



**REGULAR BOARD  
MEETING MINUTES**

**Monday, May 15, 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 6:31 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			arrived at 6:38pm
Matt Wideman		X	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	Anne Mikan, Director of Communications and Outreach

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

- Resolution #2023-05-08 was updated.
- Resolution #2023-05-14 was added to the agenda.
- An Executive Session was added to the agenda.

**IV. Public Comment**

- There was no public comment.

## V. Approval and Signing of Minutes

- Regular Board Meeting Minutes–April 18, 2023

Moved by Bob Competti and seconded by Jessica Roth that the Fairfield County Board of Developmental Disabilities approves April 18, 2023 regular board meeting minutes, as presented.

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti	X		
Jessica Roth	X		
Sharon Scruggs	X		

Motion carried unanimously.

## VI. Resolution 2023-05-01a: Ratification and Signing of Expenditures

Moved by Elizabeth Burwell and seconded by Bob Competti that the Board accepts and approves Resolution 2023-05-01a, as presented.

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti	X		
Jessica Roth	X		
Sharon Scruggs	X		

Motion carried unanimously.

## Resolution 2023-05-01b: Ratification and Signing of Expenditures

Moved by Elizabeth Burwell and seconded by Jessica Roth that the Board accepts and approves Resolution 2023-05-01b, as presented.

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti			X
Jessica Roth	X		
Sharon Scruggs	X		

Motion carried unanimously.

## Resolution 2023-05-02: Approval of Financial Statement

Moved by Bob Competti and seconded by Elizabeth Burwell that the Board accepts and approves the April 2023 financial statements, as presented.

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti	X		
Jessica Roth	X		
Sharon Scruggs	X		

Motion carried unanimously.

## **VII. President’s Update**

Sharon Scruggs stated that it has been a busy month and she is amazed that everyone has been able to do so much. Sharon encouraged the Board members to attend some of the events coming up this week if they can; preschool graduation (Tuesday evening, school graduation on Friday and Project SEARCH graduation on Friday at Fairfield Medical Center). Sharon also stated that she hoped everyone will be able to attend the Celebration of Possibilities on Wednesday.

## **VIII. Superintendent’s Update:**

David reaffirmed that a lot is going on this week and last week. David recapped the Superintendent Executive Committee meeting he attended prior to the OACB conference. They discussed the State budget. David stated the proposed budget continues to move forward with final discussions to the amendment taking place on Wednesday. It looks like the amendment will land at \$20/hour for DSPs with County Boards kicking in a \$1/hour. We know what that looks like and it is manageable for us. However, not so much for Vinton or some other counties.

David stated there is nothing new on Appendix K and as he receives more clarification, he will update.

David also mentioned the upcoming graduations and Celebration going on this week. We appreciate everyone’s support and if any board members can attend it really means a lot and is also a ton of fun.

David stated that we are livestreaming the Board meetings now. We will post the link to our social media. This allows for additional transparency and for those that would like to attend but have other commitments, can now view or watch at their convenience.

## **IX. Leadership Team Report**

Sharon stated that it looks like the Project SEARCH students are looking for jobs.

**X. New Business**

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

Contract Renewal– Rhythm-N-You (Forest Rose School)

**B. Resolution 2023-05-04:**

Contract Renewal– The Stepping Stones Group (OT & Speech)

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

Revised Contract– Creative Coach Company (aka Fun Bus)

Moved by Bob Competti and seconded by Elizabeth Burwell that the Board accepts and approves Resolution #2023-05-03 through Resolution #2023-05-05, as presented.

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti	X		
Jessica Roth	X		
Sharon Scruggs	X		
Derek Upp	X		

Motion carried unanimously.

**D. Resolution 2023-05-06:**

Revised Contracts– Special Olympics Co-Coordiators

Moved by Derek Upp and seconded by Jessica Roth that the Board accepts and approves Resolution #2023-05-06, as presented.

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti	X		
Jessica Roth	X		
Sharon Scruggs	X		
Derek Upp	X		

Motion carried unanimously.

**E. Resolution 2023-05-07:**

Salary Increases for Review and Approval

Moved by Bob Competti and seconded by Elizabeth Burwell that the Board accepts and approves Resolution #2023-05-07, as presented.

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti	X		
Jessica Roth	X		
Sharon Scruggs	X		
Derek Upp	X		

Motion carried unanimously.

**F. Resolution 2023-05-08:**

Approval of the Salary Schedule for Placement of New Hires

Moved by Bob Competti and seconded by Elizabeth Burwell that the Board accepts and approves Resolution #2023-05-08, as presented.

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti	X		
Jessica Roth	X		
Sharon Scruggs	X		
Derek Upp	X		

Motion carried unanimously.

**G. Resolution 2023-05-09:**

Creation of Two New Positions

**H. Resolution 2023-05-10:**

Revised Position Descriptions

Moved by Elizabeth Burwell and seconded by Derek Upp that the Board accepts and approves Resolution #2023-05-09 and #2023-05-10, as presented.

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti	X		
Jessica Roth	X		
Sharon Scruggs	X		
Derek Upp	X		

Motion carried unanimously.

**I. Resolution 2023-05-11:**

Bid Approval– Renovations at the Administration Building

Moved by Bob Competti and seconded by Derek Upp that the Board accepts and approves Resolution #2023-05-11, as presented.

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti	X		
Jessica Roth	X		
Sharon Scruggs	X		
Derek Upp	X		

Motion carried unanimously.

**J. Resolution 2023-05-12:**

Program Calendars for Review and Approval

Moved by Bob Competti and seconded by Elizabeth Burwell that the Board accepts and approves Resolution #2023-05-12, as presented.

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti	X		
Jessica Roth	X		
Sharon Scruggs	X		
Derek Upp	X		

Motion carried unanimously.

**K. Resolution 2023-05-13:**

Appropriate from Unappropriated

Moved by Elizabeth Burwell and seconded by Derek Upp that the Board accepts and approves Resolution #2023-05-13, as presented.

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti	X		
Jessica Roth	X		
Sharon Scruggs	X		
Derek Upp	X		

Motion carried unanimously.

**L. Resolution 2023-05-14:**  
Conflict of Interest Review

Moved by Bob Competti and seconded by Jessica Roth that the Board accepts and approves Resolution #2023-05-14, as presented.

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti	X		
Jessica Roth	X		
Sharon Scruggs	X		
Derek Upp	X		

Motion carried unanimously.

**M. Informational Items:**  
Resignations/Retirements/Terminations

**XI. Executive Session**

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

Vote:	Yes	No	Abstain
Elizabeth Burwell	X		
Bob Competti	X		
Jessica Roth	X		
Sharon Scruggs	X		
Derek Upp	X		

Motion carried unanimously.

The Board went into executive session at 6:57 p.m.

The Board returned from executive session at 7:03 p.m.

**XII. Adjournment**

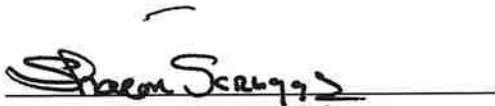
Moved by Elizabeth Burwell and seconded by Derek Upp that the Fairfield County Board of Developmental Disabilities adjourns the meeting.

Meeting adjourned at 7:03 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 # 2023-05-01a**

**May 15, 2023**

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

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

**NOW THEREFORE**,

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

That the Board accepts and approves the April 2023 expenditures except for check #5372615 to Fairfield Medical Center for occupational therapy services.

Motion by: Elizabeth Burwell

Seconded by: Bob Competti

YEAS: 4

NAYS: 0

ABSTENTIONS: 0

ADOPTED: May 15, 2023

I certify that this is a true and correct copy of Resolution #2023-05-01a.

---

Elizabeth Burwell, Board Secretary



**Resolution # 2023-05-01b**

**May 15, 2023**

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

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

**WHEREAS**, the following expenditure to Fairfield Medical Center has been separated from Resolution #2023-05-01a:

- #5372615 (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: Elizabeth Burwell

Seconded by: Jessica Roth

YEAS: 3

NAYS: 0

ABSTENTIONS: 1

ADOPTED: May 15, 2023

I certify that this is a true and correct copy of Resolution #2023-05-01b.

---

Elizabeth Burwell, Board Secretary



**Resolution # 2023-05-02**

**May 15, 2023**

IN THE MATTER OF APPROVING THE FINANCIAL STATEMENTS FOR APRIL 2023

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

**NOW THEREFORE,**

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

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

Motion by: Bob Competti

Seconded by: Elizabeth Burwell

YEAS: 4

NAYS: 0

ABSTENTIONS: 0

ADOPTED: May 15, 2023

ADOPTED:

I certify that this is a true and correct copy of Resolution #2023-05-02.

---

Elizabeth Burwell, Board Secretary



**Resolution # 2023-05-03**

**May 15, 2023**

IN THE MATTER OF MUSIC THERAPY SERVICES CONTRACT AT FOREST ROSE SCHOOL

**WHEREAS**, the Fairfield County Board of Developmental Disabilities and Rhythm-N-You have previously entered into a contract for music therapy services at Forest Rose School, and

**WHEREAS**, both parties wish to enter into a new contract, as attached,

**NOW THEREFORE**,

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

That the Board approves the music therapy contract for Rhythm-N-You, as attached.

Motion by: Bob Competti

Seconded by: Elizabeth Burwell

YEAS: 5

NAYS: 0

ABSTENTIONS: 0

ADOPTED: May 15, 2023

I certify that this is a true and correct copy of Resolution #2022-05-03.

---

Elizabeth Burwell, Board Secretary



**Resolution # 2023-05-04**

**May 15, 2023**

IN THE MATTER OF AN OCCUPATIONAL & SPEECH THERAPY CONTRACT

**WHEREAS**, the Fairfield County Board of Developmental Disabilities previously contracted with The Stepping Stones Group to provide occupational therapy and speech therapy services to the preschool and school age students at Forest Rose School, and

**WHEREAS**, both parties wish to enter into a new agreement for the 2023-2024 school year for The Stepping Stones Group to provide occupational and speech therapy services, as attached

**NOW THEREFORE,**

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

That the Board approves the new occupational and speech therapy contract with The Stepping Stones Group, as presented.

Motion by: Bob Competti  
Seconded by: Elizabeth Burwell  
YEAS: 5  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: May 15, 2023

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

---

Elizabeth Burwell, Board Secretary



**Resolution # 2023-05-05**

**May 15, 2023**

IN THE MATTER OF A CONTRACT REVISION WITH CREATIVE COACH COMPANY FOR THE PROVISION OF ADULT DAY SUPPORT SERVICES AND NON-MEDICAL TRANSPORTATION

**WHEREAS**, the Fairfield County Board of Developmental Disabilities previously contracted with Creative Coach Company (AKA The Fun Bus) for the provision of adult day support services and non-medical transportation to individuals served by the Board, and

**WHEREAS**, Creative Coach Company is asking for a contract revision with an increase in the per trip transportation fee as overall transportation costs have increased significantly,

**NOW THEREFORE,**

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

That the Board approves the contract revision with Creative Coach Company, as presented.

Motion by: Bob Competti  
Seconded by: Elizabeth Burwell  
YEAS: 5  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: May 15, 2023

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

---

Elizabeth Burwell, Board Secretary



**Resolution # 2023-05-06**

**May 15, 2023**

IN THE MATTER OF SPECIAL OLYMPICS CO-COORDINATOR CONTRACTS

**WHEREAS**, the Fairfield County Board of Developmental Disabilities has previously contracted with Kaylee Roemer and Jeff Williams to serve in the positions of Special Olympics Co-Coordinators, and

**WHEREAS**, the Fairfield County Board of Developmental Disabilities wishes to enter into revised contracts with Ms. Roemer and Mr. Williams to continue to serve as Special Olympics Co-Coordinators,

**NOW THEREFORE,**

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

That the Board approves the contract revisions for Kaylee Roemer and Jeff Williams as Special Olympics Co-Coordinators, as presented.

Motion by: Derek Upp

Seconded by: Jessica Roth

YEAS: 5

NAYS: 0

ABSTENTIONS: 0

ADOPTED: May 15, 2023

I certify that this is a true and correct copy of Resolution #2023-05-06.

---

Elizabeth Burwell, Board Secretary



**Resolution # 2023-05-07**

**May 15, 2023**

IN THE MATTER OF EFFECTIVE DATE OF PAY INCREASES FOR STAFF

**WHEREAS**, Administration is asking the Board to approve, for non-union and management staff, a 3.5% across-the-board salary increase, and

**WHEREAS**, Administration is requesting that the salary increase for 12-month, non-union and management staff be effective July 1, 2023, and

**WHEREAS**, the salary increase for 9-month, non-union and management staff be effective August 26, 2023,

**NOW THEREFORE,**

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

**Section 1.** That the Board approves, a 3.5% across-the-board salary increase, effective July 1, 2023, for 12-month, non-union and management staff.

**Section 2.** That the Board approves, a 3.5% across-the-board salary increase, effective August 26, 2023, for 9-month, non-union and management staff.

Motion by: Bob Competti  
Seconded by: Elizabeth Burwell  
YEAS: 5  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: May 15, 2023

I certify that this is a true and correct copy of Resolution #2023-05-07.

---

Elizabeth Burwell, Board Secretary





**Resolution # 2023-05-08**

**May 15, 2023**

IN THE MATTER OF SALARY SCHEDULE FOR REVIEW AND APPROVAL

**WHEREAS**, the Fairfield County Board of Developmental Disabilities follows a Board-approved salary schedule for the placement of new employees, and

**WHEREAS**, the attached salary schedule is being recommended in accordance with HR-49 and HR-49P for implementation on July 1, 2023 for new employees, and

**WHEREAS**, the salary schedule has been reviewed based on a salary survey of Ohio County Boards of DD, and

**WHEREAS**, our current salary schedule is in line with other counties and agencies and therefore no changes are being recommended,

**NOW THEREFORE,**

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

That the Board approves the attached salary schedule for the placement of new employees, effective July 1, 2023.

Motion by: Bob Competti  
Seconded by: Elizabeth Burwell  
YEAS: 5  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: May 15, 2023

I certify that this is a true and correct copy of Resolution #2023-05-08.

---

Elizabeth Burwell, Board Secretary



**Resolution # 2023-05-09**

**May 15, 2023**

IN THE MATTER OF THE CREATION OF TWO NEW POSITIONS

**WHEREAS**, the administration is requesting the creation of a Behavior Support Education Coordinator within the Behavior Support Department to develop training programs for community partners, internal use, individuals and families served, and

**WHEREAS**, the administration is also requesting an additional Individual Support Coordinator position due to the increased growth of people supported, and

**WHEREAS**, both positions were included in the 2023 budget, and

**NOW THEREFORE,**

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

**Section 1.** That the Board approves the creation of a Behavior Support Education Coordinator to develop training programs and provide behavior support to individuals served.

**Section 2.** That the Board approves the creation of an additional Individual Support Coordinator position due to the increased growth of people supported.

Motion by: Elizabeth Burwell

Seconded by: Derek Upp

YEAS: 5

NAYS: 0

ABSTENTIONS: 0

ADOPTED: May 15, 2023

I certify that this is a true and correct copy of Resolution #2023-05-09.

---

Elizabeth Burwell, Board Secretary



**Resolution # 2023-05-10**

**May 15, 2023**

IN THE MATTER OF THE REVISION OF POSITION DESCRIPTIONS

**WHEREAS**, the following position descriptions have been reviewed:

- Director of Provider and Community Resources
- Behavior Support Technician
- Early Intervention Team Lead

and

**WHEREAS**, the administration is recommending revisions to the attached position descriptions to reflect current job duties and departmental needs,

**NOW THEREFORE,**

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

That the Board approves the revised position descriptions listed above and as presented.

Motion by: Elizabeth Burwell

Seconded by: Derek Upp

YEAS: 5

NAYS: 0

ABSTENTIONS: 0

ADOPTED: May 15, 2023

I certify that this is a true and correct copy of Resolution #2023-05-10.

---

Elizabeth Burwell, Board Secretary



**Resolution # 2023-05-11**  
**May 15, 2023**

IN THE MATTER OF BID PROPOSALS FOR RENOVATIONS AT THE ADMINISTRATION BUILDING

**WHEREAS**, the Board approved the solicitation of bids to renovate the Administration Building, and

**WHEREAS**, no bids were received, and

**WHEREAS**, the building renovation project was rebid, and

**WHEREAS**, the following bid was received:

- Setterlin Building Company ..... \$1,509,700.00

**WHEREAS**, the bid from Setterlin Building Company was within the required 10% of project estimated value and is an acceptable bid,

**NOW THEREFORE,**

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

**Section 1.** The Board approves the bid from Setterlin Building Company for building renovations at the Administration building in the amount of \$1,509,700.00, as presented.

**Section 2.** The Board authorizes the Superintendent to expend up to \$1.75 million on this project, which includes the original bid amount, contingencies, and change orders.

Motion by: Bob Competti  
Seconded by: Derek Upp  
YEAS: 5  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: May 15, 2023

I certify that this is a true and correct copy of Resolution #2023-05-11.

\_\_\_\_\_  
Elizabeth Burwell, Board Secretary



**Resolution # 2023-05-12**

**May 15, 2023**

IN THE MATTER OF APPROVING THE 2023-2024 SCHOOL CALENDARS

**WHEREAS**, the following 2023-2024 school calendars are presented to the Board for approval:

- 12-Month Staff Calendar
- Forest Rose– Pre-School Calendar (revised)
- Forest Rose– School Age Calendar (revised)

**NOW THEREFORE,**

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

That the Board approves the 2022-2023 12-Month Staff and Forest Rose Pre-School and School Age calendars as presented.

Motion by: Bob Competti  
Seconded by: Elizabeth Burwell  
YEAS: 5  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: May 15, 2023

I certify that this is a true and correct copy of Resolution #2023-05-12.

---

Elizabeth Burwell, Board Secretary



**Resolution # 2023-05-13**

**May 15, 2023**

IN THE MATTER OF APPROPRIATING FROM UNAPPROPRIATED

**WHEREAS**, the Board received funding through ODE from the Supply Chain Assistance Fund and the School Safety Grant, and

**WHEREAS**, we received \$6,183.50 of these funds in error from the Supply Chain Assistance Fund and an additional \$2,500.00 was not spent from the School Safety Grant, and

**WHEREAS**, we need to refund these monies to the Ohio Department of Education, and

**WHEREAS**, an appropriation from unappropriated is required,

**NOW THEREFORE,**

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

That the Board authorizes the appropriation from unappropriated in the amount of \$6,183.50 to 52157041 590200 (Child Café-Other) and \$2,500.00 52151043 590200 (Child Unassigned-Other).

Motion by: Elizabeth Burwell

Seconded by: Derek Upp

YEAS: 5

NAYS: 0

ABSTENTIONS: 0

ADOPTED: May 15, 2023

I certify that this is a true and correct copy of Resolution #2023-05-13.

---

Elizabeth Burwell, Board Secretary



**Resolution # 2023-05-14**

**May 15, 2023**

IN THE MATTER OF AN ETHICS REVIEW

**WHEREAS**, Crystal Mcgomery, Educational Aide at Forest Rose School has requested to work for Learning Never Ends (provider agency) during the summer break that Forest Rose is not in session, and

**WHEREAS**, Steve Postalakis, Legal Counsel reviewed the issue and stated that all six requirements of the Ohio Revised Code 5126.03(C) have been met,

**NOW THEREFORE,**

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

That the Board authorizes the summer employment for Crystal Mcgomery at Learning Never Ends for the period of May 30, 2023 through August 27, 2023.

Motion by: Bob Competti  
Seconded by: Jessica Roth  
YEAS: 5  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: May 15, 2023

I certify that this is a true and correct copy of Resolution #2023-05-14.

---

Elizabeth Burwell, Board Secretary