



**REGULAR BOARD
MEETING MINUTES**

Tuesday, April 18, 2023

Bring about a vibrant community where people lead fulfilling lives and make meaningful contributions...

I. Call to Order

The meeting was called to order at 6:32 p.m. by Sharon Scruggs.

II. Roll Call

Present Absent Prior Notice

	Present	Absent	Prior Notice	
Pamela Barkley	X			
Elizabeth Burwell	X			
Bob Competti	X			
Jessica Roth	X			
Sharon Scruggs	X			
Derek Upp			X	
Matt Wideman	X			

Staff Present:

David Uhl, Superintendent	Gaynor Pfeffer, Executive Assistant
Todd McCullough, Director of Operations	Cindy Hillberry, Director of Human Resources & Forest Rose School
Beth Seifert, Chief Fiscal Officer	Kyle Miller, Director of Provider and Community Resources
David Baum, Director of Services and Supports	

III. Additions/Corrections to the Agenda

- Resolution #2023-04-07 Specialized Instruction Facilitator position description was updated.
- Resolution #2023-04-09 F-03 revised policy was updated.

IV. Public Comment

- There was no public comment.

V. Approval and Signing of Minutes

- Regular Board Meeting Minutes–March 21, 2023

Moved by Bob Competti and seconded by Matt Wideman that the Fairfield County Board of Developmental Disabilities approves March 21, 2023 regular board meeting minutes, as presented.

Vote:	Yes	No	Abstain
Pamela Barkley	X		
Elizabeth Burwell	X		
Bob Competti	X		
Jessica Roth	X		
Sharon Scruggs	X		
Matt Wideman	X		

Motion carried unanimously.

VI. Resolution 2023-04-01a: Ratification and Signing of Expenditures

Moved by Matt Wideman and seconded by Pamela Barkley that the Board accepts and approves Resolution 2023-04-01a, as presented.

Vote:	Yes	No	Abstain
Pamela Barkley	X		
Elizabeth Burwell	X		
Bob Competti	X		
Jessica Roth	X		
Sharon Scruggs	X		
Matt Wideman	X		

Motion carried unanimously.

Resolution 2023-04-01b: Ratification and Signing of Expenditures

Moved by Matt Wideman and seconded by Elizabeth Burwell that the Board accepts and approves Resolution 2023-04-01b, as presented.

Vote:	Yes	No	Abstain
Pamela Barkley	X		
Elizabeth Burwell	X		
Bob Competti			X
Jessica Roth	X		
Sharon Scruggs	X		
Matt Wideman	X		

Motion carried unanimously.

Resolution 2023-04-02: Approval of Financial Statement

Moved by Bob Competti and seconded by Pamela Barkley that the Board accepts and approves the March 2023 financial statements, as presented.

Vote:	Yes	No	Abstain
Pamela Barkley	X		
Elizabeth Burwell	X		
Jessica Roth	X		
Sharon Scruggs	X		
Derek Upp	X		
Matt Wideman	X		

Motion carried unanimously.

VII. Leadership Team Report

Matt Wideman and Bob Competti both committed on how great Art & Clay and Square 7 continue to do each month by reaching record sales.

Sharon Scruggs inquired about the "Smart" apartment located in Cleveland and about the individual interested. Kyle Miller stated that the individual will be going there to spend some time, along with their staff to try it out.

Sharon suggested reaching out to FMC case managers to tour the AT room at Forest Rose School. This could provide opportunities for people going home from the hospital that may require some support.

Sharon asked for an update on the young person wanting to move into their own home. David Baum will provide an update to the Board next month.

VIII. New Business

A. Resolution 2023-04-03:

Revised Position Description– Educational Programs Supervisor

Moved by Matt Wideman and seconded by Jessica Roth that the Board accepts and approves Resolution #2023-04-03, as presented.

Vote:	Yes	No	Abstain
Pamela Barkley	X		
Elizabeth Burwell	X		
Bob Competti	X		
Jessica Roth	X		
Sharon Scruggs	X		
Matt Wideman	X		

Motion carried unanimously.

B. Resolution 2023-04-04:

STRS Pick-Up

Moved by Bob Competti and seconded by Matt Wideman that the Board accepts and approves Resolution #2023-04-04, as presented.

Vote:	Yes	No	Abstain
Pamela Barkley	X		
Elizabeth Burwell	X		
Bob Competti	X		
Jessica Roth	X		
Sharon Scruggs	X		
Matt Wideman	X		

Motion carried unanimously.

C. Resolution 2023-04-05:

Limited Employment Contract– Lindsey Hanes

Moved by Pamela Barkley and seconded by Elizabeth Burwell that the Board accepts and approves Resolution #2023-04-05, as presented.

Vote:	Yes	No	Abstain
Pamela Barkley	X		
Elizabeth Burwell	X		
Bob Competti	X		
Jessica Roth	X		
Sharon Scruggs	X		
Matt Wideman	X		

Motion carried unanimously.

Lindsey Hanes was introduced to the Board members. Lindsey stated that she is extremely excited to start her new role as the Educational Programs Supervisor.

D. Resolution 2023-04-06:

Supplemental Employment Contract– Sarah Thimmes

Moved by Pamela Barkley and seconded by Elizabeth Burwell that the Board accepts and approves Resolution #2023-04-06, as presented.

Jessica Roth asked how the students will be selected for the in-home therapy sessions. Cindy Hillberry stated that they will ask the parents to see who is interested.

Vote:	Yes	No	Abstain
Pamela Barkley	X		
Elizabeth Burwell	X		
Bob Competti	X		
Jessica Roth	X		
Sharon Scruggs	X		
Matt Wideman	X		

Motion carried unanimously.

E. Resolution 2023-04-07:

Creation of Two New Positions

Moved by Bob Competti and seconded by Pamela Barkley that the Board accepts and approves Resolution #2023-04-07, as presented.

Vote:	Yes	No	Abstain
Pamela Barkley	X		
Elizabeth Burwell	X		
Bob Competti	X		
Jessica Roth	X		
Sharon Scruggs	X		
Matt Wideman	X		

Motion carried unanimously.

F. Resolution 2023-04-08:
Acting/Interim Superintendent Appointment

Moved by Matt Wideman and seconded by Elizabeth Burwell that the Board accepts and approves Resolution #2023-04-08, as presented.

Vote:	Yes	No	Abstain
Pamela Barkley	X		
Elizabeth Burwell	X		
Bob Competti	X		
Jessica Roth	X		
Sharon Scruggs	X		
Matt Wideman	X		

Motion carried unanimously.

G. Resolution 2023-04-09:
Policies for Review and Approval– Revised

Moved by Pamela Barkley and seconded by Bob Competti that the Board accepts and approves Resolution #2023-04-09, as presented.

Vote:	Yes	No	Abstain
Pamela Barkley	X		
Elizabeth Burwell	X		
Bob Competti	X		
Jessica Roth	X		
Sharon Scruggs	X		
Matt Wideman	X		

Motion carried unanimously.

H. Resolution 2023-04-10:
Revised Board Meeting Calendar

Moved by Elizabeth Burwell and seconded by Jessica Roth that the Board accepts and approves Resolution #2023-04-10, as presented.

Vote:	Yes	No	Abstain
Pamela Barkley	X		
Elizabeth Burwell	X		
Bob Competti	X		
Jessica Roth	X		
Sharon Scruggs	X		
Matt Wideman	X		

Motion carried unanimously.

I. Resolution 2023-04-11:
Disposition of Unneeded and Obsolete Equipment

Moved by Pamela Barkley and seconded by Matt Wideman that the Board accepts and approves Resolution #2023-04-11, as presented.

Vote:	Yes	No	Abstain
Pamela Barkley	X		
Elizabeth Burwell	X		
Bob Competti	X		
Jessica Roth	X		
Sharon Scruggs	X		
Matt Wideman	X		

Motion carried unanimously.

J. Informational Items:
Resignations

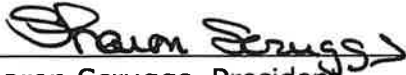
IX. Adjournment

Moved by Bob Competti and seconded by Pamela Barkley that the Fairfield County Board of Developmental Disabilities adjourns the meeting.

Meeting adjourned at 6:50 p.m.



Gaynor Pfeffer
Recording Secretary



Sharon Scruggs, President
Fairfield County Board of
Developmental Disabilities



Elizabeth Burwell, Secretary
Fairfield County Board of
Developmental Disabilities



Resolution # 2023-04-01a

April 18, 2023

IN THE MATTER OF RATIFICATION AND SIGNING OF EXPENDITURES FOR MARCH 2023

WHEREAS, the Fairfield County Board of Developmental Disabilities has reviewed the March 2023 expenditures,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board accepts and approves the March 2023 expenditures except for check #5370128, #5371812, and #5371813 to Innerphase Video Productions for the monthly sponsorship and mission driven videos.

Motion by: Matt Wideman
Seconded by: Pamela Barkley
YEAS: 6
NAYS: 0
ABSTENTIONS: 0

ADOPTED: April 18, 2023

I certify that this is a true and correct copy of Resolution #2023-04-01a.


Elizabeth Burwell, Board Secretary



Resolution # 2023-04-01b

April 18, 2023

IN THE MATTER OF RATIFICATION AND SIGNING OF EXPENDITURES FOR MARCH 2023

WHEREAS, the Fairfield County Board of Developmental Disabilities has reviewed the March 2023 expenditures, and

WHEREAS, the following expenditures to Innerphase Video Productions have been separated from Resolution #2023-04-01a:

- #5370128 (IVP)
- #5371812 (IVP)
- #5371813 (IVP)

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board accepts and approves the above expenditures to Innerphase Video Productions, as presented.

Motion by: Matt Wideman
Seconded by: Elizabeth Burwell
YEAS: 5
NAYS: 0
ABSTENTIONS: 1

ADOPTED: April 18, 2023

I certify that this is a true and correct copy of Resolution #2023-04-01b.


Elizabeth Burwell, Board Secretary



Resolution # 2023-04-02

April 18, 2023

IN THE MATTER OF APPROVING THE FINANCIAL STATEMENTS FOR MARCH 2023

WHEREAS, the Fairfield County Board of Developmental Disabilities has reviewed the March 2023 financial statements,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board accepts and approves the March 2023 financial statements as presented.

Motion by: Bob Competti

Seconded by: Pamela Barkley

YEAS: 6

NAYS: 0

ABSTENTIONS: 0

ADOPTED: April 18, 2023

I certify that this is a true and correct copy of Resolution #2023-04-02.

A handwritten signature in black ink, which appears to read "Elizabeth Burwell", is written over a horizontal line.

Elizabeth Burwell, Board Secretary



Resolution # 2023-04-03

April 18, 2023

IN THE MATTER OF A REVISED POSITION DESCRIPTION & CHANGE IN WORK CALENDAR

WHEREAS, the administration has reviewed the position description for the Director of Educational Services and is recommending revisions to the title and job duties, and

WHEREAS, the administration is also recommending that this position be placed on a 220-day calendar work schedule similar to the attached,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board approves the revisions to the Director of Educational Service title to Educational Programs Supervisor, approves the position description as presented, and approves the position being changed to a 220-day calendar schedule.

Motion by: Matt Wideman
Seconded by: Jessica Roth
YEAS: 6
NAYS: 0
ABSTENTIONS: 0

ADOPTED: April 18, 2023

I certify that this is a true and correct copy of Resolution #2023-04-03.


Elizabeth Burwell, Board Secretary



Resolution # 2023-04-04

April 18, 2023

IN THE MATTER OF AUTHORIZATION FOR THE FAIRFIELD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES TO PICK UP 10% OF THE STATUTORILY REQUIRED CONTRIBUTION TO THE STATE TEACHERS RETIREMENT SYSTEM OF OHIO FOR THE EMPLOYEE OF THE FAIRFIELD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES PURSUANT TO I.R.C. SECTION 414(H)(2).

WHEREAS, pursuant to federal and Ohio laws, the employees of the Fairfield County Board of Developmental Disabilities (hereinafter called "Board") could defer the federal and state income taxes on a portion of their wages or salaries if the Board would "pick up" (assume and pay) 10% of the statutorily required contribution by such elected officials and covered employees to the State Teachers Retirement System of Ohio; and

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

Section 1: Effective July 31, 2023, 10% of the statutorily required contributions to the State Teachers Retirement System of Ohio shall be picked up and paid as a fringe benefit by the Board for the Educational Programs Supervisor. This "pick up" by the Board is and shall be designated as, public employee contributions and shall be in lieu of contributions to the State Teachers Retirement System of Ohio by the Educational Programs Supervisor. The Educational Programs Supervisor shall not have the option of choosing to receive the statutorily required contribution to the State Teachers Retirement System of Ohio directly instead of having it "picked up" by the Board or of being excluded from the "pick up."

The Board shall, in reporting and making remittance to the State Teachers Retirement System of Ohio report that the public employees' contribution for each person subject to this "pick up" has been made as provided by the statute.

Section 2: The "pick up" by the Board provided by this Ordinance shall apply to the Educational Programs Supervisor who is a contributing member of the State Teachers Retirement System of Ohio.

Section 3: Under the Fringe Benefit Method of Employer "pick up", salary is not modified, however, the employer will pay 10% of the employee's, statutorily required contribution to State Teachers Retirement System of Ohio.

Section 4: The Superintendent is hereby authorized and directed to implement the provisions of this Ordinance to institute the "pick up" of the statutorily required contributions to the State Teachers Retirement System of Ohio for the Educational Programs Supervisor so as to enable her to obtain the result in federal and state tax deferments and other benefits.

Motion by: Bob Competti
Seconded by: Matt Wideman
YEAS: 6
NAYS: 0
ABSTENTIONS: 0

ADOPTED: April 18, 2023

I certify that this is a true and correct copy of Resolution #2023-04-04.

A handwritten signature in cursive script, reading "Elizabeth Burwell", written over a horizontal line.

Elizabeth Burwell, Board Secretary



Resolution # 2023-04-05

April 18, 2023

IN THE MATTER OF EMPLOYMENT CONTRACTS

WHEREAS, the Fairfield County Board of Developmental Disabilities and Lindsey Hanes wish to enter into a limited employment contract for Ms. Hanes to serve in the position of Educational Programs Supervisor, and

WHEREAS, Ms. Hanes is willing to enter into a one-year limited contract for the period of July 31, 2023 through July 30, 2024,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board approves the one-year limited employment contract with Lindsey Hanes, as presented.

Motion by: Pamela Barkley
Seconded by: Elizabeth Burwell
YEAS: 6
NAYS: 0
ABSTENTIONS: 0

ADOPTED: April 18, 2023

I certify that this is a true and correct copy of Resolution #2023-04-05.


Elizabeth Burwell, Board Secretary



Resolution # 2023-04-06

April 18, 2023

IN THE MATTER OF AN EMPLOYEE SUPPLEMENTAL CONTRACT

WHEREAS, Sarah Thimmes has agreed to provide in-home therapy sessions during the 2023 summer break for the families of children that attend Forest Rose School, and

WHEREAS, in consideration of the duties to be performed, Administration recommends that Ms. Thimmes receive her regular hourly rate for each hour spent providing services, not to exceed 150 hours during the period of June 5, 2023 through August 18, 2023,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board approves entering into an employee supplemental contract with Sarah Thimmes to provide in-home therapy sessions during the period of June 5, 2023 through August 18, 2023, as presented.

Motion by: Pamela Barkley
Seconded by: Elizabeth Burwell
YEAS: 6
NAYS: 0
ABSTENTIONS: 0

ADOPTED: April 18, 2023

I certify that this is a true and correct copy of Resolution #2023-04-06.


Elizabeth Burwell, Board Secretary



Resolution # 2023-04-07

April 18, 2023

IN THE MATTER OF THE CREATION OF TWO NEW POSITIONS

WHEREAS, the administration is requesting the creation of an Early Intervention Team Lead position to assist the Early Intervention Supervisor and also maintain a case load as a developmental specialist due to the current heavy caseloads and the increasing number of referrals, and

WHEREAS, this position was included in the 2023 budget, and

WHEREAS, the administration is also requesting a Specialized Instruction Facilitator to provide specialized instruction and coaching to staff and students for the purpose of providing mentorship and consistency throughout the classrooms, and

WHEREAS, this position was not included in the 2023 budget, however there is enough money in the current salary budget to cover this position,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

Section 1. That the Board approves the creation of an Early Intervention Team Lead position to assist the Early Intervention Supervisor and maintain a case load as a developmental specialist.

Section 2. That the Board approves the creation of a Specialized Instruction Facilitator position to provide specialized instruction and coaching to staff and students.

Motion by: Bob Competti
Seconded by: Pamela Barkley
YEAS: 6
NAYS: 0
ABSTENTIONS: 0

ADOPTED: April 18, 2023

I certify that this is a true and correct copy of Resolution #2023-04-07.


Elizabeth Burwell, Board Secretary



Resolution # 2023-04-08

April 18, 2023

IN THE MATTER OF AN ACTING/INTERIM SUPERINTENDENT APPOINTMENT

WHEREAS, the Fairfield County Board of Developmental Disabilities is committed to putting plans in place which guarantee the continuous operation of the Board, and;

WHEREAS, in the event that circumstances should occur where the Superintendent becomes unexpectedly and/or temporarily unable to discharge the duties of his office for a prolonged period of time (longer than 10 business days),

Cindy Hillberry shall assume the role of Acting Superintendent until such time as the Superintendent is able to once again execute the duties of the office, or the Board legally convenes and makes a formal decision setting this resolution aside, and;

WHEREAS, in the event that circumstances should occur where the Superintendent becomes unexpectedly and/or permanently unable to discharge the duties of his office due to death, dismissal, or for any other reason where he/she is not returning to their position,

Cindy Hillberry shall assume the role of Interim Superintendent until such time that the Board legally convenes and makes a formal decision setting this resolution aside, or appoints a new permanent superintendent;

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board approves Cindy Hillberry as the Acting or Interim Superintendent in the event that the Superintendent is unable to discharge his duties in situations listed above.

Motion by: Matt Wideman
Seconded by: Elizabeth Burwell
YEAS: 6
NAYS: 0
ABSTENTIONS: 0

ADOPTED: April 18, 2023

I certify that this is a true and correct copy of Resolution #2023-04-08.


Elizabeth Burwell, Board Secretary



Resolution # 2023-04-09

April 18, 2023

IN THE MATTER OF POLICIES FOR REVIEW AND APPROVAL

WHEREAS, the following policies are scheduled for review:

- F-03, Expense Reimbursement
- F-08, Board Financial Obligations
- HR-42, Weapons Policy
- PCR-01, Employment Services

and

WHEREAS, the administration is recommending revisions,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board adopts the above policies as revised and as presented.

Motion by: Pamela Barkley
Seconded by: Bob Competti
YEAS: 6
NAYS: 0
ABSTENTIONS: 0

ADOPTED: April 18, 2023

I certify that this is a true and correct copy of Resolution #2023-04-09.



Elizabeth Burwell, Board Secretary



Resolution # 2023-04-10

April 18, 2023

IN THE MATTER OF A REVISED BOARD MEETING CALENDAR

WHEREAS, the 2023 board meeting calendar was adopted at the January 17, 2023 organizational meeting, and

WHEREAS, per Ohio Revised Code, Boards of Developmental Disabilities that share services only need to meet eight times per year, and

WHEREAS, the Board would like to revise the calendar and remove the July 18th and the December 19th meeting dates at attached,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

That the Board approves the revised board meeting calendar, as presented.

Motion by: Elizabeth Burwell

Seconded by: Jessica Roth

YEAS: 6

NAYS: 0

ABSTENTIONS: 0

ADOPTED: April 18, 2023

I certify that this is a true and correct copy of Resolution #2023-04-10.



Elizabeth Burwell, Board Secretary



Resolution # 2023-04-11

April 18, 2023

IN THE MATTER OF THE DISPOSITION OF UNEEDED AND OBSOLETE EQUIPMENT

WHEREAS, the Fairfield County Board of Developmental Disabilities has equipment that is not needed for public use, is no longer useful in operations, and is obsolete, and

WHEREAS, the obsolete assets have a value less than \$2,500.00, and

WHEREAS, Fairfield DD desires to salvage certain items with Ron Gillman (contractor used by the County), and

WHEREAS, Fairfield DD desires to recycle any items that meet recycling standards, and

WHEREAS, Fairfield DD will dispose of the remaining assets on premises,

NOW THEREFORE,

BE IT RESOLVED BY THE Fairfield County Board of Developmental Disabilities:

Article 1: That the Board designates the items on the attached list as no longer useful in operations and obsolete.

Article 2: That the Board permits the disposal and salvage of the items as indicated on the attached list.

Motion by: Pamela Barkley
Seconded by: Matt Wideman
YEAS: 6
NAYS: 0
ABSTENTIONS: 0

ADOPTED: April 18, 2023

I certify that this is a true and correct copy of Resolution #2023-04-11.


Elizabeth Burwell, Board Secretary