Champaign County Board of Developmental Disabilities

Organizational Board Meeting Minutes
Thursday, January 23, 2025

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, Leigh Anne Wenning, Sharon Wheeland, and Heather Williams-Rarey

Call to Order

The 2025 organizational meeting of the Champaign County Board of Developmental Disabilities was called to order by Mr. Brugger at 4:33 p.m. in the conference room at the Champaign County Board of Developmental Disabilities offices.

Oath of Office

Ms. Wheeland swore in Board Member Shelly Cushman with the Oath of Office. Ms. Cushman was re-appointed. Ms. Cushman will serve a term of 4 years commencing January 1, 2025, and ending December 31, 2030.

Election of Officers

25-01-01 Mr. Sapp motioned to approve the slate of board officers for 2025 as follows: Mr. Kerry Brugger, President. Ms. Rose seconded the motion. Motion carried.

25-01-02 Ms. Cushman motioned to approve the slate of board officers for 2025 as follows: Ms. Laurie Stickney, Vice President and Mr. David Sapp, Secretary. Ms. Hughes seconded the motion. Motion carried.

Appointment of Standing Committees

The standing committees are as follows:

Finance: Mr. Kerry Brugger, Ms. Lori Rose, and Ms. Laurie Stickney
Personnel/Policy: Mr. Kerry Brugger, Ms. Laurie Stickney, and Ms. Amy Wilcoxon
Ethics: Ms. Shelly Cushman, Ms. Malia Hughes, and Mr. David Sapp

Approval of the 2025 Board Meeting Calendar

The 2025 board meeting calendar was included in the board packet for review. The Board approved eleven (11) meeting dates with the ability to cancel as needed, as well as the ability to change how and where meetings will take place.

Ms. Wenning stated that she would like to have a shared meeting with the Shelby County Board of Developmental Disabilities in May 2025. Ms. Wenning stated that the May shared meeting would include MUI/UI Training with both boards.

25-01-03 Mr. Sapp motioned to approve the 2025 meeting dates, times, number of meetings and shared meetings as presented. Ms. Stickney seconded the motion. Motion carried.

Adjournment

Mr. Sapp motioned to adjourn the organizational meeting at 4:38 p.m. Ms. Hughes seconded the motion. Motion carried.

Respectfully submitted,

Mr. David Sapp, Secretary

Mrs. Sharon Wheeland, Executive Support Specialist

Champaign County Board of Developmental Disabilities

Meeting Minutes
Thursday, January 23, 2025

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, Leigh Anne Wenning, Sharon Wheeland, and Heather Williams-Rarey

Call To Order

The January Board meeting of the Champaign County Board of Developmental Disabilities was called to order by Mr. Brugger at 4:39 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.

Adoption of Agenda

Ms. Stickney motioned to adopt the agenda as presented. Ms. Cushman 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 November 2024 board meeting were included in the board packet for review.

Ms. Hughes motioned to approve the November 2024 board meeting minutes as presented. Ms. Rose seconded the motion. Motion carried.

Presentation of Financial Report

The November and December 2024 financials were included in the Board packet for review.

Mr. Davis noted that the board ended the year with 113% of revenue compared to the budget. On the expenditure side, the board came in at 97% compared to the budget.

Mr. Davis stated that he is in the process of looking at the layout of the building in effords to optimize space for future staffing.

Ms. Rose motioned to approve the November and December 2024 financials and accounts payable for the Champaign County Board of Developmental Disabilities. Ms. Cushman 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 Annual Action Plan goal summary report was included in the board packet and Ms. Wenning reviewed it with the board members.

Ms. Wenning asked to change the board packets to no longer include director reports. This would allow the directors to provide verbal reports at the meeting. Ms. Wenning stated there would be information included in the board packet that would include numbers from the Service and Support Administrators, Community Education and Outreach, and Early Intervention departments. The board agreed to changing how the board packets are presented.

Ms. Wenning stated that accreditation is in May of 2025 and the Department of Developmental Disabilities will begin asking for information in February. The SSA Department has begun sending OISP's to WestCON for review.

Ms. Wenning discussed an early retirement incentive program. This program could save money and streamline the way things are done. Mr. Brugger stated to look at Deferred Compensation and asked if we had a retire/rehire policy. Ms. Wenning stated that we do have a policy.

Presentation of New Business

Proposal of Superintendent's Spending Authority

Annually the board authorizes the superintendent to approve and authorize monthly expenditures within the approved annual budget under the amount of $20,000 per item, and to submit those expenditures to the county auditor for payment. The superintendent may also authorize payment of utilities, board approved contracts, health insurance premiums, Targeted Case Management and Medicaid Waiver related invoices over the amount of $20,000, as billed by the company or the Ohio Department of Developmental Disabilities. The superintendent has the authority to approve the payment of invoices, as well as staff attendance at professional meetings and expenditures for that attendance, within the approved budget.

25-01-04 Mr. Sapp motioned to approve to authorize the Superintendent, Leigh Anne Wenning, to approve and authorize monthly expenditures within the approved annual budget under the amount of $20,000 per item, and to submit those expenditures to the county auditor for payment. The Superintendent may also authorize payment of utilities, board approved contracts, health insurance premiums, Targeted Case Management and Medicaid Waiver related invoices over the amount of $20,000, as billed by the company or the Ohio Department of Developmental Disabilities. The Superintendent has the authority to approve the payment of invoices, as well as staff attendance at professional meetings and expenditures for that attendance, within the approved budget. Ms. Rose seconded the motion. Motion carried.

Proposal for Table of Organization

The Table of Organization was included in the Board packet.

25-01-05 Ms. Stickney motioned to approve the Table of Organization as presented. Ms. Rose seconded the motion. Motion carried.

Proposal for Policy Update

The following policy was included in the board packet.
Ch. IV-G Waiting List for Home and Community Based Services Waivers

25-01-06 Ms. Rose motioned to approve the policy as presented. Ms. Hughes seconded the motion. Motion carried.

Proposal for Leave Conversion

Our strategic plan contains a goal that focuses on retaining and rewarding employees. An annual conversion plan allows all qualifying staff to convert unused vacation and sick leave into cash. For earnable salary purposes, the Ohio Public Employees Retirement System (OPERS) must approve annual conversion plans each year by March 31. The Champaign County Board of Developmental Disabilities has approved such an annual conversion plan since 2023.

25-01-07 Ms. Cushman motioned to approve the annual conversion plan as presented. Ms. Stickney seconded the motion. Motion carried.

Proposal for Superintendent Professional Development Plan

The Superintendent Professional Development Plan was included in the board packet.

25-01-08 Mr. Sapp motioned to approve the superintendent professional development plan as presented. Ms. Hughes seconded the motion. Motion carried.

Anything for the Good of the Order

Ms. Stickney motioned to excuse Ms. Wilcoxon from the January 2025 board meeting. Ms. Rose seconded the motion. Motion carried.

Ms. Wenning presented Ms. Wheeland a plaque from The Champaign County Special Olympics for her support and contributions to Special Olympics.

Comments

No further comments were made.

Next Meeting Date

The next meeting of the Champaign County Board of Developmental Disabilities is scheduled for 4:30 p.m. on Thursday, February 27, 2025. The meeting will be held in the large conference room.

Adjournment

Ms. Rose motioned to adjourn the Board meeting at 5:09 p.m. Ms. Hughes seconded the motion. Motion carried.

Respectfully submitted,

Mr. David Sapp, Secretary

Sharon Wheeland

Mrs. Sharon Wheeland, Executive Support Specialist