

RICHLAND COUNTY BOARD
OF
DEVELOPMENTAL DISABILITIES
AGENDA

MEETING DATE: October 25, 2023
MEETING TIME: 11:45 a.m.
MEETING LOCATION: Administration Building

- I. ROLL CALL.
- II. APPROVE AGENDA OF OCTOBER 25, 2023.
- III. CONSENT AGENDA—MOTION.
 - A. Operations.
 1. Contracts > \$75,000
 - a. NEON COG, COG Fees, Provider Compliance Reviews, Nursing Contract, MUI Contract, & Fiscal Supports, 01/01/2024—12/31/2024, Not to Exceed: \$150,000.
 - b. Pediatric Development Center, Addendum for Extra Payment for Raintree Renovation, 11/01/2023—12/31/2023, Not to Exceed: \$615,000.
 - c. Adu's Care LLC, Staffing for Paxford Place Duplex, Nursing Service, To Secure for Emergency Respite Services, 01/01/2024—12/31/2024, Not to Exceed: \$257,300.
 - B. Board.
 1. Minutes of September 27, 2023.
 2. Multi-Year Contract for Alicia Bailey, Director of Human Resources and Finance.
 3. Ethics Council:
 - a. Contracts—Resolution.
 4. Proposed Board Policy for Remote Meeting Attendance for Review (Enclosure).
- IV. BOARD EDUCATION.
 - A. OACBDD Board of Trustees Update—Steve Swank.
 - B. Appointment of Delegate and Alternate to the OACBDD Delegate Assembly on Wednesday, November 29, 2023 at 6:00 pm—Motion.
 - C. Financial Reports.
 1. Cash Balance.
 2. Summary of Revenue and Expenditures.
 3. Expenditures Month to Date Actual to Budget.
 4. Revenue Month to Date Actual to Budget.
 5. History of Quarterly Revenue & Expense.
 6. Facility Costs.
 7. Gift Fund.
- V. POLICY DISCUSSION.
 - A. Board Self-Assessment Against Board Means Policies (according to the monitoring schedule).
 1. Cost of Governance—Policy 3.8.
 2. Superintendent Comp & Benefits—Policy 4.5.
- VI. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE.
 - A. Receipt of Monitoring Report—Compensation and Benefits—Policy 2.3 (Sept.); Challenges Monitoring (if any); Vote on Compliance.
 - B. New Operational Worries (if any).
 - C. Next Monitoring Report.
 1. Linkage with the Community and Public Servants—Policy 2.8.
- VII. COMMUNITY LINKAGE.

- A. Nominating Committee—Steve Swank and Richard Otto (Present Slate of 2024 Officers at November 15th Meeting).
 - B. 2024 Proposed Board Budget (Enclosure).
 - C. Melissa Cole, Director of Operations and Board Administration, Quarterly Strategic Plan Update (Enclosure).
- VIII. ANNOUNCEMENTS.
- A. November board meeting will be held early on November 15, 2023 at 11:45 am.
- IX. ITEMS FOR NEXT AGENDA.
- A. 2024 Planning/Budget.
 - B. Public Comment Session, 11:30 am-11:45 am.
- X. COMMENTS FROM FLOOR.
- XI. EXECUTIVE SESSION.
- XII. ADJOURNMENT.

NOVEMBER MEETING DATES:

- Ethics Council—November 15, 2023, 11:25 a.m.—Administration Building
- Board Meeting—November 15, 2023, 11:45 a.m.—Administration Building

RICHLAND COUNTY BOARD
OF
DEVELOPMENTAL DISABILITIES
MINUTES
September 27, 2023

Minutes of the Richland County Board of Developmental Disabilities held Wednesday, September 27, 2023, at 11:45 a.m. at the Administration Building, 314 Cleveland Avenue, Mansfield, Ohio.

ROLL CALL

The following Board Members were present:

Mr. Stephen Swank
Mr. Richard Otto
Mr. Michael Howard
Ms. Regina Jefferson
Mr. Mike Ziegelhofer

The following Board Members were absent and excused

Mrs. Amanda Chapman

Also in attendance:

Mrs. Michele Giess, Superintendent
Ms. Alicia Bailey, Director of HR and Fiscal
Mr. Rodney Willis, Director of Medicaid Services
Mrs. Julie Litt, Director of Education and Therapy Services
Mrs. Juanita Shenberger, Director of Service and Support
Mrs. Jessica Winans, Director of Residential
Mrs. Shauna Bradley, Manager of Finance
Mrs. Melissa Cole, Director of Operations & Administrative Services

Guests:

Mr. Mario Jefferson

Mr. Swank welcomed everyone and called the meeting to order.

APPROVE AGENDA OF SEPTEMBER 27, 2023

Mr. Howard made a motion to approve the agenda; seconded by Mr. Otto. Motion carried unanimously.

CONSENT AGENDA

There being no changes to the consent agenda, Mr. Ziegelhofer made a motion to approve; Mr. Howard seconded. Motion carried unanimously.

A. Board.

1. **Minutes of August 23, 2023.**
2. **Ethics Council.**
 - a. **Contracts- Resolution.**

The Richland County Board of Developmental Disabilities, as witnessed by the signatures below, by a clear majority of the Board members present for the September 27, 2023 meeting, hereby approves the following expense and revenue contracts:

CONTRACTS < \$75,000.00:

- Velma Anderson, Speech Therapy Services for Early Intervention Recipients, 10/01/2023—10/01/2024: Not to Exceed \$52,000.00.
- Zoom, Video Conferencing, 11/30/2023—11/29/2024: Not to Exceed \$4,997.50.

ADDENDUM AGREEMENT:

- Pediatric Development Center, Addendum to the Lease Agreement to Remove Harding and Woodville Homes, 09/01/2023—12/31/2023: Reduce Remaining Contract by \$119,770.68.
- Bayer, Jerger, Underwood, Legal Representation & Guardian Services, 08/01/2023—12/31/2023: SSA-Additional \$6,000, Total Not to Exceed \$13,000.

REGULAR AGENDA

BOARD EDUCATION

A. OACBDD Board of Trustees Update—Steve Swank.

Mr. Swank reported a short meeting was held via Zoom for OACBDD. They will hold their final zoom meeting in October and the next in-person meeting is in November at the conference this year. Steve will be finished in his role on OACBDD as of December 2023. The 2 vacancies on the OACBDD board have been filled by John Janice-Wood County Board of DD and Ron McClure-Wyandot County Board of DD. Dues are being raised 3% for 2024. Mr. Swank reported that OACBDD reviewed their Strategic planning update and met the new parent advocate that was hired. This position was the result of combining the 2 previous part time positions that staff retired from. Erica Wallace is the new parent advocate. She was previously an SSA so she is familiar with the system. The legislative liaison, Erick Bitner resigned, so his position will be filled. OACBDD is in the middle of a board self-assessment and doing their first evaluation of Adam Herman.

B. OACBDD Remote Board Member Attendance.

Mrs. Giess explained that it is now permissible for boards to meet remotely if specific guidelines are met. She asked if the board is interested in adopting a policy allowing this. If the board is interested then a policy will be drafted for consideration and to be reviewed at the next board meeting. She explained that during remote meetings, votes would require roll-call votes for all motions and at least half of the meetings attended need to be in-person (if you participate in 8 meetings then 4 of the 8 have to be in-person). Mr. Howard thought it would be nice to have that option and flexibility. Mr. Swank agreed that this would allow some flexibility and since a remote member's vote is counted, it maintains a purpose of remote attendance. Mr. Otto agrees that having this as an option is helpful. Mrs. Giess will work on developing a draft policy for the board to review.

C. Financial Reports.

1. **Cash Balance.**
2. **Summary of Revenue and Expenditures.**
3. **Expenditures Month to Date Actual to Budget.**
4. **Revenue Month to Date Actual to Budget.**
5. **Tax Levy Revenue Comparison to Prior Year (Graph).**

The financial reports were reviewed and discussed. Ms. Bailey reported the total fund balance as of August 31, 2023 was \$34,402,157. Expenditures were at 58.16% with a target of 66.7% and revenue was at 82.23% with a target of 66.7%. Ms. Bailey stated we should be receiving another tax payment and should be up for taxes in 2023.

POLICY DISCUSSION

A. Board Self-Assessment Against Board Means Policies (according to the monitoring schedule).

1. Agenda Planning—Policy 3.4.

The monitoring report was emailed out to the board for review.

- a. 3.4.6 was reviewed and it was suggested that *III. Recognition of Employee of the Month* and *IV. Mission Statement* be removed since they are not a regular part of the board agenda. Changes will be voted on in January 2024.

ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

A. Receipt of Monitoring Report—No Report Due.

B. New Operational Worries.

Mrs. Giess reported we have been concentrating on the budget over the past couple of months, focusing on the changes the governor put in the budget as well as staff wages. Mr. Howard asked if we are worried about the impending government shutdown at the end of the month and Mrs. Giess explained our funds are local dollars and not federal so we should not be directly impacted.

Mrs. Giess explained that Luke Trieber, a gentleman who receives services, is meeting with Darrell Banks next month to be considered for the vacant board position.

Mrs. Giess said the Raintree renovation project is moving along nicely and is on track to be complete by the end of the year. The space is great, the lift system has made things much better for staff working at Raintree. The courtyard is landscaped and looks nice. Mrs. Giess explained that we committed \$1.5 million to the project, but we are looking at an additional commitment. Our goal is that at the end of the project that PDC is financially stable and all the needed renovations are made.

Mrs. Giess also updated that Sterkel Park has been started and they broke ground a month ago. There footers have been installed for the restrooms and grading work has begun on the property. Progress will be contingent on weather moving forward because many of the materials require a specific temperature. The park is gated and closed during construction.

C. Next Monitoring Report.

1. Compensation & Benefits- Policy 2.3.

COMMUNITY LINKAGE

A. 2023 Board Expenditures (Enclosure). 2024 Budget to be reviewed in October.

ANNOUNCEMENTS

Mr. Swank said the Golf Outing went well, next year's outing is scheduled for September 13, 2024.

ITEMS FOR NEXT AGENDA

- A. 2024 Proposed Board Budget.
- B. Strategic Plan Update.
- C. Accreditation Update.

COMMENTS FROM FLOOR

There were no comments from the floor.

EXECUTIVE SESSION

Mr. Ziegelhofer made a motion to adjourn into executive session to consider the purchase or sale of property; Mr. Howard seconded. Roll call vote: Mr. Swank-yes, Mr. Otto-yes, Mr. Howard-yes, Mr. Ziegelhofer-yes, Ms. Jefferson-yes.

ACTION FOLLOWING EXECUTIVE SESSION

There was no action following executive session.

ADJOURNMENT

Mr. Howard made a motion to adjourn the meeting; Mr. Ziegelhofer seconded. Motion carried unanimously.

Respectfully submitted,

Melissa Cole
Secretary Pro Tem