



# Champaign County Board of Developmental Disabilities

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## **Organizational Board Meeting Minutes Thursday, January 26, 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 2023 organizational meeting of the Champaign County Board of Developmental Disabilities was called to order by Ms. Wenning at 4:30 p.m. in the conference room at the Champaign County Board of Developmental Disabilities offices.

### ***Oath of Office***

Ms. Wheeland swore in Board Member Mr. David Sapp with the Oath of Office. Mr. Sapp was re-appointed.

### ***Election of Officers***

23-01-01 Mr. Sapp motioned to approve the slate of board officers for 2023 as follows: Mr. Kerry Brugger, President. Ms. Hughes seconded the motion. Motion carried.

23-01-02 Ms. Cushman motioned to approve the slate of board officers for 2023 as follows: Ms. Laurie Stickney, Vice President and Mr. David Sapp, Secretary. Ms. Rose 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, Mr. David Sapp, and Ms. Laurie Stickney

Ethics: Ms. Shelly Cushman, Ms. Malia Hughes, and Ms. Amy Wilcoxon



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### ***Approval of the 2023 Board Meeting Calendar***

The 2023 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/where meetings will take place.

23-01-03 Ms. Stickney motioned to approve the 2023 meeting dates, times, number of meetings and shared meetings as presented. Mr. Sapp seconded the motion. Motion carried.

### ***Adjournment***

Ms. Stickney motioned to adjourn the organizational meeting at 4:40 p.m. Ms. Cushman seconded the motion. Motion carried.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'David Sapp', is written over a horizontal line.

Mr. David Sapp, Secretary

A handwritten signature in blue ink, appearing to read 'Sharon Wheeland', is written over a horizontal line.

Mrs. Sharon Wheeland, Executive Support Specialist



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## **Meeting Minutes Thursday, January 26, 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 January Board meeting of the Champaign County Board of Developmental Disabilities was called to order by Mr. Brugger at 4:40 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***

All Board Members present introduced themselves to Mr. Nick Rowe, the new Service and Support Administrator Director.

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

Ms. Hughes 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 November 2022 board meeting were included in the board packet for review.



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Ms. Rose motioned to approve the November 2022 board meeting minutes as presented. Ms. Stickney seconded the motion. Motion carried.

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

The November and December 2022 financials were included in the Board packet for review.

Mr. Davis noted that the board ended the year with 99.5% of revenue compared to the budget. On the expenditure side, the board came in at 93.5% compared to the budget.

Mr. Davis noted that the board ended the year with an approximate \$100,000.00 deficit. This does not significantly impact on the overall trajectory of our cash forecasts but does improve our cash position.

Ms. Rose motioned to approve the November and December 2022 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 this year he will be focusing on how to implement technology and adaptive equipment to promote independence for the individuals we support.

Mr. Rowe thanked Ms. Heather Williams-Rarey, SSA Manger, for her wealth of knowledge she has shared with him.

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

Mr. Coaty stated that lunches with First Responders are now taking place at different day habilitation service providers locations.

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

Ms. Bradford shared the Champaign County 2022 Family Questionnaire results with the board members. An OCALI video was shown to all those in attendance.



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

Ms. Wenning stated that there have been concerns about the upkeep and safety of the RSSI Inc. homes over the past year and she has spoken with Scott DeLong regarding these concerns. Other options for housing have been explored and the Leadership team feel changing to another non-profit housing board is in the best interest of the individuals we support. Ms. Wenning stated that we have met the exit clause due to the concerns. The non-profit housing board that was chosen is Housing Opportunities for People (HOP) located in Miami County.

Ms. Wenning requested board members to let her know if they would like to see any changes to board reports for the upcoming year.

Ms. Wenning stated that there are currently two shared cases between the County Board, Job and Family Services and Family and Children First Council that are very involved.

Ms. Wenning stated that Mr. Alfredo Gutierrez is the Special Olympics Coordinator for Champaign County. To help support Mr. Gutierrez, the County Board is providing administrative in-kind support to him as well as providing a stipend to Mr. Gutierrez for all of his work. Mr. Brugger asked if Mr. Alfredo could attend a meeting and Ms. Wenning stated she would reach out to him.

The 2022 Action Plan updates was included in the board packet for review.

Ms. Wenning stated that ninety-five percent (95%) of day service providers did opt in to receive the rate increase. All independent providers were automatically opted in.

Ms. Wenning stated that there is a budget advocacy campaign asking for more money to be added to the state budget for providers.

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

### Proposal for RSSI Non-Profit Housing Board Contract

After review of the non-profit housing contract and thorough inspection of the homes, it is evident that the current housing board was not able to fulfill its obligations. Consultation with an attorney, as well as RSSI have occurred. An alternative housing board has been located and a contract will be brought to the board for approval next month.

Ms. Wenning recommends the RSSI Non-Profit Housing Contract be terminated as of April 1, 2023.



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23-01-04 Ms. Hughes motioned to terminate the RSSI Non-Profit Housing contract effective April 1, 2023, as presented. Ms. Stickney seconded the motion. Motion carried.

### Proposal for 2023-2025 Strategic Plan

The 2023-2025 Strategic Plan was included in the board packet.

Ms. Wenning stated that Ohio Administrative Code 5123-04-01 requires county boards of developmental disabilities to have a strategic plan that addresses a variety of service areas. The 2023-2025 strategic plan was developed with input from various stakeholders and meets all rule requirements.

23-01-05 Ms. Rose motioned to approve the 2023-2025 Strategic Plan as presented. Ms. Cushman seconded the motion. Motion carried.

### Proposal for 2023 Contracts

All contracts were presented to and approved by the Prosecutor's office.

There were no changes to the contract with ABC Therapies, Inc. for physical and occupational therapy services. The contract will be effective from January 1, 2023, through December 31, 2023.

There were no changes to the contract with Champaign Residential Services, Inc. for supported living for one individual. The contract will be effective from January 1, 2023, through December 31, 2023.

There were no changes to the contract with Marvis Elfers for speech therapy services. The contract will be effective from January 1, 2023, through December 31, 2023.

There were no changes to the contract with Lawnview Industries, Inc. for janitorial services. The contract will be effective from January 1, 2023, through December 31, 2023.

There were no changes to the contract with Madison County Board of Developmental Disabilities for nursing services. The contract will be effective from January 1, 2023, through December 31, 2023.

There were no changes to the contract with West Central Ohio Network (WestCON) for membership, financial, and training services. The contract will be effective from January 1, 2023,



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through December 31, 2024, and shall auto renew for successive one-year renewal terms unless either party notifies the other in writing of its intention not to renew.

23-01-06 Ms. Stickney motioned to approve the contracts as presented. Mr. Sapp seconded the motion. Motion carried.

### 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 \$15,000 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 \$15,000, 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.

23-01-07 Ms. Rose 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 \$15,000 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 \$15,000, 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. Hughes seconded the motion. Motion carried.

### Table of Organization

The Table of Organization was included in the Board packet. Ms. Wenning noted that there were no changes.

23-01-08 Mr. Sapp motioned to approve the Table of Organization as presented. Ms. Cushman seconded the motion. Motion carried.



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

Ms. Hughes motioned to excuse Ms. Wilcoxon from the January 2023 board meeting. Ms. Rose seconded the motion. Motion carried.

### ***Comments***

No additional 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 23, 2023. The meeting will be held in the large conference room.

### ***Adjournment***

Ms. Stickney motioned to adjourn the Board meeting at 5:23 p.m. Ms. Hughes seconded the motion. Motion carried.

Respectfully submitted,

  
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Mr. David Sapp, Secretary

  
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Mrs. Sharon Wheeland, Executive Support Specialist