



# Champaign County Board of Developmental Disabilities

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## **Meeting Minutes Thursday, February 23, 2023**

Board Members Present: Kerry Brugger, Shelly Cushman, Malia Hughes, Lori Rose, David Sapp, and Laurie Stickney

Board Members Absent: Amy Wilcoxon

Staff Members Present: Jennifer Bradford, Jeff Coaty, Tyler Davis, Nick Rowe, Leigh Anne Wenning, and Sharon Wheeland

### ***Call To Order***

The February Board meeting of the Champaign County Board of Developmental Disabilities was called to order by Mr. Brugger at 4:30 p.m. in the conference room at the Champaign County Board of Developmental Disabilities offices.

### ***Moment of Silence***

Mr. Brugger allowed for a moment of silence.

### ***Introductions of the Public***

There was no public in attendance.

### ***Adoption of Agenda***

Ms. Rose motioned to adopt the agenda as presented. Mr. Sapp seconded the motion. Motion carried.

### ***Reading of the Mission Statement***

The mission statement was read by all Board members and staff present.

### ***Presentation of Minutes***

The meeting minutes from the January 2023 organizational and regular board meeting were included in the board packet for review.



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Ms. Stickney motioned to approve the January 2023 organizational and regular board meeting minutes as presented. Ms. Cushman seconded the motion. Motion carried.

### ***People First of Champaign County Report***

The People First of Champaign County report was presented at the meeting.

Mr. Angles stated that the February 8, 2023 People First meeting had the largest number of individuals in attendance with 26 advocates.

### ***Presentation of Financial Report***

The January 2023 financials were included in the Board packet for review.

Mr. Davis stated that the first committee meeting for the 501 C 4 was held. The committee is hoping to do a small fundraiser in 2023, and yearly thereafter.

Mr. Davis stated that we may be able to rent additional space in the two units next to ours. There would not be any remodeling to complete as the space would be used more as storage, which would eliminate the need for the two storage units we currently rent.

Ms. Rose motioned to approve the January 2023 financials and accounts payable for the Champaign County Board of Developmental Disabilities. Ms. Hughes seconded the motion. Motion carried.

### ***Presentation of Administrative Reports***

The service and support administration report was included in the Board packet.

Mr. Rowe stated that the SSA's will begin using the OhioISP in March.

Mr. Rowe stated that sensory items have been received for the new lending library that were purchased through a grant. The hope is for individuals to have the opportunity to try things before purchasing.

The community education and outreach report was included in the Board packet.

Mr. Coaty stated that the Tim Tebow Night To Shine prom was well attended by individuals from Champaign County.



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Mr. Coaty stated that training, team building activities, and an SSA meet and greet for Direct Support Professionals was held on Thursday, February 23, 2023.

The early intervention services report was included in the Board packet.

Ms. Bradford stated Governor DeWine announced a new department, Ohio Department of Children and Youth, that will combine the functions and programs from six (6) different state agencies, Early Intervention as these programs. The new department will be created July 1, 2023 and Early Intervention will be one of the last programs to transition.

### ***Presentation of Superintendent Report***

Ms. Wenning stated that the contract with the new non-profit housing board, Housing Opportunities for People (HOP), located in Miami County, will be presented at the March board meeting.

Ms. Wenning stated that Board members of county boards of developmental disabilities must complete a minimum of four hours of in-service training every year. DODD has identified these topics for the 2023 year which are optional: Statewide Updates from Director Hauck, Multi-System Youth (MSY) and OhioRISE, Technology First, County Board Role in Eligibility Appeals Process, Early Intervention, and Succession Planning. Ms. Wenning stated that MUI/UI is a mandatory training every year. Ms. Wenning will ask Alfredo Gutierrez to present to the board about Special Olympics and have Mr. Davis complete a budget training.

Ms. Wenning met with the new Superintendent of the Madison Champaign Educational Service Center, along with the Superintendents from West Liberty Salem Schools and Mechanicsburg Schools to discuss preschool services. Ms. Wenning provided information on the Champaign County Board of Developmental Disabilities and the greater developmental disabilities system in Ohio and explained that running a preschool is not a mandated program for County Boards of Developmental Disabilities. Ms. Wenning stated the conversation was positive and the superintendents left with copies of CCBDD's new strategic plan.

Ms. Wenning stated the Budget Advocacy Campaign is underway and the purpose is to have legislators agree on rate increases for DSPs.

Ms. Wenning informed the board that there is language being written into rule regarding a person eligible for services to serve on county boards. Ms. Wenning will update the board as more information becomes available.



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## ***Presentation of New Business***

### Proposal for Early Childhood Behavior Support Coordinator

In order to address the behavioral needs of young children and continue to offer P.L.A.Y. services in Champaign County, it is recommended that a full-time Early Childhood Behavior Support Coordinator position be created for Champaign County. This position will be P.L.A.Y. certified and will also be able to provide behavior support and parental coaching to families of young children, typically age 3-6. This would allow the position to possibly bill Targeted Case Management (TCM) to recoup some of the cost of the position. This would meet the increasing needs of young children who are experiencing challenges. Our current full-time Behavior Support Coordinator is currently supporting a full-time caseload of older individuals.

The pay range for this position will be \$21.88/hour to \$32.05/hour. Cost implications will likely be an additional \$30,000-\$40,000 to Champaign's budget, but may be less depending on TCM revenue. The budget can support this change.

23-02-01 Ms. Stickney motioned to add the Early Childhood Behavior Support Coordinator to the Table of Organization as presented. Ms. Hughes seconded the motion. Motion carried.

### Proposal for Leave Conversion

The Leave Conversion Policy was included in the board packet.

Our strategic plan contains a goal that focuses on retaining and rewarding employees. It's often difficult to do that within a public service organization. An option for rewarding employees for their longevity is to allow them to cash in some of their sick and vacation leave. This would not only benefit employees, but it would benefit the agency by cashing in leave at a lower rate rather than cashing it in at the end of the employee's career at a higher salary. Ms. Wenning stated that the HR Specialist researched and reached out to other county boards for their policies and procedures.

A policy has been created and the draft has been approved by PERS that would allow employees to cash in sick and vacation leave within the parameters outlined in policy.

Mr. Davis stated that it will not have a budget impact until the 2024 year and the total cost is less than one percent (1%) of a board increase where we normally do a three (3) to four (4) percent increase yearly.



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23-02-02 Ms. Rose motioned to approve Leave Conversion policy as presented. Ms. Cushman seconded the motion. Motion carried.

### Proposal for Policy Updates

The following policies were included in the board packet.

- 5.5.31 Leave Conversion (New)
- 5.5.12 Leave Donation (Abolish)
- 5.5.21 Calamity, Delays, and Closing (Revision)

23-02-03 Ms. Hughes motioned to approve the policies as presented. Ms. Rose seconded the motion. Motion carried.

### Proposal for 2024 Agency Calendar

The 2024 agency calendar was included in the board packet. Ms. Wenning stated that the calendar aligns with the Shelby County calendar.

23-02-04 Mr. Sapp motioned to approve the 2024 agency calendar as presented. Ms. Stickney seconded the motion. Motion carried.

### ***Anything for the Good of the Order***

Ms. Stickney motioned to excuse Ms. Wilcoxon from the February 2023 board meeting. Ms. Cushman seconded the motion. Motion carried.

### ***Comments***

Mr. Brugger stated that March is Developmental Disabilities month and asked if there was anything to present at the next city council meeting to be held on March 7, 2023, at 6:00 p.m. Mr. Coaty suggested a proclamation.

Mr. Coaty stated that the Champaign County Board of Developmental Disabilities has partnered with all the Champaign County libraries to have a book display that highlights books about disabilities for March.



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### ***Next Meeting Date***

The next meeting of the Champaign County Board of Developmental Disabilities is scheduled for 4:30 p.m. on Thursday, March 23, 2023. The meeting will be held in the large conference room.

### ***Adjournment***

Ms. Rose motioned to adjourn the Board meeting at 5:22 p.m. Ms. Hughes seconded the motion. Motion carried.

Respectfully submitted

A blue ink signature of Mr. David Sapp, written in a cursive style, positioned above a horizontal line.

Mr. David Sapp, Secretary

A blue ink signature of Mrs. Sharon Wheeland, written in a cursive style, positioned above a horizontal line.

Mrs. Sharon Wheeland, Executive Support Specialist