



# Champaign County Board of Developmental Disabilities

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## Meeting Minutes Thursday, January 25, 2024

Board Members Present: Kerry Brugger, Shelly Cushman, Malia Hughes, and Lori Rose

Board Members Absent: David Sapp, Laurie Stickney, and Amy Wilcoxon

Staff Members Present: Jennifer Bradford, Jeff Coaty, Leigh Anne Wenning, Sharon Wheeland, and Heather Williams-Rarey

Staff Members Absent: Tyler Davis

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

The January Board 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.

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

Mr. Brugger allowed for a moment of silence asking those in attendance to keep the families of Betsy Engle and Joel King in their thoughts.

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

Ms. Hughes 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.



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## ***Presentation of Minutes***

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

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

## ***Presentation of People First Report***

The People First Report will be given at a later date.

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

The November and December 2023 financials were included in the Board packet for review.

Ms. Wenning noted that the board ended the year with 108% of revenue compared to the budget. On the expenditure side, the board came in at 94% compared to the budget.

Ms. Wenning stated that the Board plans on adding new flooring and fixing some of the walls in the additional space next door. Grant money will be used to turn the extra space into a technology hub for individuals with developmental disabilities.

Ms. Rose motioned to approve the November and December 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.

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

Mr. Coaty stated that there was no People First meeting in January.

Mr. Coaty stated that the Kiwanis Aktion Club is having a regional five-county food drive challenge throughout the month of February. For more information, please contact Jenny White at [j.white@champaigncbdd.org](mailto:j.white@champaigncbdd.org).



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

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

Ms. Wenning stated that several grants were applied for and awarded. The respite for multi-system youth grant is shared with Shelby County Board of Developmental Disabilities. WestCon applied for and was awarded a grant to purchase two accessible restroom trailers that the Champaign County Board of Developmental Disabilities will be able to use for community events, such as the Champaign County Fair.

Ms. Wenning stated that Housing Opportunities for People (HOP) is currently looking for a single story ranch style home to purchase in Champaign County.

Ms. Wenning stated that an employee satisfaction survey was sent to all staff and we received some good, positive feedback. There are a few adjustments to be made based on some of the information provided. Ms. Wenning stated she would like to send another survey at the end of the year.

Ms. Wenning stated that we do have a policy in place regarding the legally responsible caregivers rule.

### ***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.

24-01-04 Ms. Hughes 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



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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. Cushman seconded the motion. Motion carried.

### Proposal for Table of Organization

The Table of Organization was included in the Board packet.

24-01-05 Ms. Rose motioned to approve the Table of Organization as presented. Ms. Hughes seconded the motion. Motion carried.

### Proposal for Policy Updates

The following policies were included in the board packet.

5.5.31 Leave Conversion

5.2.12 Drug/Alcohol Free Workplace

Ms. Wenning stated the 5.5.31 Leave Conversion policy outlines the method to allow employees to cash in sick and vacation leave.

Ms. Wenning stated the revision to 5.2.12 Drug/Alcohol Free Workplace is to address recreational marijuana.

24-01-06 Ms. Cushman motioned to approve the policies 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. 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.



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The policy was revised and approved by PERS that would allow employees to cash in sick and vacation leave within the parameters outlined in the policy.

24-01-07 Ms. Rose motioned to approve the leave conversion policy as presented. Ms. Hughes seconded the motion. Motion carried.

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

Ms. Hughes motioned to excuse Mr. Sapp, Ms. Stickney, and Ms. Wilcoxon from the January 2024 board meeting. Ms. Rose seconded the motion. Motion carried.

### ***Comments***

Ms. Hughes asked who the County Board was using as a realtor for the HOP home and Ms. Wenning provided a name based on a recommendation. Ms. Wenning stated that we could not use Ms. Hughes as she is a board member. Ms. Wenning will contact the executive director of HOP to get more information on this subject.

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

The next meeting of the Champaign County Board of Developmental Disabilities is scheduled for 4:30 p.m. on Thursday, February 22, 2024. The meeting will be held in the large conference room.

### ***Adjournment***

Ms. Rose motioned to adjourn the Board meeting at 5:04 p.m. Ms. Cushman seconded the motion. Motion carried.

Respectfully submitted,

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

Mr. David Sapp, Secretary

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

Mrs. Sharon Wheeland, Executive Support Specialist