



# Champaign County Board of Developmental Disabilities

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## **Meeting Minutes Thursday, October 26, 2023**

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

Board Members Absent: Malia Hughes and Amy Wilcoxon

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

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

The October Board meeting of the Champaign County Board of Developmental Disabilities was called to order by Mr. Brugger at 4:32 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 asking those in attendance to keep the families of Wendell Cornelison in their thoughts.

### ***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.

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

There was no public in attendance.



## ***Presentation of Minutes***

The meeting minutes from the September 2023 board meeting were included in the board packet for review.

Ms. Stickney motioned to approve the September 2023 board meeting minutes as presented. Ms. Cushman seconded the motion. Motion carried.

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

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

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

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

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

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

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

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

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

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

The superintendent report was included in the Board packet.

Ms. Wenning reported that the County Board has an opening for an Administrative Assistant and a Service and Support Administrator in the Service and Support Administration department. Ms. Wenning stated that the Data Specialist is currently helping the Service and Support Administration department with administrative duties until a replacement is found.

Ms. Wenning reminded the board members that if they are not currently signed up for the company newsletter, to please let Jeff Coaty know.



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Ms. Wenning stated that we will be having a Staff Appreciation/Recognition day for employees on October 27, 2023. There will be years of service awards for staff, games, lunch, and a group outing.

### ***Proposal of New Business***

#### Proposal for 2024 Income and Expenditures

Mr. Davis reviewed the 2024 income and expenditures with the board.

Mr. Davis stated the total expenditures are \$5,753,976.00 and the total revenue is \$4,516,183.00. The goal for the Champaign County Board of Developmental Disabilities is to coordinate services that are inclusive and successful yet financially sustainable, enhance community awareness, support DSPs, and employ a quality work force.

The Leadership team planning goals are to maintain a reasonable deficit to spend down reserves, ensure deficit is replaceable with passable millage, and continue to educate the community about our services.

23-10-01 Ms. Rose motioned to approve the 2024 Income & Expenditures budget as presented. Ms. Cushman seconded the motion. Motion carried.

#### Proposal for 2024 Non Federal Share Medicaid

Mr. Davis discussed a resolution which specifies the Board's commitment to pay the non-federal share of the following services: Medicaid Home and Community Based services, in the amount of \$1,669,790.00. In addition, \$96,000.00 will be used to pay the Medicaid Administration fees charged by the Ohio Department of Developmental Disabilities for processing Medicaid reimbursement payments. Mr. Davis stated that \$434,800.00 will be used to pay for non-Medicaid locally funded services.

23-10-02 Ms. Stickney motioned to approve the non-federal share of Medicaid Home and Community Based services as presented. Ms. Rose seconded the motion. Motion carried.

#### Proposal for Salary Increase for Eligible Staff

Mr. Davis reviewed the 2024 staff wage increases. A recommendation for a 4% increase for staff and a 4% lump sum payment for staff at the top of the scale per the personnel policy was presented.



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23-10-03 Ms. Rose motioned to approve a 4% increase for staff that are eligible and a 4% lump sum payment for staff at the top of the scale per the personnel policy as presented. Mr. Sapp seconded the motion. Motion carried.

### Proposal for PERS Pickup

Ms. Wenning requests the ability to provide PERS pick-up of the statutorily required contribution to the Ohio Public Employees Retirement System for specified director-level positions as a fringe benefit. This fringe benefit can be used as a negotiation tool to attract and maintain talented employees for the Champaign County Board of DD.

Ms. Wenning recommends to allow PERS pick-up to be included in the following contract with required specifications:

- Community Education and Outreach Director
- Effective January 1, 2024, fifty percent (50%) of the statutorily required employee contribution to OPERS shall be picked up and paid as a fringe benefit by the Champaign County Board of Developmental Disabilities.

23-10-04 Ms. Rose motioned to approve the PERS Pick-Up as presented. Ms. Cushman seconded the motion. Motion carried.

### Proposal for Contract

The Preferred Pediatric Therapy, LLC contract was presented to and approved by the Prosecutor's office.

Ms. Wenning stated the contract is for occupational therapy services. The effective date of the contract is August 15, 2023 to December 31, 2023.

23-10-05 Ms. Stickney motioned to approve the Preferred Pediatric Therapy, LLC contract as presented. Ms. Rose seconded the motion. Motion carried.

### Proposal for Policy

The following policy was included in the board packet.

CH.II SEC.A-II Remote Meeting



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Ms. Wenning reported that SEC. 5126.0223 of the Revised Code allows, beginning October 3, 2023, any county board of developmental disabilities to permit its members to attend and participate in meetings of the county board via means of electronic communication per the requirements listed in the policy.

23-10-06 Ms. Cushman motioned to approve the policy as presented. Mr. Sapp seconded the motion. Motion carried.

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

Ms. Stickney motioned to excuse Ms. Malia Hughes and Ms. Amy Wilcoxon from the October 2023 board meeting. Mr. Sapp seconded the motion. Motion carried.

### ***Comments***

Mr. Brugger stated he appreciates the editorials for the Urbana Daily Citizen that Ms. Wenning writes. Mr. Brugger will be providing the article for November.

### ***Executive Session***

Mr. Sapp motioned to move into executive session to consider the employment or compensation of a public employee at 5:18 p.m. Ms. Rose seconded the motion. A roll call vote was taken as follows: Kerry Brugger – Yes; Shelly Cushman – Yes; Lori Rose – Yes; David Sapp – Yes; and Laurie Stickney – Yes. Motion carried.

### ***Reconvene***

Ms. Stickney motioned to reconvene to regular session at 5:32 p.m. Ms. Cushman seconded the motion. A roll call vote was taken as follows: Kerry Brugger – Yes; Shelly Cushman – Yes; Lori Rose – Yes; David Sapp – Yes; and Laurie Stickney – Yes. Motion carried.

### ***Proposals***

#### Proposal to Update Shared Services Agreement

Ms. Wenning stated that after review of the needs of Champaign County, it has been determined that the Champaign County Board of Developmental Disabilities would benefit from a full-time SSA Director.



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Ms. Wenning proposed that the SSA Director would no longer be a shared position with Shelby County Board of Developmental Disabilities and would become a full-time Champaign County position effective January 1, 2024.

23-10-07 Ms. Stickney motioned to approve the revision to the Shared Services Agreement as presented. Mr. Sapp seconded the motion. Motion carried.

### Proposal to update Salary Schedule

Ms. Wenning reported that the SSA Director position has been shared for several years and does not have an associated pay range. Research was completed with the state salary survey and then with the Bolton Review from 2022 to develop this range.

Ms. Wenning stated the pay range would be minimum of \$32.61 per hour to maximum of \$41.31 per hour.

23-10-08 Mr. Sapp motioned to approve to add the SSA Director pay range to the salary schedule as presented. Ms. Cushman seconded the motion. Motion carried.

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

The next meeting of the Champaign County Board of Developmental Disabilities is scheduled for 4:30 p.m. on Thursday, November 16, 2023. The meeting will be held in the large conference room.

### ***Adjournment***

Ms. Rose motioned to adjourn the Board meeting at 5:34 p.m. Ms. Cushman seconded the motion. Motion carried.

Respectfully submitted,

Mr. David Sapp, Secretary

Mrs. Sharon Wheeland, Executive Support Specialist