic Superintendent	6/24/21 Date