Champaign County Board of Developmental Disabilities

Meeting Minutes
Thursday, November 14, 2024

Board Members Present:	Kerry Brugger, Shelly Cushman, Malia Hughes, David Sapp, and Amy Wilcoxon
Board Members Absent:	Lori Rose and Laurie Stickney
Staff Members Present:	Jennifer Bradford, Tyler Davis, Jeff Coaty, Leigh Anne Wenning, and Heather Williams-Rarey
Staff Members Absent:	Sharon Wheeland

Call To Order

The November Board meeting for the Champaign County Board of Developmental Disabilities was called to order by Mr. Brugger at 4:30 p.m. in the conference room at the Champaign County Board of Developmental Disabilities office.

Moment of Silence

Mr. Brugger allowed for a moment of silence.

Adoption of Agenda

Mr. Sapp 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 October 2024 board meeting were included in the board packet for review.

Ms. Cushman motioned to approve the October 2024 board meeting minutes as presented. Ms. Wilcoxon seconded the motion. Motion carried.

Presentation of Financial Report

The October 2024 financials were included in the Board packet for review.

Mr. Sapp motioned to approve the October 2024 financials and accounts payable for the Champaign County Board of Developmental Disabilities. Ms. Wilcoxon 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

Ms. Wenning asked the board members to cancel the December 19, 2024, board meeting. All board members were in agreement to cancel.

Ms. Wenning discussed a case involving multiple agencies for a child that is served by the board.

Ms. Wenning stated that Housing Opportunities for People (HOP) is still looking for a multi-unit residence in Champaign County.

Presentation of New Business

Proposal for Policy Changes

The following policies were included in the board packet.
Chi IV. Sec A Service and Support Administration
5.5.8 Expense Reimbursement

Ms. Wenning stated the revision to the Service and Support Administration policy had minor word changes and included the mention of the Ohio Individualized Service Plan (OISP).

Ms. Wenning stated the revision to the Expense Reimbursement policy was an increase to the meal reimbursement to $50.00 a day.

24-11-01 Mr. Sapp motioned to approve the policy changes as presented. Ms. Hughes seconded the motion. Motion carried.

Proposal for 2025 Annual Business Contracts

All contracts were presented to and are awaiting approval by the Prosecutor's office.

There were no changes to the contract with Lawnview Industries, Inc. for janitorial services. This contract will run January 1, 2025, through December 31, 2025.

There was a rate increase with the contract for Preferred Pediatric Therapy, LLC for occupational therapy services provided by a licensed Occupational Therapist. This contract will run January 1, 2025, through December 31, 2025.

There was a rate increase with the contract for Madison County Board of Developmental Disabilities for nursing services provided by a Registered Nurse. This contract will run January 1, 2025, through December 31, 2025.

There were no changes with the contract for Miami County Board of Developmental Disabilities. This contract will run January 1, 2025, through December 31, 2025.

24-11-02 Ms. Wilcoxon motioned to approve the 2025 Annual Business Contracts, pending prosecutor approval, as presented. Ms. Cushman seconded the motion. Motion carried.

Proposal for Shared Services

To be clear regarding what staff members are being shared with Shelby County Board of Developmental Disabilities and how payments across the counties occur, a list of shared positions and shared services was presented to the board for approval.

24-11-03 Ms. Cushman motioned to approve the shared services agreement as presented. Mr. Sapp seconded the motion. Motion carried.

Proposal for Delegate Assembly

24-11-04 Ms. Hughes motioned to approve to formally authorize Superintendent Wenning to be the Board representative at the Ohio Association of County Boards Delegate Assembly and to vote on proposed resolutions in accordance with the Board consensus. Ms. Wilcoxon seconded the motion. Motion carried.

Proposal for Pay Ranges

In 2024, the Champaign County Board of DD contracted with Westcon to engage a consultant to review internal pay-ranges and compare them with relevant benchmarks. Benchmarks included market reference data points from relevant regional surveys, including other county agencies, County Boards of DD and non-profit agencies.

In order to hire and maintain a quality workforce, it is important for the Board to be competitive with pay.

24-11-05 Ms. Cushman motioned to approve the pay ranges as presented. Ms. Wilcoxon seconded the motion. Motion carried.

Anything for the Good of the Order

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

Comments

An update was given regarding the EVERYbody Plays playground project.

Executive Session

Ms. Hughes motioned to move into executive session to consider the employment or compensation of a public employee at 4:58 p.m. Ms. Cushman seconded the motion. A roll call vote was taken as follows: Kerry Brugger – Yes; Shelly Cushman – Yes; Malia Hughes – Yes; David Sapp – Yes; and Amy Wilcoxon – Yes. Motion carried.

Reconvene

Ms. Hughes motioned to reconvene to regular session at 5:17 p.m. Ms. Cushman seconded the motion. A roll call vote was taken as follows: Kerry Brugger – Yes; Shelly Cushman – Yes; Malia Hughes – Yes; David Sapp – Yes; and Amy Wilcoxon – Yes. Motion carried.

Approval of Superintendent Pay Treatment

24-11-06 Mr. Sapp motioned to approve the Superintendent Pay Treatment as presented. Ms. Hughes seconded. 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, January 23, 2025. The meeting will be held in the large conference room.

Adjournment

Ms. Wilcoxon motioned to adjourn the Board meeting at 5:19 p.m. Ms. Cushman seconded the motion. Motion carried.

Respectfully submitted,

Mr. David Sapp, Secretary

Sharon Wheeland

Mrs. Sharon Wheeland, Executive Support Specialist