



**REGULAR BOARD  
MEETING MINUTES**

**Tuesday November 21, 2023**

*Bring about a vibrant community where people lead lives of greater independence and make meaningful contributions...*

**I. Call to Order**

The meeting was called to order at 6:30 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	X	
Matt Wideman	X			

**Staff Present:**

David Uhl, Superintendent	Gaynor Pfeffer, Executive Assistant
Anne Mikan, Director of Communications and Outreach	Kyle Miller, Director of Provider and Community Resources
Todd McCullough, Director of Operations	David Baum, Director of Services and Supports

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

- There were no additions or corrections to the agenda.

**IV. Public Comment**

Amy Schleich commented on a training that was discussed at the October meeting in which a parent attended at another county board. She stated that this would be wonderful if Fairfield DD could offer trainings for parents and suggested that the trainings attended by staff and/or providers be videoed and made available to parents. This could help fill a void some parents may be feeling.

Amy also updated everyone with a resource available at the YMCA. Children participating in Special Olympics are eligible for a free membership at the YMCA. This is also a way to exercise inclusion.

Annette Knuutila gave an update of the Penguin Project which hosted the production of Annie. It was an all-inclusive production. Individuals with and without disabilities participated. Annette stated that this event was phenomenal, and the kids grew so much over the 6 weeks of preparing. It allowed individuals with autism to make friendships and connections beyond their parents and siblings.

**V. Approval and Signing of Minutes**

- Regular Board Meeting Minutes–October 16, 2023

Moved by Matt Wideman and seconded by Jessica Roth that the Fairfield County Board of Developmental Disabilities approves October 16, 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 2023-11-01a: Ratification and Signing of Expenditures**

Moved by Elizabeth Burwell and seconded by Bob Competti that the Board accepts and approves Resolution 2023-11-01a, 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 2023-11-01b: Ratification and Signing of Expenditures**

Moved by Matt Wideman and seconded by Pamela Barkley that the Board accepts and approves Resolution 2023-11-01b, 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 2023-11-02: Approval of Financial Statement**

Moved by Pamela Barkley and seconded by Matt Wideman that the Board accepts and approves the October 2023 financial statements, 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.

## **VII. Committee Reports**

### **A. Finance Committee**

Matt Wideman reported that the Finance Committee met on November 10<sup>th</sup> to review the 2024 Proposed Budget and the Financial Management Plan. He reported that it was a great meeting and there were a lot of questions and good discussion.

Matt stated that the budget shows a 2% increase over last year but most of the increases are related to required items beyond our control such as waiver match, the enhanced FMAP which will end and go back up to the 36% board share, and the DSP wage increase. There is nothing frivolous or unnecessary.

In addition to the Proposed Budget the Finance Committee also reviewed four resolutions financially related (Resolutions #04, #05, #06 & #07).

The Finance Committee recommends that the full board approve the 2024 Proposed Budget and Financial Management Plan as presented, along with the other four resolutions.

Bob Competti asked about the insurance increase. David explained the reasons behind the insurance increase and feels like Jeff Porter, from County HR did a great job negotiating. We have not seen an increase in several years and the county experienced quite a few catastrophic medical claims this past year.

**Resolution 2023-11-03:**

Approval of the CY2024 Annual Budget and Financial Management Plan

Moved by Bob Competti and seconded by Jessica Roth that the Board accepts and approves Resolution #2023-11-03, 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.

**Resolution 2023-11-04:**

Non-Federal Share of Medicaid Expenditures

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

### **VIII. President's Update**

Sharon stated that while she was driving to the meeting, she was thinking about Thanksgiving, and what she is thankful for; this Board, its leaders, the community, and being able to take her children and grandchildren to plays such as Annie. Sharon stated that she recently heard a story about a person with autism that committed her life to making t-shirts and hiring other adults who were autistic to work for her with a high rate of income and started an artistic studio. We are way ahead of this with Art and Clay on Main, and we are always looking to improve and grow.

### **IX. Superintendent Update:**

David stated that he is thankful for each of you around the table and the support over the past year. Things are going well but there are always opportunities for improvement as we move into the coming year.

David stated that he appreciates the board members' commitment as it takes a night of their evening from their family each month and he is very thankful for them and their commitment, and the leadership team. It's great to be affiliated with an organization so committed to moving forward with our mission.

David stated that we have some upcoming events such as the Rotary Christmas party and the preschool Christmas program and Board members are always welcome! We will get a schedule out to everyone in a week or so.

### **X. Leadership Team Report**

Matt stated that it looks like the MEORC accreditation review went well. It seems like they dug deeper than the state would have. David Baum stated that MEORC sees how other counties are doing with their accreditation reviews and typically focuses on those areas.

Sharon stated that she noticed a decrease in the number of adults we serve by 27. David Baum stated that we have seen a large influx of people coming in as well as some leaving, which is pretty typical. We have also disenrolled a few as they have become more independent and do not need our services. However, they can always come back if they feel they need services.

Jessica Roth stated that the "monster mash" was phenomenal! Watching staff let kids use communication devices was amazing. David stated as we talk about our values, collaboration really stood out as district schools were represented, staff throughout the agency, parents and the community as well. We will continue to develop these partnerships and collaborations.

**XI. New Business**

**A. Resolution 2023-11-05:**  
Funds Transfer– Medicaid Reserve

Moved by Matt Wideman and seconded by Pamela Barkley that the Board accepts and approves Resolution #2023-11-05, 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.

**B. Resolution 2023-11-06:**  
Reducing Estimated Receipts

Moved by Matt Wideman and seconded by Pamela Barkley that the Board accepts and approves Resolution #2023-11-06, 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 2023-11-07:**  
Funds Transfer– Capital Improvement

Moved by Bob Competti and seconded by Elizabeth Burwell that the Board accepts and approves Resolution #2023-11-07, 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.

**D. Resolution 2023-11-08:**

Invoices Exceeding Twenty-Five Thousand Dollars

Moved by Matt Wideman and seconded by Pamela Barkley that the Board accepts and approves Resolution #2023-11-08, 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.

**E. Resolution 2023-11-09:**

Approval of the CY2024 Technology Plan

Moved by Elizabeth Burwell and seconded by Matt Wideman that the Board accepts and approves Resolution #2023-11-09, 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.

- F. Resolution 2023-11-10:**  
Contract Renewal– Lisa Tope
- G. Resolution 2023-11-11:**  
Contract Renewals– Options for Supported Housing
- H. Resolution 2023-11-12:**  
Contract Renewal– Child Advocacy Center
- I. Resolution 2023-11-13:**  
Contract Renewal–Fairfield County Probate Court (Guardianship Services Board)
- J. Resolution 2023-11-14:**  
Contract Renewals– Special Olympics Co-Coordiators
- K. Resolution 2023-11-15:**  
Contract Renewal– FI for the Operation of Art & Clay on Main & Square 7
- L. Resolution 2023-11-16:**  
Contract Renewal– Rhythm-N-You
- M. Resolution 2023-11-17:**  
Contract Renewal– Hocking Metropolitan Housing Authority

Moved by Matt Wideman and seconded by Bob Competti that the Board accepts and approves Resolution #2023-11-10 through Resolution #2023-11-17, 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.

- N. Resolution 2023-11-18:**  
Approval of Culture of Engagement 2024 Plans

Moved by Matt Wideman and seconded by Elizabeth Burwell that the Board accepts and approves Resolution #2023-11-18, 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.

**O. Resolution 2023-11-19:**

Policies for Review and Approval– Revised

Moved by Bob Competti and seconded by Pamela Barkley that the Board accepts and approves Resolution #2023-11-19, 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.

**P. Resolution 2023-11-20:**

Revised Position Description

Moved by Elizabeth Burwell and seconded by Pamela Barkley that the Board accepts and approves Resolution #2023-11-20, 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.

**Q. Resolution 2023-11-21:**

Abolishment of Positions

Moved by Pamela Barkley and seconded by Jessica Roth that the Board accepts and approves Resolution #2023-11-21, 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.

**R. Resolution 2023-11-22:**

Disposition of Unneeded and Obsolete Equipment

Moved by Pamela Barkley and seconded by Elizabeth Burwell that the Board accepts and approves Resolution #2023-11-22, 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.

**S. Resolution 2023-11-23:**

Invoices Exceeding Twenty-Five Thousand Dollars

Moved by Matt Wideman and seconded by Pamela Barkley that the Board accepts and approves Resolution #2023-11-23, 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.

**T. Resolution 2023-11-24:**

Dissolution of the Fairfield/Vinton Strategic Alliance & Transition of Authority

Moved by Matt Wideman and seconded by Bob Competti that the Board accepts and approves Resolution #2023-11-24, 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.

**U. Informational Items:**

Resignations/Retirements/Terminations

**XII. Adjournment**

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

Meeting adjourned at 7:20 p.m.



Gaynor Pfeffer  
Recording Secretary

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Sharon Scruggs, President  
Fairfield County Board of  
Developmental Disabilities



Matt Wideman, Secretary  
Fairfield County Board of  
Developmental Disabilities



**Resolution # 2023-11-01a**

**November 21, 2023**

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

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

**NOW THEREFORE,**

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

That the Board accepts and approves the October 2023 expenditures except for check #5385185 to Innerphase Video Productions for the monthly sponsorship.

Motion by: Elizabeth Burwell

Seconded by: Bob Competti

YEAS: 6

NAYS: 0

ABSTENTIONS: 0

ADOPTED: November 21, 2023

I certify that this is a true and correct copy of Resolution #2023-11-01a.

A handwritten signature in blue ink, appearing to read "Matt Wideman", is written over a horizontal line.

Matt Wideman, Board Secretary



**Resolution # 2023-11-01b**

**November 21, 2023**

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

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

**WHEREAS**, the following expenditure to Innerphase Video Productions has been separated from Resolution #2023-11-01a:

- #5385185 (IVP)

**NOW THEREFORE,**

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

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

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

ADOPTED: November 21, 2023

I certify that this is a true and correct copy of Resolution #2023-11-01b.

A handwritten signature in blue ink, appearing to read "Matt Wideman", is written above a horizontal line.

Matt Wideman, Board Secretary



**Resolution # 2023-11-02**

**November 21, 2023**

IN THE MATTER OF APPROVING THE FINANCIAL STATEMENTS FOR OCTOBER 2023

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

**NOW THEREFORE,**

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

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

Motion by: Pamela Barkley  
Seconded by: Matt Wideman  
YEAS: 5  
NAYS: 0  
ABSTENTIONS: 1

ADOPTED: November 21, 2023

I certify that this is a true and correct copy of Resolution #2023-11-02.

  
\_\_\_\_\_  
Matt Wideman, Board Secretary



**Resolution # 2023-11-03**

**November 21, 2023**

IN THE MATTER OF APPROVING THE CY2024 ANNUAL BUDGET AND FINANCIAL PLAN

**WHEREAS**, the Fairfield County Board of Developmental Disabilities annually adopts a budget and financial management plan for the upcoming calendar year, and

**WHEREAS**, the Fairfield County Board of Developmental Disabilities Finance Committee met to discuss the proposed CY2024 Budget and Financial Management Plan, and

**WHEREAS**, the Finance Committee recommends to the Board approval of the attached CY2024 Budget and Financial Management Plan,

**NOW THEREFORE,**

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

That the Board approves the CY2024 Annual Budget and Financial Management Plan as presented.

Motion by: Bob Competti  
Seconded by: Jessica Roth  
YEAS: 6  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: November 21, 2023

I certify that this is a true and correct copy of Resolution #2023-11-03.

A handwritten signature in blue ink, appearing to read "Matt Wideman", is written above a horizontal line.

Matt Wideman, Board Secretary



**Resolution # 2023-11-04**

**November 21, 2023**

IN THE MATTER OF NON-FEDERAL SHARE OF MEDICAID EXPENDITURES

**WHEREAS**, the Fairfield County Board of Developmental Disabilities will use up to a total of \$5,126,170 in calendar year 2024 to pay for the non-federal share of services as required by Section 5126:0511 of the Ohio Revised Code, and

**WHEREAS**, this amount shall be adequate to assure that Medicaid services will be available in the county in a manner that conforms to all applicable state and federal laws, and

**WHEREAS**, it is understood that payment of the non-federal share represents an ongoing financial commitment of the Fairfield County Board of DD,

**NOW THEREFORE**,

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

That the Board approves the ongoing financial commitment of Fairfield DD for the payment of the non-federal share of Medicaid expenditures required by Section 5126:0511 of the Ohio Revised Code.

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

ADOPTED: November 21, 2023

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

A handwritten signature in blue ink, appearing to read "Matt Wideman", is written over a horizontal line.

Matt Wideman, Board Secretary





**Resolution # 2023-11-05**

**November 21, 2023**

IN THE MATTER OF FUND TRANSFERS

**WHEREAS**, the Board wishes to set aside funds for future waiver match obligations, and

**WHEREAS**, the Board budgeted a transfer amount of \$1,000,000 from the General Fund to the Medicaid Reserve Fund in 2023, and

**WHEREAS**, Ohio Revised Code allows for a reserve balance to equal forty percent of the prior year expenditures, and

**WHEREAS**, Administration is recommending a transfer of \$174,976.44,

**NOW THEREFORE**,

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

That the Board authorizes the transfer of \$174,976.44 from 52000000 700000 (General Fund - Transfers) to 52256000 439100 (Medicaid Reserve Fund – Transfers In).

Motion by: Matt Wideman

Seconded by: Pamela Barkley

YEAS: 6

NAYS: 0

ABSTENTIONS: 0

ADOPTED: November 21, 2023

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

A handwritten signature in blue ink, appearing to read "Matt Wideman", is written over a horizontal line.

Matt Wideman, Board Secretary



**Resolution # 2023-11-06**

**November 21, 2023**

IN THE MATTER OF REDUCING ESTIMATED RECEIPTS FUND 2560

**WHEREAS**, the 2023 budget includes a transfer of \$1,000,000 into the Medicaid Reserve Fund, and

**WHEREAS**, Ohio Revised Code allows for a balance in the Reserve Fund to equal forty percent of the prior year expenditures, and

**WHEREAS**, we are recommending a transfer in the amount of \$174,976.44 for calendar year 2023, and

**WHEREAS**, a reduction in estimated receipts will provide for proper accounting,

**NOW THEREFORE**,

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

That the Board authorizes

**Section 1.** The County Auditor is to reduce estimated revenues in 52256000 439100 by \$825,023.56.

**Section 2.** The County Auditor, on behalf of the Budget Commission, issue an amended certificate, reducing Fund 2560 by \$825,023.56. The new estimated receipts should be \$174,976.44.

Motion by: Matt Wideman

Seconded by: Pamela Barkley

YEAS: 6

NAYS: 0

ABSTENTIONS: 0

ADOPTED: November 21, 2023

I certify that this is a true and correct copy of Resolution #2023-11-06.

A handwritten signature in blue ink, appearing to read "Matt Wideman", is written over a horizontal line.

Matt Wideman, Board Secretary



**Resolution # 2023-11-07**

**November 21, 2023**

IN THE MATTER OF FUND TRANSFERS

**WHEREAS**, the Board budgeted a transfer amount of \$100,000 from the General Fund to the Capital Improvement Fund in 2023,

**NOW THEREFORE**,

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

That the Board authorizes the transfer of \$100,000.00 from 52000000 700000 (General Fund - Transfers) to 52369800 439100 (Capital Imp. Fund – Transfers In). This amount is being set aside for future capital improvements based on our replacement schedule.

Motion by: Bob Competti

Seconded by: Elizabeth Burwell

YEAS: 6

NAYS: 0

ABSTENTIONS: 0

ADOPTED: November 21, 2023

I certify that this is a true and correct copy of Resolution #2023-11-07.

A handwritten signature in blue ink, appearing to read "Matt Wideman", is written above a horizontal line.

Matt Wideman, Board Secretary



**Resolution # 2023-11-08**

**November 21, 2023**

IN THE MATTER OF INVOICES THAT EXCEED TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00)

**WHEREAS**, the Superintendent of the Fairfield County Board of Developmental Disabilities has the authority to authorize contracts and expenditures for the Board up to Twenty-Five Thousand Dollars (\$25,000.00), and

**WHEREAS**, during the course of business the Board receives invoices that exceed Twenty-Five Thousand Dollars (\$25,000.00) for payment for regular services that are not governed by a contract, and

**WHEREAS**, the Board does not wish payment of these invoices to be late as a result of waiting for a regularly scheduled Board meeting to approve payment of said invoices,

**NOW THEREFORE,**

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

That the Board authorizes the Superintendent to pay invoices in excess of Twenty-Five Thousand Dollars (\$25,000.00) in 2024 that are received from the following vendors:

Haynes, Kessler, Myers & Postalakis, Inc. — Legal Fees  
Fairfield County Commissioners — Liability Insurance Policy  
Family Adult & Children First Council — Inter-Agency Cluster Agreement  
Hocking Metropolitan Housing Authority  
MEORC – Quality Assurance Reviews, MUI Investigations, Accreditation Mastery  
National Express Transit Corp. — Transportation Services  
Ohio Department of Developmental Disabilities — Medicaid Match and Administrative Fees  
Treasurer of State – Developmental Center Placements

Motion by: Matt Wideman

Seconded by: Pamela Barkley

YEAS: 6

NAYS: 0

ABSTENTIONS: 0

ADOPTED: November 21, 2023

I certify that this is a true and correct copy of Resolution #2023-11-08.

A handwritten signature in blue ink, appearing to read "Matt Wideman", is written over a horizontal line.

Matt Wideman, Board Secretary



**Resolution # 2023-11-09**

**November 21, 2023**

IN THE MATTER OF APPROVING THE CY2024 TECHNOLOGY PLAN

**WHEREAS**, the Fairfield County Board of Developmental Disabilities annually adopts a technology plan for the upcoming calendar year, and

**NOW THEREFORE**,

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

That the Board approves the CY2024 Technology Plan, as presented.

Motion by: Elizabeth Burwell

Seconded by: Matt Wideman

YEAS: 6

NAYS: 0

ABSTENTIONS: 0

ADOPTED: November 21, 2023

I certify that this is a true and correct copy of Resolution #2023-11-09.

A handwritten signature in blue ink, appearing to read "Matt Wideman", is written over a horizontal line.

Matt Wideman, Board Secretary



**Resolution # 2023-11-10**

**November 21, 2023**

IN THE MATTER OF CONTRACT FOR MEDICATION ADMINISTRATION REVIEWS

**WHEREAS**, the Fairfield County Board of Developmental Disabilities needs to conduct annual Medication Administration reviews and Lisa Tope is trained and experienced in conducting these reviews, and

**WHEREAS**, Ms. Tope is willing to enter into a new supplemental contract to perform the duties of a Medication Administration Quality Assurance Reviewer, and

**WHEREAS**, in consideration of the duties to be performed, Administration recommends the payment of forty dollars (\$40.00) per hour to Ms. Tope, with a 2-hour minimum per review,

**NOW THEREFORE,**

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

That the Board approves the supplemental contract for Lisa Tope, as presented.

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

ADOPTED: November 21, 2023

I certify that this is a true and correct copy of Resolution #2023-11-10.

A handwritten signature in blue ink, appearing to read "Matt Wideman", is written over a horizontal line.

Matt Wideman, Board Secretary



**Resolution # 2023-11-11**

**November 21, 2023**

IN THE MATTER OF A CONTRACT RENEWALS WITH OPTIONS FOR SUPPORTED HOUSING FOR PROPERTY MANAGEMENT

**WHEREAS**, the Fairfield County Board of Developmental Disabilities previously entered into a property management contracts for the properties located at 1177 Cambridge Way, Pickerington, Ohio and 146 Pioneer Circle, Pickerington, Ohio with the Options for Supported Housing (formerly Foundation for the Challenged), and

**WHEREAS**, the Fairfield County Board of Developmental Disabilities coordinates services to the individuals living in the above-mentioned homes, and

**WHEREAS**, Options for Supported Housing agrees to provide property management and maintenance for the individuals residing at the above-mentioned homes for the period of January 1, 2024 through December 31, 2024,

**NOW THEREFORE,**

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

That the Board approves the property management contracts with Options for Supported Housing for the properties located at 1177 Cambridge Way, Pickerington, Ohio, and 146 Pioneer Circle, Pickerington, Ohio for the individuals' receiving services from Fairfield DD, as presented.

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

ADOPTED: November 21, 2023

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

A handwritten signature in blue ink, appearing to read "Matt Wideman", is written over a horizontal line.

Matt Wideman, Board Secretary



**Resolution # 2023-11-12**

**November 21, 2023**

IN THE MATTER OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE FAIRFIELD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES AND THE CHILD ADVOCACY CENTER OF FAIRFIELD COUNTY (CAC)

**WHEREAS**, the CAC provides support services to children and adults that are victims of physical and sexual assault without regard to their disabilities, and

**WHEREAS**, the Fairfield County Board of Developmental Disabilities has benefited from the services provided by the CAC and the administration recommends continuing its commitment of \$10,000 in 2024,

**NOW THEREFORE,**

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

That the Board approves the Memorandum of Understanding for the Child Advocacy Center of Fairfield County as presented, committing \$10,000 for the period from January 1, 2024 through December 31, 2024.

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

ADOPTED: November 21, 2023

I certify that this is a true and correct copy of Resolution #2023-11-12.

A handwritten signature in blue ink, appearing to read "M. Wideman", is written over a horizontal line.

Matt Wideman, Board Secretary





**Resolution # 2023-11-13**

**November 21, 2023**

IN THE MATTER OF A CONTRACT RENEWAL WITH THE FAIRFIELD COUNTY PROBATE COURT REGARDING THE FAIRFIELD COUNTY GUARDIANSHIP SERVICES BOARD

**WHEREAS**, the Fairfield County Probate Court established a Guardianship Services Board in Fairfield County pursuant to Section 2111.52(E)(1), and

**WHEREAS**, the Board has supported the Guardianship Services Board and has participated in the operation and funding since its existence, and

**WHEREAS**, the need for guardianship services has increased over the past few years and Fairfield DD wishes to continue their contribution of \$86,600 and enter into a new contract for the period January 1, 2024 through December 31, 2024,

**NOW THEREFORE**,

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

The Fairfield County Board of Developmental Disabilities agrees to enter into a new contract with the Fairfield County Probate Court for the period of January 1, 2024 through December 31, 2024 to assist in the provision of guardianship services for indigent adults with developmental disabilities, as presented.

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

ADOPTED: November 21, 2023

I certify that this is a true and correct copy of Resolution #2023-11-13.

A handwritten signature in blue ink, appearing to read "Matt Wideman", is written over a horizontal line.

Matt Wideman, Board Secretary



**Resolution # 2023-11-14**

**November 21, 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 agree to enter into new 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 new contracts for Kaylee Roemer and Jeff Williams as Special Olympics Co-Coordinators, as presented.

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

ADOPTED: November 21, 2023

I certify that this is a true and correct copy of Resolution #2023-11-14.

A handwritten signature in blue ink, appearing to read "Matt Wideman", is written over a horizontal line.

Matt Wideman, Board Secretary



**Resolution # 2023-11-15**

**November 21, 2023**

IN THE MATTER OF A CONTRACT RENEWAL WITH FAIRFIELD INDUSTRIES, INC. FOR THE OPERATION OF ART & CLAY ON MAIN AND SQUARE 7 COFFEE HOUSE

**WHEREAS**, the Fairfield County Board of Developmental Disabilities previously contracted with Fairfield Industries, Inc. for the operation of Art & Clay on Main and Square 7 Coffee House, and

**WHEREAS**, the aforementioned contract expires December 31, 2023, and

**WHEREAS**, Fairfield Industries, Inc. is willing to enter into a contract renewal,

**NOW THEREFORE**,

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

That the Board approves the contract renewal with Fairfield Industries, Inc., as presented.

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

ADOPTED: November 21, 2023

I certify that this is a true and correct copy of Resolution #2023-11-15.

A handwritten signature in blue ink, appearing to read "M. Wideman", is written over a horizontal line.

Matt Wideman, Board Secretary



**Resolution # 2023-11-16**

**November 21, 2023**

IN THE MATTER OF A CONTRACT RENEWAL WITH RHYTHM-N-YOU FOR MUSIC THERAPY SERVICES

**WHEREAS**, the Fairfield County Board of Developmental Disabilities previously contracted with Rhythm-N-You to provide music therapy services, and

**WHEREAS**, the aforementioned contract expires December 31, 2023, and

**WHEREAS**, Rhythm-N-You is willing to enter into a contract renewal to continue to provide music therapy for adults at a variety of locations,

**NOW THEREFORE**,

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

That the Board approves the contract renewal with Rhythm-N-You, as presented.

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

ADOPTED: November 21, 2023

I certify that this is a true and correct copy of Resolution #2023-11-16.

A handwritten signature in blue ink, appearing to read "Matt Wideman", is written over a horizontal line.

Matt Wideman, Board Secretary



**Resolution #2023-11-17**

**November 21, 2023**

IN THE MATTER OF A CONTRACT WITH HOCKING METROPOLITAN HOUSING AUTHORITY

**WHEREAS**, Fairfield DD has previously contracted with Hocking Metropolitan Housing Authority to promote the acquisition, development, and ongoing management of appropriate housing for persons with developmental disabilities who live in Fairfield County, and

**WHEREAS**, the current contract is set to expire on December 31, 2023, and both parties wish to enter into a new contract,

**NOW THEREFORE,**

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

That the Board approves the new contract with Hocking Metropolitan Housing Authority for the acquisition, development and ongoing management of appropriate housing for persons with developmental disabilities who reside in Fairfield County.

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

ADOPTED: November 21, 2023

I certify that this is a true and correct copy of Resolution #2023-11-17.

A handwritten signature in blue ink, appearing to be "M. Wideman", written over a horizontal line.

Matt Wideman, Board Secretary



**Resolution # 2023-11-18**

**November 21, 2023**

IN THE MATTER OF APPROVING THE ENGAGEMENT ACTIVITY PLANS

**WHEREAS**, in 2012, Fairfield DD established a Culture of Engagement Quality Improvement Group to equip and empower staff with new and innovative ways to build connections, gain trust, respect and open communication, while growing personally and leading to a culture of engagement, and

**WHEREAS**, this group developed the attached plan for 2024 and is asking the Board for their approval, and

**WHEREAS**, \$4,080 was included in the 2024 budget,

**NOW THEREFORE,**

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

That the Board approves the 2024 Engagement Activities Plan as attached including expenditures of simple (de minimus) food or refreshments in connection with business meetings, trainings, all staff meetings and at other times in which the Committee may show appreciation to staff and encourage attendance by staff for purposes of engagement.

Motion by: Matt Wideman

Seconded by: Elizabeth Burwell

YEAS: 6

NAYS: 0

ABSTENTIONS: 0

ADOPTED: November 21, 2023

I certify that this is a true and correct copy of Resolution #2023-11-18.

A handwritten signature in blue ink, appearing to read "Matt Wideman", is written over a horizontal line. Below the line, the text "Matt Wideman, Board Secretary" is printed in a black, sans-serif font.

Matt Wideman, Board Secretary



**Resolution # 2023-11-19**

**November 21, 2023**

IN THE MATTER OF POLICIES FOR REVIEW AND APPROVAL

**WHEREAS**, the following policy is scheduled for review:

- HR-60, Insurance Benefits

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 policy as revised and as presented.

Motion by: Bob Competti

Seconded by: Pamela Barkley

YEAS: 6

NAYS: 0

ABSTENTIONS: 0

ADOPTED: November 21, 2023

I certify that this is a true and correct copy of Resolution #2023-11-19.

A handwritten signature in blue ink, appearing to read "MW", is written over a horizontal line.

Matt Wideman, Board Secretary



**Resolution # 2023-11-20**

**November 21, 2023**

IN THE MATTER OF THE REVISION OF A POSITION DESCRIPTION

**WHEREAS**, the following position description has been reviewed:

- Community Resource and Training Specialist

and

**WHEREAS**, the administration is recommending revisions to the attached position description 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 description listed above and as presented.

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

ADOPTED: November 21, 2023

I certify that this is a true and correct copy of Resolution #2023-11-20.

A handwritten signature in blue ink, appearing to read "Matt Wideman", is written over a horizontal line.

Matt Wideman, Board Secretary





**Resolution # 2023-11-21**

**November 21, 2023**

IN THE MATTER OF ABOLISHMNET OF POSITIONS

**WHEREAS**, there are several positions within the Table of Organization that are no longer operationally necessary, and

**WHEREAS**, none of these positions are currently filled, and

**WHEREAS**, Administration would like to have these positions removed from the Table of Organization effective November 21, 2023,

**NOW THEREFORE**,

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

Abolish the following positions:

Occupational Therapist – Position #28  
Employment Specialist – Position #43 (abolish 3 of 6)  
Secretary PT (FRS) – Position #92 (abolish 1 of 3)  
PT Nurse – Position #79 (abolish 1 of 2)  
Supervisor of Student Services PT — Position #245

Motion by: Pamela Barkley

Seconded by: Jessica Roth

YEAS: 6

NAYS: 0

ABSTENTIONS: 0

ADOPTED: November 21, 2023

I certify that this is a true and correct copy of Resolution #2023-11-21.

A handwritten signature in blue ink, appearing to read "Matt Wideman", is written over a horizontal line.

Matt Wideman, Board Secretary



**Resolution # 2023-11-22**

**November 21, 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: Elizabeth Burwell  
YEAS: 6  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: November 21, 2023

I certify that this is a true and correct copy of Resolution #2023-11-22.

A handwritten signature in blue ink, appearing to read "Matt Wideman", is written over a horizontal line.

Matt Wideman, Board Secretary



**Resolution # 2023-11-23**

**November 21, 2023**

IN THE MATTER OF INVOICES THAT EXCEED TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00)

**WHEREAS**, the Superintendent of the Fairfield County Board of Developmental Disabilities has the authority to authorize contracts and expenditures for the Board up to Twenty-Five Thousand Dollars (\$25,000.00), and

**WHEREAS**, for the past few months we have been experiencing plumbing issues at both the Services and Supports building and at Forest Rose School, and

**WHEREAS**, in order to fully fix the plumbing issues, 645 feet of pipe need relined along with the installation of epoxy resin, and

**WHEREAS**, Pipeworks, LLC is willing and able to complete the project for \$38,506.00, as presented in the attached invoice,

**NOW THEREFORE**,

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

That the Board authorizes the expense of \$38,506.00 to Pipeworks, LLC to repair the plumbing issues at the Services and Support building and Forest Rose School.

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

ADOPTED: November 21, 2023

I certify that this is a true and correct copy of Resolution #2023-11-23.

A handwritten signature in blue ink, appearing to read "M. Wideman", is written over a horizontal line.

Matt Wideman, Board Secretary



**Resolution # 2023-11-24**

**November 21, 2023**

IN THE MATTER OF THE STRATEGIC ALLIANCE BETWEEN FAIRFIELD DD AND VINTON DD

**WHEREAS**, Fairfield DD and Vinton County DD have partnered together in a strategic alliance for approximately 15 years, and

**WHEREAS**, a time of intentional and purposeful evaluation of the partnership has been undertaken to assess the effectiveness and benefits of continuing the alliance between Fairfield DD and Vinton DD, and

**WHEREAS**, during the evaluation process, discussions with Hocking County DD were initiated to understand if Hocking would have an interest in developing a strategic alliance with Vinton County for the purpose of providing shared administrative support, and

**WHEREAS**, Hocking DD already partners with Vinton DD on Early Intervention Services, and

**WHEREAS**, Hocking County is a contiguous county to Vinton and has a population size more similar to Vinton County than does Fairfield County, and

**WHEREAS**, all three boards (Vinton, Hocking, Fairfield) believe that there is a mutual benefit to Vinton DD and Hocking DD partnering together in a strategic alliance, and

**WHEREAS**, Hocking DD has the ability to provide the services needed to Vinton DD and is willing to enter into a contract with Vinton DD for shared services based on a mutually agreed upon transition plan by all three boards, and

**WHEREAS**, Vinton DD is willing to enter into a contract with Hocking DD and end the alliance between Vinton DD and Fairfield DD for shared services based on a mutually agreed upon transition plan by all three boards,

**NOW THEREFORE,**

BE IT RESOLVED BY THAT the Fairfield County Board of Developmental Disabilities adopt the revised MOU between Hocking, Vinton, and Fairfield Counties as well as the attached transition plan.

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

ADOPTED: November 21, 2023

I certify that this is a true and correct copy of Resolution #2023-11-24.

A handwritten signature in blue ink, appearing to read "M. Wideman", written over a horizontal line.

Matt Wideman, Board Secretary