Champaign County Board of Developmental Disabilities

Meeting Minutes
Thursday, October 24, 2024

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

Call To Order

The October 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

Ms. Stickney 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.

Introductions of the Public

There was no public in attendance.

Presentation of Minutes

The meeting minutes from the September 2024 board meeting were included in the board packet for review.

Mr. Sapp motioned to approve the September 2024 board meeting minutes as presented. Ms. Cushman seconded the motion. Motion carried.

Presentation of Financial Report

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

Ms. Stickney motioned to approve the September 2024 financials and accounts payable for the Champaign County Board of Developmental Disabilities. Mr. Sapp 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 reported that the Biennium Budget Committee meeting was held and in years past a large sum of funds was budgeted for people with developmental disabilities. However, in the next biennium budget, there will not be as much funds budgeted.

The 2024 Staff Inservice and Appreciation Day was held on October 18, 2024. The training included a communication presentation, and three employees received recognition for their years of service.

A Communication Specialist was hired in Champaign County. This is a shared position with Shelby County.

Presentation of New Business

<u>Proposal for 2025 Income and Expenditures</u>

Mr. Davis reviewed the 2025 income and expenditures with the board.

Mr. Davis stated the total expenditures are $6,382,050.00 and the total revenue is $4,991,215.00. The goal for the Champaign County Board of Developmental Disabilities is to coordinate services that

are inclusive and successful yet financially sustainable, enhance community awareness, support DSPs, and employ a quality work force.

The Leadership team planning goals are to maintain a reasonable deficit to spend down reserves, ensure deficit is replaceable with passable millage, and continue to educate the community about our services.

24-10-01 Ms. Stickney motioned to approve the 2025 Income & Expenditures budget as presented. Ms. Cushman seconded the motion. Motion carried.

Proposal for 2025 Non Federal Share Medicaid

Mr. Davis discussed a resolution which specifies the Board's commitment to pay the non-federal share of the following services: Medicaid Home and Community Based services, in the amount of $1,600,920.00. In addition, $91,626.00 will be used to pay the Medicaid Administration fees charged by the Ohio Department of Developmental Disabilities for processing Medicaid reimbursement payments. Mr. Davis stated that $675,750.00 will be used to pay for non-Medicaid locally funded services.

24-10-02 Ms. Cushman motioned to approve the non-federal share of Medicaid Home and Community Based services as presented. Ms. Stickney seconded the motion. Motion carried.

Proposal for Salary Increase for Eligible Staff

Mr. Davis reviewed the 2025 staff wage increases. A recommendation for a 4% increase for staff and a 4% lump sum payment for staff at the top of the scale per the personnel policy was presented.

24-10-03 Mr. Sapp motioned to approve a 4% increase for staff that are eligible and a 4% lump sum payment for staff at the top of the scale per the personnel policy as presented. Ms. Cushman seconded the motion. Motion carried.

Proposal for HOP Shared Services Agreement

Ms. Wenning reported that Housing Opportunities for People (HOP) manages the 13 homes that Champaign County Board of DD has available for people with disabilities. Currently Champaign County pays $150/month per unit which is $1950/month or $23,400/year. Champaign County also

currently assists with maintenance and has had a significant amount of repair costs that are not reflected in that annual amount.

With the additional homes and the additional counties, including Shelby and Preble in 2025, HOP has determined that the current staffing and cost structure should be adjusted to provide equitable sharing of the costs associated with managing the properties in all four counties.

Ms. Wenning proposes to enter into a Shared Service Agreement with Shelby, Preble and Miami County Boards of Developmental Disabilities to provide property management and maintenance services to all HOP properties. This would include the sharing of the HOP Coordinator, two Administrative Assistants and a Facilities Specialist. Costs will be based on a per unit fee structure payable to Miami DD per month and re-evaluated at a minimum annually or whenever a significant change takes place.

24-10-04 Ms. Stickney motioned to approve the shared service agreement with Miami, Preble, and Shelby County Boards of DD to provide property management and maintenance services to Champaign County HOP properties. Ms. Sapp seconded the motion. Motion carried.

Proposal for Contract

The Let's Talk!, LLC contract was presented to and approved by the Prosecutor's office.

Ms. Wenning stated the contract is for in-person speech therapy services. The effective date of the contract is January 1, 2025, to December 31, 2025.

24-10-05 Ms. Stickney motioned to approve the Let's Talk!, LLC contract as presented. Ms. Cushman seconded the motion. Motion carried.

Anything for the Good of the Order

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

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, November 21, 2024. The meeting will be held in the large conference room.

Adjournment

Ms. Stickney motioned to adjourn the Board meeting at 5:15 p.m. Mr. Sapp seconded the motion. Motion carried.

Respectfully submitted,

Mr. David Sapp, Secretary

Sharon Wheeland

Mrs. Sharon Wheeland, Executive Support Specialist