



**REGULAR BOARD  
MEETING MINUTES**

**Tuesday, March 21, 2023**

**I. Call to Order**

The meeting was called to order at 6:33 p.m. by Sharon Scruggs.

**II. Roll Call**

	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
Anne Mikan, Director of Communications and Outreach	David Baum, Director of Services and Supports

**III. Additions/Corrections to the Agenda**

- An Executive Session was added to the agenda.

**IV. Public Comment**

Amy Schleich stated that there are lots of things DD does well, but there are some things DD needs to do better and it would take longer than the 5 minutes allotted for public comment. Amy suggested that Fairfield DD host some parent forums where parents can come and talk about things they may be experiencing. Amy also suggested that Board meetings be live streamed.

David Uhl thanked Amy for her comment and suggestion and stated that the Board does not respond to public comments during the board meeting but will definitely follow-up. David also stated that we are working on how to live stream these meetings and we hope to have a solution in place by the April meeting.

Kim Conrad commented that the Special Olympics Basketball team won first place at the State tournament. The team is coached by Greg Dexter.

Matt Wideman asked for clarification regarding Amy’s comment; did you mean parents of school students or parents that have children receiving services. Amy stated that it could be for both.

**V. Approval and Signing of Minutes**

- Regular Board Meeting Minutes–February 21, 2023

Moved by Derek Upp and seconded by Jessica Roth that the Fairfield County Board of Developmental Disabilities approves February 21, 2023 regular board meeting minutes, 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.

**VI. Resolution 2023-03-01a: Ratification and Signing of Expenditures**

Moved by Pamela Barkley and seconded by Elizabeth Burwell that the Board accepts and approves Resolution 2023-03-01a, 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.

## **Resolution 2023-03-01b: Ratification and Signing of Expenditures**

Moved by Pamela Barkley and seconded by Jessica Roth that the Board accepts and approves Resolution 2023-03-01b, 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.

## **Resolution 2023-03-02: Approval of Financial Statement**

Moved by Matt Wideman and seconded by Pamela Barkley that the Board accepts and approves the February 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. Committee Reports**

### **A. Finance Committee**

No report.

### **B. Human Resources Committee**

No report.

### **C. Operations Committee**

The Operations Committee met on February 21<sup>st</sup> following the board meeting and training. Minutes were attached.

David Uhl stated that the Operations Committee discussed transportation, the remodel of the administration building and AT bathroom.

David also stated that after significant discussions, the functions carried out at DiscoverU have moved into the community or are being carried out in other areas of our agency. The space at DiscoverU is no longer needed and in efforts to be good stewards of public funds, we could not justify the cost of leasing and maintaining that space for only a couple of staff members. The current lease is up at the end of April, and we will not be renewing. DiscoverU served its purpose, but those functions are now occurring at actual employment sites. The Forest Rose students go straight to Old Navy versus DiscoverU for their weekly internships.

**D. Ethics Council**

No report.

**E. Financial Advisory Committee**

On hold until 2024.

**VIII. President's Update**

Sharon stated that it has been a busy month at Fairfield DD and thanked the Board members for taking time and attending some of the events. Bob Competti was very involved with the "Advocacy Day" at the Capital.

Sharon thanked Amy Schleich for attending tonight and bringing her concerns to the Board. Sharon stated that we appreciate your comments and will review your concerns.

Sharon stated that the team has been busy at Art and Clay on Main & Square 7 Coffee House, and it has been amazing.

A lot of education and awareness was brought to our community via Facebook and our other social media venues. Sharon stated it was really nice to be able to read the longer post about DD awareness month and how it originated.

**IX. Superintendent's Update:**

David stated that he met with the Board officers prior to the meeting to discuss eliminating a few things that may be redundant in the board packet. Another thing David addressed is that the Board is scheduled to meet each month, however they are only required to meet 8 times per year per Ohio Revised Code. A Resolution will be coming in April to take the July & December Board meetings off the calendar. July is a very busy month with vacations and the Lancaster Festival and December for obvious reasons. Vinton County DD is doing the same thing.

Currently all policies are brought forward each month for readoption or revisions. However, in that very first meeting of the year, the Board readopts all policies. The officers felt comfortable with just bringing the policies that have revisions to

the Board each month. At the beginning of the year when we readopt all policies, board members will receive a flash drive with all the policies and procedures.

Another recommendation is to increase the approval amount from \$10,000 to \$25,000 in which the Superintendent can approve contracts and expenses. That Resolution will come to the Board in April as well.

David discussed succession planning with the Board officers and there is someone identified in every leadership position to assume responsibility if something unforeseen was to happen to the current director. This would prevent us from scrambling around trying to figure out who is in charge if something happened. David stated that he will also be recommending Cindy Hillberry as the backup acting superintendent. In case something unforeseen happened to him, the Board would not have to rush around and find someone in the interim. Cindy also has the superintendent certification. David stated that we made this clear to every person that this is not necessarily the replacement for one of these positions, but it could be.

Our next meeting is our board retreat and dinner will be provided. Be prepared for new "board member" pictures for the website. We will keep the business portion of the meeting to a minimum (15 to 20 minutes) and then move on to the board retreat for a couple hours.

**X. Leadership Team Report**

Art and Clay on Main & Square 7 Coffee House knocked it out of the park again!

**XI. New Business**

**A. Resolution 2023-03-03:**

Limited Employment Contract– Dawn Buser

Moved by Matt Wideman and seconded by Pamela Barkley that the Board accepts and approves Resolution #2023-03-03, 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.

**B. Resolution 2023-03-04:**

Contract Renewal– Information & Referral (on-call services)

Moved by Derek Upp and seconded by Matt Wideman that the Board accepts and approves Resolution #2023-03-04, 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.

**C. Resolution 2023-03-05:**

2023 County Board Cost Projection

Moved by Elizabeth Burwell and seconded by Matt Wideman that the Board accepts and approves Resolution #2023-03-05, 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.

**D. Resolution 2023-03-06:**

Abolishment of Position– Quality Assurance and Community Support Specialist

Moved by Matt Wideman and seconded by Elizabeth Burwell that the Board accepts and approves Resolution #2023-03-06, 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.

**E. Resolution 2023-03-07:**

Policies for Review and Approval– Readopted

Moved by Matt Wideman and seconded by Pamela Barkley that the Board accepts and approves Resolution #2023-03-07, 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.

**F. Resolution 2023-03-08:**

Policies for Review and Approval– Revised

Moved by Elizabeth Burwell and seconded by Matt Wideman that the Board accepts and approves Resolution #2023-03-08, 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.

**G. Informational Items:**

Procedures for Review

**XII. Items from Board Members:**

Sharon asked Derek about who participates in "No Limits" basketball. Derek responded that it is open to anyone.

Sharon talked about a discussion she had with a person at a girl scout meeting who inquired about an autism social group that use to meet. Kathleen Carlson stated that there was a group prior to Covid called Coffee, Tea and Autism but she is unsure if that group still meets.

One of the visitors at the meeting asked if instead of going to another county, can we have something here in Fairfield County? David stated that any group of people can put together a social group and meet. However, Fairfield DD would not want to organize a non-inclusive group. Our role as a county board is to coordinate services to live more independent lives. A segregated group would not be something we would support but an inclusive group that is working in every aspect of life to be more inclusive, that is something we could get behind.

**XIII. Reflection:** What have we done at this meeting to help bring about a vibrant community where people lead fulfilling lives and make meaningful contributions?

**XIV. Have we considered our ethical responsibilities in the conduct of our business tonight?**

Yes.

**XV. Executive Session**

Moved by Matt Wideman and seconded by Elizabeth Burwell that the Fairfield County Board of Developmental Disabilities enters into executive session to consider the employment of a public employee.

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.

The Board went into executive session at 7:07 p.m.

The Board returned from executive session at 7:21 p.m.



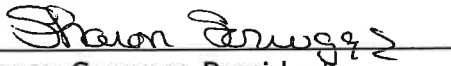
## **XVI. Adjournment**

Moved by Matt Wideman and seconded by Elizabeth Burwell that the Fairfield County Board of Developmental Disabilities adjourns the meeting.

Meeting adjourned at 7:21 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 # 2023-03-01a**

**March 21, 2023**

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

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

**NOW THEREFORE,**

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

That the Board accepts and approves the February 2023 expenditures except for check #5368216 to Fairfield Medical Center for occupational therapy services.

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

ADOPTED: March 21, 2023

I certify that this is a true and correct copy of Resolution #2023-03-01a.

  
Elizabeth Burwell, Board Secretary



**Resolution # 2023-03-01b**

**March 21, 2023**

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

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

**WHEREAS**, the following expenditure to Fairfield Medical Center has been separated from Resolution #2023-03-01a:

- #5368216 (FMC)

**NOW THEREFORE,**

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

That the Board accepts and approves the above expenditure to Fairfield Medical Center, as presented.

Motion by: Pamela Barkley

Seconded by: Jessica Roth

YEAS: 5

NAYS: 0

ABSTENTIONS: 1

ADOPTED: March 21, 2023

I certify that this is a true and correct copy of Resolution #2023-03-01b.

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

Elizabeth Burwell, Board Secretary



**Resolution # 2023-03-02**

**March 21, 2023**

IN THE MATTER OF APPROVING THE FINANCIAL STATEMENTS FOR FEBRUARY 2023

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

**NOW THEREFORE,**

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

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

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

ADOPTED: March 21, 2023

I certify that this is a true and correct copy of Resolution #2023-03-02.

  
Elizabeth Burwell, Board Secretary



**Resolution # 2023-03-03**

**March 21, 2023**

IN THE MATTER OF EMPLOYMENT CONTRACTS

**WHEREAS**, the Fairfield County Board of Developmental Disabilities and Dawn Buser have previously entered into a limited employment contract for Ms. Buser to serve in the position of Individual Support Coordination Supervisor, and

**WHEREAS**, Ms. Buser is willing to enter into a three-year limited contract for the period of July 18, 2023 through July 17, 2026,

**NOW THEREFORE,**

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

That the Board approves the three-year limited employment contract with Dawn Buser, as presented.

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

ADOPTED: March 21, 2023

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

  
Elizabeth Burwell, Board Secretary



**Resolution # 2022-03-04**

**March 21, 2023**

IN THE MATTER OF A CONTRACT RENEWAL WITH INFORMATION AND REFERRAL OF FAIRFIELD COUNTY FOR AFTER HOUR PHONE COVERAGE AND REFERRAL SERVICES

**WHEREAS**, the Fairfield County Board of Developmental Disabilities currently contracts with Information and Referral of Fairfield County to provide after hour phone coverage and ongoing comprehensive information and referral services, and

**WHEREAS**, the aforementioned contract is set to expire on April 30, 2023, and

**WHEREAS**, administration is recommending that the Board enter into a contact renewal with Information and Referral of Fairfield County,

**NOW THEREFORE**,

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

That the Board approves the contract renewal with Information and Referral of Fairfield County, as presented.

Motion by: Derek Upp  
Seconded by: Matt Wideman  
YEAS: 6  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: March 21, 2023

I certify that this is a true and correct copy of Resolution #2022-03-04.

  
Elizabeth Burwell, Board Secretary



**Resolution # 2023-03-05**

**March 21, 2023**

IN THE MATTER OF THE COUNTY BOARD COST PROJECTION

**WHEREAS**, annually, DODD request the submission of a 5-year cost projection from all County Boards,

**NOW THEREFORE**,

BE IT RESOLVED by the Fairfield County Board of Developmental Disabilities:

That the Board approves the County Board 5-Year Cost Projection for submission to DODD, as presented.

Motion by: Elizabeth Burwell

Seconded by: Matt Wideman

YEAS: 6

NAYS: 0

ABSTENTIONS: 0

ADOPTED: March 21, 2023

I certify that this is a true and correct copy of Resolution #2023-03-05.

A handwritten signature in black ink that reads "Elizabeth Burwell". The signature is written in a cursive style and is positioned above a horizontal line.

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Elizabeth Burwell, Board Secretary



**Resolution # 2023-03-06**

**March 21, 2023**

IN THE MATTER OF ABOLISHMNET OF POSITION

**WHEREAS**, at the February 21, 2023 board meeting, the Board approved a revision to the position description of the Quality Assurance and Community Support Specialist, and

**WHEREAS**, it was the intent of administration to abolish this position while actually revising both of the MUI Coordinator positions (as the duties in the position descriptions which were presented reflected),

**NOW THEREFORE**,

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

The position of Quality Assurance and Community Support Specialist will be abolished and two MUI Coordinator positions (one serving as a Court Liaison and the other one serving as a Quality Assurance Liaison) will remain on the table of organization.

Motion by: Matt Wideman

Seconded by: Elizabeth Burwell

YEAS: 6

NAYS: 0

ABSTENTIONS: 0

ADOPTED: March 21, 2023

I certify that this is a true and correct copy of Resolution #2023-03-06.

A handwritten signature in black ink that reads "Elizabeth Burwell". The signature is written in a cursive style and is positioned above a horizontal line.

Elizabeth Burwell, Board Secretary





**Resolution # 2023-03-07**

**March 21, 2023**

IN THE MATTER OF POLICIES FOR REVIEW AND APPROVAL

**WHEREAS**, the following policies are scheduled for review:

- F-03, Expense Reimbursement
- F-17, Credit Card Policy
- O-01, Accessibility
- O-32, Tobacco Free Workplace
- SS-34, Privacy Officer and Contact Person for Complaints
- TR-11, Use of County Vehicles

and

**WHEREAS**, there are no recommended changes in the above-referenced policies,

**NOW THEREFORE**,

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

That the Board approves the re-adoption of the policies listed above and as presented.

Motion by: Matt Wideman

Seconded by: Pamela Barkley

YEAS: 6

NAYS: 0

ABSTENTIONS: 0

ADOPTED: March 21, 2023

I certify that this is a true and correct copy of Resolution #2023-03-07.

  
Elizabeth Burwell, Board Secretary



**Resolution # 2023-03-08**

**March 9, 2023**

IN THE MATTER OF POLICIES FOR REVIEW AND APPROVAL

**WHEREAS**, the following policies are scheduled for review:

- F-14, Accounting for Fixed Assets
- SS-35, Privacy and Confidentiality

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

ADOPTED: March 21, 2023

I certify that this is a true and correct copy of Resolution #2023-03-08.

  
Elizabeth Burwell, Board Secretary