

PICKAWAY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

**REGULAR MEETING MINUTES**

May 28, 2020

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

**Public access is available online at:**

<https://us02web.zoom.us/j/84806891096?pwd=T25tbzVmRzBHQXBsenV3a05ody9xZz09>; dial-in number 646-558-8656 or 301-715-8592; Meeting ID: 848 0689 1096, Password: 739838.

CALL TO ORDER: Gwen Wolford, President, called the regular meeting of the Pickaway County Board of Developmental Disabilities to order at 6:00 PM with a roll call.

Cara Layne:	Present	Jeff Rawlins:	Present
Bill McGowan:	Present	Matthew Tootle:	Present
Greg Miller:	Present	Gwen Wolford:	Present
Jennifer Rainey:	Present		

INTRODUCE GUESTS: Amber Wickstrom, Jeremy Joyce, Travis Dresbach, Amanda Knotts, Marie Wilbanks, Amanda Hall, and Mike Pelcic.

COMMENTS FROM THE FLOOR: None

PRESENTATION: Amber Wickstrom and Jeremy Joyce presented an initiative to create a technology lending library (Attached Assistive Tech Initiative and List of Items).

APPROVAL OF MINUTES

Approval of Minutes: Regular April 23, 2020 Meeting.

**Board Action #20-18 Approve Minutes of the Regular April 23, 2020 Meeting.**

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

FINANCIAL REPORTS

Approval to file the Financial Report: Financial Report

**Board Action #20-19 Approval to File Financial Report.**

<b>Motion by:</b>	<b>Cara Layne</b>	<b>Second by:</b>	<b>Bill McGowan</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)

Sign Then and Now Certificates if applicable

**Board Action #20-20 Approval to File Voucher List for Vouchers since last Board 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>

COMMITTEE REPORTS

Ethics Committee: None

UNFINISHED BUSINESS: None

NEW BUSINESS

Personnel Policy, Chapter 5: The Board was presented with the first reading of the Personnel Policy, Chapter 5. Section 5.5.14 Retirement – Sick Leave policy will be amended to include a provision to increase sick leave payout. Employees with 25 or more years of service will be paid in cash up to 50% of accumulated sick leave to a maximum of 400 hours.

Purchase Brittco Software: Brittco software will be used as the Board's client information system replacing Gatekeeper software from Primary Solutions. Employees tested the software for two months and determined that Brittco was easier to enter data and case notes for Early Intervention and Services and Support Administration. The software is browser and cloud-based and mobile-friendly. Initially, the software will be used for case notes and Medicaid billing. At a later date, annual plans, forms, and unusual incident reporting features will be utilized with no additional costs. The monthly subscription costs \$970 per month (annual cost of \$11,640), with no future cost increases. This compares to the current Gatekeeper contract of \$12,933 per year. Adding modules for plans and forms, or exceeding our license limit of 450 individuals, cost extra for Gatekeeper. Furthermore, utilizing Brittco software, our Medicaid Manager will process the TCM billing with a potential savings of \$7,800 per year over the cost to contract with Primary Solutions for billing. (See attached: Proposal for Pickaway County Board of Developmental Disabilities 05-12-2020)

**Board Action #20-21 Approve the purchase of Brittco Software.**

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

Salary Ranges: The information used to determine the salary ranges is from the Ohio Association of County Boards' 2020 salary survey and the local school districts' contracts. With very few exceptions, the ranges remain the same, and the proposed salary ranges have no impact on existing salaries. I request the Board accept the proposed salary ranges for 2020.

**Board Action #20-21 Approve salary ranges as proposed for 2020.**

<b>Motion by:</b>	<b>Matthew Tootle</b>	<b>Second by:</b>	<b>Cara Layne</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

SUPERINTENDENT'S REPORT

The Superintendents (attached).

Included documents:

- Community Monthly Report – April 2020
- Enrollment Status Report May 2020

Robin Halley, Teays Valley School District Superintendent, sent an email stating that Brooks-Yates School may need to find a different location for the 2021/2022 school year.

Board members discussed training options. The Board agreed to meet one hour before the next four meetings, for a one-hour training.

OTHER BUSINESS

Discussion - The Pickaway County Board of Commissioners has expressed interest in the property

located at 548 Lancaster Pike, Circleville, Oh 43113. The Board discussed the transfer of the property versus selling the property via auction. As a result of the discussion, a resolution to transfer the property will be included on the June meeting agenda.

ADJOURNMENT

The meeting adjourned at 6:56 PM.

Minutes approved by Board Action #20-22 on June 25, 2020.

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Board President or Presiding Officer                      Date

\_\_\_\_\_  
Board Secretary    Date

\_\_\_\_\_  
Superintendent    Date