

PICKAWAY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
**REGULAR MEETING MINUTES**  
 April 23, 2026  
 Pickaway County Board of Developmental Disabilities  
 200 East High Street, Circleville, OH 43113

CALL TO ORDER: Board President, Cara Layne, called the meeting to order with a roll call at 6:02 PM.

LaDonna Edwards:	Present	Jennifer Rainey-Agresti	Present
Michelle Gifford	Present	Jeannett Rhoads:	Present
Beth Kim	Excused	Judy Wolford	Present
Cara Layne	Present		

INTRODUCE GUESTS: Bryston McKnight, Aimee Roberts, Amanda Fay, Delaney Knox, Marie Wilbanks, Heather Foll, Kathleen Carlson, Donna Layne

PRESENTATION: Website tour (Heather Foll and Delaney Knox)

COMMENTS FROM THE FLOOR: None

APPROVAL OF MINUTES

Approval of Minutes: Regular March Board Meeting Minutes.

**Board Action #26-18 Approve Minutes of the Regular March Board Meeting**

<b>Motion by:</b>	<b>Judy Wolford</b>	<b>Second by:</b>	<b>Jennifer Rainey-Agresti</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

FINANCIAL REPORTS

Approval to File Financial Report: Financial Report.

**Board Action #26-19 Approval to File Financial Report.**

<b>Motion by:</b>	<b>Jeannett Rhoads</b>	<b>Second by:</b>	<b>Michelle Gifford</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

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

**Board Action #26-20 Approval to File Voucher List for Vouchers since the last Board Meeting**

<b>Motion by:</b>	<b>Michelle Gifford</b>	<b>Second by:</b>	<b>Jennifer Rainey-Agresti</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

COMMITTEE REPORTS: None

UNFINISHED BUSINESS:

Approve Board Policy Revision 5.5.9 Expense Reimbursement: The first reading of revised policy 5.5.9

Expense Reimbursement occurred at the March 26th Board Meeting. There were no comments or corrections.

**Board Action #26-21 Approve Revised Policy 5.5.9 Expense Reimbursement.**

<b>Motion by:</b>	<b>Michelle Gifford</b>	<b>Second by:</b>	<b>Jennifer Rainey-Agresti</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

Approve Board Policy Chapter Four: Eligible Individuals: The first reading of updated Policy Chapter Four: Eligible Individuals occurred at the March 26<sup>th</sup> Board Meeting. There were no comments or corrections.

**Board Action #26-22 Approve Policy Chapter Four: Eligible Individuals.**

<b>Motion by:</b>	<b>Michelle Gifford</b>	<b>Second by:</b>	<b>LaDonna Edwards</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

NEW BUSINESS

Revised Description of Services: First reading of revised 2026 Description of Services.

**No Action**

Revised Board Policy Chapter Seven: Home and Community-Based Services. First reading of the revised Board Policy Chapter Seven: Home and Community-Based Services.

**No Action.**

Approve Contract with TipCo Automated Services: I am requesting to enter into a contract with TipCo Automated Services for EVA phone support, as outlined in the Scope of Work statement.

**Board Action #26-22 Allow the Superintendent to enter into a contract with TipCo Automated Services.**

<b>Motion by:</b>	<b>Michelle Gifford</b>	<b>Second by:</b>	<b>LaDonna Edwards</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

Contract for Part-Time Developmental Specialist: Due to increased enrollment, and to maintain a staff to child ratio that allows for quality service delivery, I would like to enter into a contract for a part-time Early Intervention Developmental Specialist.

**Board Action #26-23 Allow the Superintendent to contract for a part-time Early Intervention Developmental Specialist.**

<b>Motion by:</b>	<b>Jennifer Rainey-Agresti</b>	<b>Second by:</b>	<b>Judy Wolford</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

Contract for Part-Time Service Coordinator: Due to increased enrollment, and to maintain a staff to child ratio that allows for quality service delivery, I would like to enter into a contract for a part-time Early Intervention Service Coordinator.

**Board Action #26-24 Allow the Superintendent to contract for a part-time Early Intervention Service Coordinator.**

<b>Motion by:</b>	<b>Jennifer Rainey-Agresti</b>	<b>Second by:</b>	<b>LaDonna Edwards</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

SUPERINTENDENT'S REPORT

- Department Reports
- Enrollment Status Report April 2026
- March 2026 Community Report
- Advocacy Newsletter
- Disaster Response Protocol
- Trailblazer Award




OTHER BUSINESS

New Board photo for website – try again next month 😊

ADJOURNMENT

The meeting was adjourned at 7:16 PM.

Minutes approved by Board Action #26-29 on May 21, 2026.

<p><small>Signed by:</small>    <small>73C817D4B1E8409...</small></p>	<p>5/22/2026</p>
Board President or Presiding Officer	Date
<p><small>Signed by:</small>    <small>EB32CFEF0481485...</small></p>	<p>5/22/2026</p>
Board Secretary	Date
<p><small>Signed by:</small>    <small>C82FA960D111443...</small></p>	<p>5/22/2026</p>
Superintendent	Date

**2026 Board Committees:**

- Program/Personnel: *Jennifer Rainey-Agresti, Cara Layne, Jeannett Rhoads*
- Policy/Finance: *Beth Kim, Jeannett Rhoads, Judy Wolford*
- Buildings & Grounds/Transportation: *LaDonna Edwards, Cara Layne, Michelle Gifford*
- Ethics Council: *Beth Kim, Cara Layne, Judy Wolford*
- Sport Committee: *LaDonna Edwards, Beth Kim, Michelle Gifford*
- Reaching Beyond Gift Committee: *Cara Layne, Jennifer Rainey-Agresti, LaDonna Edwards, Amanda Fay*