

PICKAWAY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

**REGULAR MEETING MINUTES**

April 26, 2017

Pickaway County Board of Developmental Disabilities  
200 East High Street, Circleville, OH 43113

CALL TO ORDER: Jessica Mullins, President, called the regular meeting of the Pickaway County Board of Developmental Disabilities to order at 6:02 PM with a roll call.

Kristin Gardner:	Present	Jeff Rawlins:	Present
Cara Layne:	Present	Matthew Tootle:	Present
Greg Miller:	Present	Gwen Wolford:	Absent - Excused
Jessica Mullins:	Present		

INTRODUCE GUESTS: Kim McFarland, Barbara McGoye, Eddie Lamb, and Courtney Ogg.

Others in attendance: Travis Dresbach, Amanda Knotts, Marie Wilbanks, Bob Hively, and Mike Pelcic.

Kim McFarland, a member of the FANS network, and Barbara McGoye, direct support professional, were recognized for service going "Above and Beyond."

COMMENTS FROM THE FLOOR: None

APPROVAL OF MINUTES

Approval of Minutes: Regular March 29, 2017, Meeting.

**Board Action #17-21 Approve Minutes of the Regular March 29, 2017, Meeting**

<b>Motion by:</b>	<b>Greg Miller</b>	<b>Second by:</b>	<b>Cara Layne</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

FINANCIAL REPORTS

Approval to File Financial Report and fund transfers: Financial Report

**Board Action #17-22 Approval to File Financial Report.**

<b>Motion by:</b>	<b>Matthew Tootle</b>	<b>Second by:</b>	<b>Kristin Gardner</b>
<b>Discussion:</b>	<b>Reviewed end of March and end of year cash balances. The Finance Committee will meet to discuss revenue further.</b>	<b>Vote:</b>	<b>Passed Unanimously</b>

Approval to File Voucher List: VOUCHER LIST (All vouchers available in the office for review)

Sign Then and Now Certificates if applicable

**Board Action #17-23 Approval to File Voucher List for Vouchers since last Board Meeting**

<b>Motion by:</b>	<b>Jeff Rawlins</b>	<b>Second by:</b>	<b>Kristin Gardner</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

COMMITTEE REPORTS

Ethics Committee: The committee approved direct service contracts for Kersten Buck and Sheahlyn Demint.

SUPERINTENDENT'S REPORT

- Advocate Report by Travis Dresbach
  - o April 18<sup>th</sup> attended the SOCOG Advocacy meeting. Jennifer Goodwin, the SOCOG

- o coordinator, is leaving to work in another county and will be replaced.
- o Friday, April 21<sup>st</sup> advocates participated in a Hero training.
- **BYS Report by Amanda Knotts**
  - o Students will be participating in Scioto Elementary School's 5K race, field day at Ashville Elementary School and visiting Circleville Middle School.
  - o Teays Valley has requested help in developing services for preschoolers with autism. To explore countywide needs, PCBDD may contract with OCALI to lead a process to determine needs and how to best serve the preschool students.
- **SSA Report by Marie Wilbanks**
  - o Efforts made to increase social media exposure.
  - o Request Board Members to complete the "Difference Makers" form.
  - o The Ohio Association of People Supporting Employment First is recognized PCBDD as a leader in the state promoting the hiring of people and supporting Employment First.
  - o Amanda Hall and Marie visited PDI to extend provider appreciation.
  - o On Saturday, April 22<sup>nd</sup> hosted the first Special Olympics track event.
  - o Run Walk Roll Against Bullying 5K race is on Saturday, May 6<sup>th</sup>.
  - o Attended a training titled Bridges-out-of-Poverty. Pursuing a joint Bridges-out-of-Poverty simulation with Circleville City Schools.
  - o A marketing strategy has been developed for the Berger Health Project SEARCH
  - o Began exploring the feasibility of an adult Project SEARCH Program.
- Enrollment Status Report reviewed
- Highlighted a few initiatives from Provider Partnership Pilot Project:
  - o Pickaway-Ross CTC is adding the OADSP Certificate of Initial Proficiency curriculum to their Healthcare track.
  - o PICCA is running a test on routing software for PCS.
  - o Ruth Van Sandt is developing a spreadsheet to document services.
  - o Agencies and PCBDD provide joint training for newly hired staff.
  - o Joint training of executive directors and supervisors to become life coaches.
  - o Agencies are exploring shared nursing services.
- Included in the Board Packet for review
  - o Accreditation Certification
  - o Circleville Herald 4-1-17
  - o Circleville Herald 4-8-17
- Additional documents distributed at the Board meeting
  - o Circleville Herald 4-25-17

UNFINISHED BUSINESS

NEW BUSINESS

Adopt 2017-2018 Brooks-Yates School Calendar: The calendar was shared with school staff and parents to solicit input.

**Board Action #17-24 Adopt 2017-2018 Brooks-Yates School Calendar**

<b>Motion by:</b>	<b>Greg Miller</b>	<b>Second by:</b>	<b>Cara Layne</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

Approve supplemental contract: Included in the Board packet is a memorandum from Marie Wilbanks to consider recommending a supplemental contract for John Joyce. I am recommending a contract period from April 30, 2017, through December 23, 2017, in the amount of \$1,700.00. Payment to be distributed equally throughout 17 pay periods for services rendered.

**Board Action #17-25 Approve supplemental contract for John Joyce in the amount of \$1,700 for the period of April 30, 2017, through December 23, 2017.**

<b>Motion by:</b>	<b>Matthew Tootle</b>	<b>Second by:</b>	<b>Greg Miller</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

Sale of Brooks-Yates Center Housing Opportunities, Inc., Properties.

**Board Action #17-26** PCBDD hereby authorizes Brooks-Yates Center Housing Opportunities, Inc. to proceed with the sale and transfer of the properties known as:

- 152 Rustic Drive Parcel No. A05-1-35-03-015-00
- 290 Sunset Drive Parcel No. A05-1-117-00-008-00
- 210 and 212 Mill Street Parcel No. #A05-4-082-00-008-00
- 267 Sherwood Drive Parcel No. A05-1-035-00-057-02
- 367/369 Brown Street Parcel No. A05-4-142-00-050-00-Lots D-1 & D-2: A05-4-142-00-051-00- Lot D-3
- 121 Hayward Street Parcel No. A05-1-012-00-035-00; A05-1-012-00-034-00; A05-1-012-00-033-00

Furthermore, PCBDD releases the Brooks-Yates Center Housing Opportunities, Inc. of any filings of Mortgage Loan Payable in Lump Sum for the properties. PCBDD hereby authorizes Brooks-Yates Center Housing Opportunities, Inc. to retain the proceeds of the sale of the properties to further the mission of said organization. The Superintendent is authorized to take any and all actions necessary to complete the transaction.

Motion by:	Jeff Rawlins	Second by:	Kristin Gardner
Discussion:		Vote:	5 -Yes, Matthew Tootle Abstained

Corporate Challenge. As an agency, we would like to participate in the YMCA of Central Ohio's Corporate Challenge. The Corporate Challenge consists of all kinds of businesses competing against each other throughout the year in various event tournaments (See attachment: 2017 Corporate Challenge Flyer). The events range from euchre, darts, pool, to soccer, softball and 5k's/triathlons. There will also be an escape room event at the end of the season that is not listed yet on the flier. We do not have to participate in every event but would like to participate in some events for staff morale and team building. I am requesting approval for PCBDD to participate in the Corporate Challenge.

**Board Action #17-27** Authorize funds from Staff Morale for employee participation in the YMCA 2017 Corporate Challenge.

Motion by:	Jeff Rawlins	Second by:	Greg Miller
Discussion:		Vote:	Passed Unanimously

OTHER BUSINESS

May Regular Board Meeting:

**Board Action #17-28** Change the date of the May Regular Board meeting to Tuesday, May 30, 2017, 6:00 PM. at the PCBDD Offices, 200 East High Street, Circleville, Ohio 43113.

Motion by:	Kristin Gardner	Second by:	Matthew Tootle
Discussion:		Vote:	Passed Unanimously

ADJOURNMENT

The meeting was adjourned at 6:58 PM.

Minutes approved by Board Action #17 - 29 on May 30, 2017.

Shawn H. Welford  
Board President or Presiding Officer

5/30/17  
Date

Mark Staveland  
Board Secretary

5/30/17  
Date

Michael Pelcic  
Superintendent

5/30/17  
Date