



**REGULAR BOARD
MEETING MINUTES**

Monday, October 16, 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	X	
Jessica Roth	X			
Sharon Scruggs	X			
Derek Upp	X			
Matt Wideman	X			

Staff Present:

David Uhl, Superintendent	Gaynor Pfeffer, Executive Assistant
Beth Seifert, Chief Fiscal Officer	Cindy Hillberry, Director of Human Resources & Forest Rose School
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. Presentation- Carri Brown

Dr. Carri Brown, County Auditor stated that she appreciates the opportunity to come and talk with the Fairfield DD Board and the Leadership Team. Carri gave a little background information about herself and her 35+ years' experience in government.

Carri presented on the County Auditor's Office "Code of Ethical Conduct", and the three principles that support their purpose along with the strategic themes within their 2022-2024 Strategic Plan. Carri encouraged everyone to review the entire

Strategic Plan on their website or click on the QR code contained in the handouts. Carri would love everyone's feedback.

Carri stated that the Auditor's Office GIS Mapping Department received a request for a map of the Sensory Trail. Carri brought extra copies so we can have them on hand. Carri stated that the Sensory Trail map may be the map of the month this coming Spring focusing on the theme of "all access". Please forward any suggestions for the map to Carri.

Carri also donated the book "Legend of Spookley the Square Pumpkin" to the Forest Rose library. David thanked Carri for the book, map, and her presentation. Sharon thanked Carri for her continuous support.

IV. Additions/Corrections to the Agenda

- There were no additions or corrections to the agenda.

V. Public Comment

Jessica Roth encouraged everyone to attend the play "Annie" sponsored by the Lancaster High School Drama Club. Many of the individuals served by Fairfield DD are participating in the play.

VI. Executive Session

Moved by Matt Wideman and seconded by Jessica Roth that the Fairfield County Board of Developmental Disabilities enters into executive session to consider a complaint against 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 6:40 p.m.

The Board returned from executive session at 7:05 p.m.

VII. Approval and Signing of Minutes

- Regular Board Meeting Minutes–September 19, 2023

Moved by Matt Wideman and seconded by Jessica Roth that the Fairfield County Board of Developmental Disabilities approves September 19, 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.

VIII. Resolution 2023-10-01: Ratification and Signing of Expenditures

Moved by Elizabeth Burwell and seconded by Matt Wideman that the Board accepts and approves Resolution 2023-10-01, 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 2023-10-02: Approval of Financial Statement

Moved by Pamela Barkley and seconded by Matt Wideman that the Board accepts and approves the September 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.

IX. President's Update

Sharon stated that she attended the "All Staff Training" and it was awesome and fully attended. Later in the month, she happened to overhear a young woman speak about the DD training (end-of-life presentation) she attended and how they could listen to that presenter all day stating the information was very educational and touched their hearts. Good job with agenda and speakers and the other fun activities planned throughout the day. Jessica inquired about the end-of-life speaker and Anne Mikan stated she will get her the contact information.

X. Superintendent's Update:

David thanked Sharon for attending the All Staff as it is one of the best things we do!

David asked Todd to give a quick update on the administration building renovations. Todd stated that we are most of the way through Phase 1 and by the time we meet again next month, the work on the parking lot should be completed. The week of October 30, the parking lot will be closed with no public access to the building. Staff will work remotely or at another office location. The old heating and air system will be pulled out and the new one installed over the next two weeks. We have finished the human resource and finance wing and are now moving into Phase 2 (middle area of the building). We still anticipate the renovations to be completed by mid-January.

David asked Cindy to give an update on upcoming Forest Rose activities. Cindy stated that Trunk or Treat/Monster Mash is scheduled for November 1st between 12:00-2:15. Everyone is welcome to attend, and Lindsey is encouraging everyone to come in costumes and pass out treats.

XI. Leadership Team Report

Matt Wideman stated that David Baum had a lot of good stories; very impactful.

Sharon stated there was good participation in Community Cares Day and everyone has certainly been busy.

Sharon stated that she was unable to attend the open house at Art and Clay but has been there several times recently and the renovations are beautiful. David stated it was a great night and kudos to Mitsi, Kyle, and the team as it was very well put together. Mitsi was unable to attend herself, but her team stepped up and did a great job!

Anne Mikan stated that Christmas items will be for sale beginning November 1st at Art and Clay and we have reserved the evening of November 2nd for staff and their families, so they do not have to fight the crowd. Board members and their families are also welcome. Anne will forward the invite.

Elizabeth asked if there was a way to get information or training like All Staff to parents of kids in the program. Possibly a parent workshop. Elizabeth stated that her child attended a sibling workshop that talked about why their siblings go to therapy and what they do there each day. It was a great way for siblings to network and meet others with a sibling with special needs. Possibly a training for parents that focus on how parents can help siblings.

David thanked Elizabeth for the suggestion and stated that we will think about how we could do that.

XII. New Business

A. Resolution 2023-10-03:

Contract Renewal– Information and Referral (Payee Services)

Moved by Derek Upp and seconded by Pamela Barkley that the Board accepts and approves Resolution #2023-10-03, 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 2023-10-04:

Contract Renewal– Fairfield Center for Independence

Moved by Matt Wideman and seconded by Derek Upp that the Board accepts and approves Resolution #2023-10-04, 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 2023-10-05:
Contract Renewal– Lancaster Public Transit System

Moved by Jessica Roth and seconded by Matt Wideman that the Board accepts and approves Resolution #2023-10-05, 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 2023-10-06:
STRS Pickup Revision

Moved by Elizabeth Burwell and seconded by Matt Wideman that the Board accepts and approves Resolution #2023-10-06, 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 2023-10-07:

Dissolve Strategic Alliance with Vinton County Board of DD

Moved by Matt Wideman and seconded by Derek Upp that the Board accepts and approves Resolution #2023-10-07, 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 2023-10-08:

Revised Policies for Review and Approval

Moved by Matt Wideman and seconded by Pamela Barkley that the Board accepts and approves Resolution #2023-10-08, 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. Resolution 2023-10-09:

New Policy for Review and Approval- Hybrid Board Meetings

Moved by Pamela Barkley and seconded by Matt Wideman that the Board accepts and approves Resolution #2023-10-09, 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.

H. Resolution 2023-10-10:
Donations

Moved by Pamela Barkley and seconded by Derek Upp that the Board accepts and approves Resolution #2023-10-10, 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.

I. Resolution 2023-10-11:
Appointment to OACBDD Delegate Assembly

Moved by Elizabeth Burwell and seconded by Pamela Barkley that the Fairfield County Board appoints Matt Wideman to represent Fairfield DD at the OACBDD Delegate Assembly.

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.

J. Informational Items:
Resignations/Retirements/Terminations
Procedures for Review

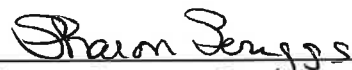
XIII. Adjournment

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

Meeting adjourned at 7:38 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 # 2023-10-01

October 16, 2023

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

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

NOW THEREFORE,

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

That the Board accepts and approves the September 2023 expenditures as presented.

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

ADOPTED: October 16, 2023

I certify that this is a true and correct copy of Resolution #2023-10-01.


Elizabeth Burwell, Board Secretary



Resolution # 2023-10-02

October 16, 2023

IN THE MATTER OF APPROVING THE FINANCIAL STATEMENTS FOR SEPTEMBER 2023

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

NOW THEREFORE,

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

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

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

ADOPTED: October 16, 2023

I certify that this is a true and correct copy of Resolution #2023-10-02.


Elizabeth Burwell, Board Secretary



Resolution # 2023-10-03

October 16, 2023

IN THE MATTER OF A CONTRACT RENEWAL WITH INFORMATION AND REFERRAL OF FAIRFIELD COUNTY FOR PAYEE SERVICES

WHEREAS, the Fairfield County Board of Developmental Disabilities previously contracted with Information and Referral of Fairfield County to provide payee services, and

WHEREAS, the aforementioned contract is set to expire on December 31, 2023, and

WHEREAS, the Fairfield County Board of Developmental Disabilities and Information and Referral of Fairfield County wish 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 Information and Referral of Fairfield County, as presented.

Motion by: Derek Upp
Seconded by: Pamela Barkley
YEAS: 6
NAYS: 0
ABSTENTIONS: 0

ADOPTED: October 16, 2023

I certify that this is a true and correct copy of Resolution #2023-10-03.

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

Elizabeth Burwell, Board Secretary



Resolution # 2023-10-04

October 16, 2023

IN THE MATTER OF A CONTRACT RENEWAL WITH FAIRFIELD CENTER FOR INDEPENDENCE FOR THE PROVISION OF ADULT DAY SUPPORT SERVICES & NON-MEDICAL TRANSPORTATION

WHEREAS, the Fairfield County Board of Developmental Disabilities previously contracted with Fairfield Center for Independence for the provision of adult day support services and non-medical transportation to individuals served by the Board, and

WHEREAS, the aforementioned contract is set to expire on December 31, 2023, and

WHEREAS, the Fairfield Center for Independence 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 the Fairfield Center for Independence, as presented.

Motion by: Matt Wideman

Seconded by: Derek Upp

YEAS: 6

NAYS: 0

ABSTENTIONS: 0

ADOPTED: October 16, 2023

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

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 # 2023-10-05

October 16, 2023

IN THE MATTER OF A PURCHASE OF SERVICE CONTRACT WITH LANCASTER PUBLIC TRANSIT SYSTEM

WHEREAS, Fairfield DD and the Lancaster Public Transit System (LPTS) have previously contracted for LPTS to provide viable transportation options for individuals with developmental disabilities, and

WHEREAS, Fairfield DD and LPTS wish to enter into a new agreement through December 31, 2024, and

WHEREAS, this contract is for the provision of individual trip transportation services for customers of Fairfield DD,

NOW THEREFORE,

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

That the Board approves the new contract with Lancaster Public Transit System as presented.

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

ADOPTED: October 16, 2023

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


Elizabeth Burwell, Board Secretary



Resolution # 2023-10-06

October 16, 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) - **REVISED**

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, while 4% of the statutorily required contribution shall be treated as mandatory salary reduction from the contract salary otherwise payable to the employee; 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: In addition, 4% of the employee's statutorily required contribution to State Teachers Retirement System of Ohio shall be treated as mandatory salary reduction from the contract salary otherwise payable to the employee.

Section 5: 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 the employee to obtain the result in federal and state tax deferments and other benefits.

Motion by: Elizabeth Burwell

Seconded by: Matt Wideman

YEAS: 6

NAYS: 0

ABSTENTIONS: 0

ADOPTED: October 16, 2023

I certify that this is a true and correct copy of Resolution #2023-10-06.



Elizabeth Burwell, Board Secretary



Resolution # 2023-10-07

October 16, 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, Fairfield DD is willing to terminate the current contract 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 this Resolution of Intent to transfer all administrative authority and responsibility for Vinton DD to Hocking DD based on the mutually agreed upon transition plan.

Motion by: Matt Wideman

Seconded by: Derek Upp

YEAS: 6

NAYS: 0

ABSTENTIONS: 0

ADOPTED: October 16, 2023

I certify that this is a true and correct copy of Resolution #2023-10-07 .



Elizabeth Burwell, Board Secretary



Resolution # 2023-10-08

October 16, 2023

IN THE MATTER OF POLICIES FOR REVIEW AND APPROVAL

WHEREAS, the following policies are scheduled for review:

- HR-43, Severance Pay
- HR-58, Policy on Hiring Individuals Retired from a Public Entity
- 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 policies as revised and as presented.

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

ADOPTED: October 16, 2023

I certify that this is a true and correct copy of Resolution #2023-10-08.


Elizabeth Burwell, Board Secretary



Resolution # 2023-10-09

October 16, 2023

IN THE MATTER OF NEW BOARD POLICY

WHEREAS, in response to OACB advocacy, the Ohio Legislature passed a provision permitting a certain number of county board members to participate and vote in board meetings through video or other telecommunications platforms if the meeting is held in a hybrid format, and

WHEREAS, all board members must still attend a minimum percentage of meetings in person, and there must be a minimum number of board members present in person at any given meeting, and

WHEREAS, to implement this requirement, the administration is recommending a new policy, B-07, Hybrid Board Meetings,

NOW THEREFORE,

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

That the Board adopts Policy B-07, as attached.

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

ADOPTED: October 16, 2023

I certify that this is a true and correct copy of Resolution #2023-10-09.


Elizabeth Burwell, Board Secretary



Resolution # 2023-10-10

October 16, 2023

IN THE MATTER OF DONATIONS

WHEREAS, the Fairfield County Board of Developmental Disabilities received a donation in the amount of \$1,436.00 from the Ohio State Council Knights of Columbus, and

WHEREAS, the Fairfield County Board of Developmental Disabilities received a donation of specialized floats for the pool at Forest Rose School from the Lancaster Kiwanis Club,

NOW THEREFORE,

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

That the Board accepts the above donations from the Ohio State Council Knights of Columbus and the Lancaster Kiwanis Club, as presented.

Motion by: Pamela Barkley

Seconded by: Derek Upp

YEAS: 6

NAYS: 0

ABSTENTIONS: 0

ADOPTED: October 16, 2023

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


Elizabeth Burwell, Board Secretary



Resolution # 2023-10-11

October 16, 2023

IN THE MATTER OF APPOINTING A REPRESENTATIVE TO THE OACBDD DELEGATE ASSEMBLY

WHEREAS, the next meeting of the Delegate Assembly of the Ohio Association of County Boards of Developmental Disabilities (OACBDD) will be held Wednesday, November 29, 2023, at 6:00 p.m. in Columbus Ohio, and

WHEREAS, the Fairfield County Board of Developmental Disabilities, as a member of OACBDD, is entitled to appoint an individual to represent the Board at the Delegate Assembly,

NOW THEREFORE,

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

That the Board appoints Matt Wideman to represent the Board at the 2023 OACBDD Delegate Assembly.

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

ADOPTED: October 16, 2023

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


Elizabeth Burwell, Board Secretary