



**REGULAR BOARD  
MEETING MINUTES**

**Tuesday, September 19, 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 6:32 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 6:37pm
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
Anne Mikan, Director of Communications and Outreach	Kyle Miller, Director of Provider and Community Resources
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**

Kim Conrad announced that McDonald’s on Memorial Drive will be hosting a retirement party for Janna Wicks on Friday, September 22<sup>nd</sup> from 1:00pm to 2:00pm. Janna has been an employee there for 20 years. Please stop by and wish her well on her retirement.

Amy Schleich commented that a local adult day service program told her that they do not accept individuals into their program that have "behaviors". Ms. Schleich stated that they were using the term behaviors to mean aggression which is part of her son's diagnosis with Autism. Ms. Schleich stated that she has spoken with his Individual Support Coordinator and Dean. She wants to know what role Fairfield DD has in supporting the local ADS programs. She wants her son's transition to be a success. She stated that this local ADS is directing her towards their Pickerington location. She feels this is not a good choice because of the drive (she could not get to him quickly) and is asking if there can be additional support for him during his transition to an ADS.

Sharon Scruggs thanked Ms. Schleich for her comments and stated that the Board will look into her concerns.

**V. Approval and Signing of Minutes**

- Regular Board Meeting Minutes–August 15, 2023

Moved by Pamela Barkley and seconded by Bob Competti that the Fairfield County Board of Developmental Disabilities approves August 15, 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		
Derek Upp	X		

Motion carried unanimously.

**VI. Resolution 2023-09-01a: Ratification and Signing of Expenditures**

Moved by Bob Competti and seconded by Pamela Barkley that the Board accepts and approves Resolution 2023-09-01a, as presented.

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

Motion carried unanimously.

### **Resolution 2023-09-01b: Ratification and Signing of Expenditures**

Moved by Elizabeth Burwell and seconded by Jessica Roth that the Board accepts and approves Resolution 2023-09-01b, as presented.

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

Motion carried unanimously.

### **Resolution 2023-09-02: Approval of Financial Statement**

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

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

Motion carried unanimously.

## **VII. President's Update**

Sharon stated that it is obvious from the leadership team report that everyone has been very busy, especially the first day of school. Sharon stated aside from everyone being very busy, the team reports indicate the numbers are up in areas of people we serve. The comments from the public today will be a challenge but something we will definitely look into.

## **VIII. Superintendent's Update:**

David stated that the Executive Leadership team has been meeting over the past several months and has brought in a facilitator to help us drill down on our mission, vision, values, and goals. We do not want any light between the leadership team, the board, staff, and community when it comes to

understanding our mission. We want to clarify our philosophy of who we are and where we are going.

David stated that we are different than other businesses and other county boards in that we go beyond the philosophy of "taking care of people" and move past health and safety to help individuals take a valued role in their community.

David discussed our mission; our why and purpose. The fulfilling lives portion of our mission is ambiguous and different for every person, which makes it a challenge for people and our staff to understand. So, what you will see later in the agenda is our proposed mission change. It is not a change in philosophy, just a clarification of what we have been doing. The proposed new mission is...

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

We will be launching the revised mission statement to staff at the end of the month at the All-Staff and will be seeking Board support.

David reviewed the values which is how we behave everyday (fiscal responsibility, collaboration, and innovation) and talked about the values that we aspire to (empower others, excellence, and accountability).

We will have questions for staff that they can ask themselves each day to help them measure if they are living the mission and values.

David invited the Board to our All-Staff on September 29<sup>th</sup> at the Pickerington Regional Office from 8:00am to 3:30pm. David will send out an invite to everyone.

Sharon shared her story regarding her great grandson who is autistic and experiences behaviors, anger issues, and a fear of being left alone. Sharon said her family chose to make sure he was in the mainstream school system and with the support of staff from this Board he has been able to do so. When he started Fairfield Union, family would have to stand outside his classroom so he could see them in order for him to stay. The family also wanted him in sports as he was very isolated, so they made sure coaches and teachers at Fairfield Union were supportive of people who have disabilities. He is now in 5<sup>th</sup> grade, and can stay in the classroom without family standing in view, and can walk over the hill to practice without family by his side. People employed in this program have taught us that he can be independent and play football without family being right by him, and it is ok. As his behavior was accepted, he started to learn to behave. It's a process of independence and empowering others who are not part of the program. Sharon stated she loves the change to the mission. No matter what level of disability a person has, they can still work toward greater independence. Love the changes!

Sharon gave lots of credit to the Executive Leadership team for their positive discussions and so much time put into this. Sharon agreed there can be no daylight. With the Executive Team 100% behind it, the work starts now to get the entire staff behind and moving forward.

**IX. Leadership Team Report**

Sharon stated that everyone is extremely busy with school starting and IT having some challenges at the same time. It is cool to see that the Heart Safe accreditation came to fruition.

David stated that there may be some days that the administration building will need to be closed due to the renovations, but we will be 100% operational; with team members working remotely or from home.

Sharon stated that the renovations at Art and Clay/Square 7 look amazing! Sharon also stated it looks like Project SEARCH is back in session.

David stated that per Sharon’s request, after the November 21<sup>st</sup> regular meeting which will be either here or at the SSA building we will head to Art and Clay for a tour and presentation on inclusion from Mitsi. David stated that we are also planning a post construction celebration either on October 11<sup>th</sup> or October 25<sup>th</sup> from 5-7; an event for the entire community to stop by Art and Clay and celebrate the grand reopening.

**A. Resolution 2023-09-03:**

Contract Renewal– Relias (online training environment)

Moved by Elizabeth Burwell and seconded by Pamela Barkley that the Board accepts and approves Resolution #2023-09-03, as presented.

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

Motion carried unanimously.

**B. Resolution 2023-09-04:**

Contract Renewal– Wilsons Landscape Maintenance (snow & ice removal)

Moved by Derek Upp and seconded by Elizabeth Burwell that the Board accepts and approves Resolution #2023-09-04, as presented.

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

Motion carried unanimously.

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

Disposition of Unneeded and Obsolete Equipment

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

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

Motion carried unanimously.

**D. Resolution 2023-09-06:**

Donation

Moved by Bob Competti and seconded by Derek Upp that the Board accepts and approves Resolution #2023-09-06, as presented.

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

Motion carried unanimously.

**E. Resolution 2023-09-07:**  
Revised Policies for Review and Approval

Moved by Bob Competti and seconded by Elizabeth Burwell that the Board accepts and approves Resolution #2023-09-07, as presented.

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

Motion carried unanimously.

**F. Resolution 2023-09-08:**  
Revised Mission Statement for Review and Adoption

Moved by Derek Upp and seconded by Pamela Barkley that the Board accepts and approves Resolution #2023-09-08, as presented.

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

Motion carried unanimously.

**G. Resolution 2023-09-09:**  
Revised Position Description

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

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

Motion carried unanimously.

**H. Resolution 2023-09-10:**  
Creation of Two New Positions

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

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

Motion carried unanimously.

**I. Informational Items:**  
Resignations/Retirements/Terminations  
Procedures for Review

Sharon stated that there are some great losses from people moving on, but they learned a lot from us.

**XI. Adjournment**

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

Meeting adjourned at 7:09 p.m.





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Gaynor Pfeffer  
Recording Secretary



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Sharon Scruggs, President  
Fairfield County Board of  
Developmental Disabilities



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Elizabeth Burwell, Secretary  
Fairfield County Board of  
Developmental Disabilities



**Resolution # 2023-09-01a**

**September 19, 2023**

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

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

**NOW THEREFORE,**

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

That the Board accepts and approves the August 2023 expenditures except for check #5382216 to Fairfield Medical Center for occupational therapy services and check #5382901 to Innerphase Video Productions for the monthly sponsorship.

Motion by: Bob Competti

Seconded by: Pamela Barkley

YEAS: 6

NAYS: 0

ABSTENTIONS: 0

ADOPTED: September 19, 2023

I certify that this is a true and correct copy of Resolution #2023-09-01a.

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

Elizabeth Burwell, Board Secretary



**Resolution # 2023-09-01b**

**September 19, 2023**

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

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

**WHEREAS**, the following expenditures to Fairfield Medical Center and Innerphase Video Productions have been separated from Resolution #2023-09-01a:

- #5382216 (FMC)
- #5382901 (IVP)

**NOW THEREFORE,**

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

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

Motion by: Elizabeth Burwell

Seconded by: Jessica Roth

YEAS: 5

NAYS: 0

ABSTENTIONS: 1

ADOPTED: September 19, 2023

I certify that this is a true and correct copy of Resolution #2023-09-01b.

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

Elizabeth Burwell, Board Secretary



**Resolution # 2023-09-02**

**September 19, 2023**

IN THE MATTER OF APPROVING THE FINANCIAL STATEMENTS FOR AUGUST 2023

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

**NOW THEREFORE**,

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

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

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

ADOPTED: September 19, 2023

I certify that this is a true and correct copy of Resolution #2023-09-02.

  
Elizabeth Burwell, Board Secretary



**Resolution # 2023-09-03**

**September 19, 2023**

IN THE MATTER OF A CONTRACT RENEWAL FOR THE ONLINE TRAINING ENVIRONMENT

**WHEREAS**, the Fairfield County Board of Developmental Disabilities previously contracted with Relias LLC to develop and manage an online learning environment for staff to access required job training that allows flexibility for staff to complete training around their schedule or work to extend their skills, and

**WHEREAS**, the aforementioned contract is due for renewal, and

**WHEREAS**, so far in 2023, staff have completed 640.15 hours of training and the Administration is requesting to renew 170 seats for full time, part-time and contract staff,

**NOW THEREFORE**,

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

That the Board approves the contract renewal with Relias LLC for the online training environment for the period of 11/01/2023 through 11/31/2026.

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

ADOPTED: September 19, 2023

I certify that this is a true and correct copy of Resolution #2023-09-03.

  
Elizabeth Burwell, Board Secretary



**Resolution # 2023-09-04**  
**September 19, 2023**

IN THE MATTER OF CONTRACTS FOR SNOW REMOVAL SERVICES AT ALL FAIRFIELD DD LOCATIONS

**WHEREAS**, the Fairfield County Board of Developmental Disabilities previously contracted with Wilsons Landscape Maintenance to provide snow removal services to all Fairfield DD locations, and

**WHEREAS**, the aforementioned contracts have expired, and

**WHEREAS**, the Administration has been very pleased with Wilsons Landscape Maintenance services and would like to enter into new contracts for a total of \$41,147.28 (this includes a 3% increase from last year),

**NOW THEREFORE**,

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

That the Board approves the new contracts with Wilsons Landscape Maintenance for snow removal services for all Fairfield DD locations.

Motion by: Derek Upp  
Seconded by: Elizabeth Burwell  
YEAS: 6  
NAYS: 0  
ABSTENTIONS: 0

ADOPTED: September 19, 2023

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

  
Elizabeth Burwell, Board Secretary



**Resolution # 2023-09-05**

**September 19, 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: Derek Upp

YEAS: 6

NAYS: 0

ABSTENTIONS: 0

ADOPTED: September 19, 2023

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

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

Elizabeth Burwell, Board Secretary



**Resolution # 2023-09-06**

**September 19, 2023**

IN THE MATTER OF A DONATION

**WHEREAS**, Fairfield DD received a donation of a 2017 Dodge Caravan Wheelchair Van from the Fairfield County Veterans Service Commission,

**NOW THEREFORE,**

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

That the Board accepts the 2017 Dodge Caravan from the Fairfield County Veterans Service Commission, as presented.

Motion by: Bob Competti

Seconded by: Derek Upp

YEAS: 6

NAYS: 0

ABSTENTIONS: 0

ADOPTED: September 19, 2023

I certify that this is a true and correct copy of Resolution #2023-09-06.

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

Elizabeth Burwell, Board Secretary





**Resolution # 2023-09-07**

**September 19, 2023**

IN THE MATTER OF POLICIES FOR REVIEW AND APPROVAL

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

- T-07, Social Networking and Social Media

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: Elizabeth Burwell

YEAS: 6

NAYS: 0

ABSTENTIONS: 0

ADOPTED: September 19, 2023

I certify that this is a true and correct copy of Resolution #2023-09-07.

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

Elizabeth Burwell, Board Secretary



**Resolution # 2023-09-08**

**September 19, 2023**

IN THE MATTER OF UPDATING THE MISSION STATEMENT

**WHEREAS**, the Executive Leadership team has been meeting over the past 5 months to clarify our mission, vision, and values to ensure staff, stakeholders, and the community correctly understand our purpose and direction, and;

**WHEREAS**, the Superintendent and Executive Leadership Team are recommending the following change to the mission statement:

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

**NOW THEREFORE,**

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

That the Board adopts the above mission statement, as presented.

Motion by: Derek Upp

Seconded by: Pamela Barkley

YEAS: 6

NAYS: 0

ABSTENTIONS: 0

ADOPTED: September 19, 2023

I certify that this is a true and correct copy of Resolution #2023-09-08.

  
Elizabeth Burwell, Board Secretary



**Resolution # 2023-09-09**

**September 19, 2023**

IN THE MATTER OF THE REVISION OF A POSITION DESCRIPTION

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

- Individual Support Coordinator- Resource Assessment

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: Bob Competti

Seconded by: Pamela Barkley

YEAS: 6

NAYS: 0

ABSTENTIONS: 0

ADOPTED: September 19, 2023

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

  
Elizabeth Burwell, Board Secretary



**Resolution # 2023-09-10**

**September 19, 2023**

IN THE MATTER OF THE CREATION OF TWO NEW POSITIONS

**WHEREAS**, the Administration is requesting the creation of an additional Individual Support Coordinator position due to the continual increase in the number of people needing services, and

**WHEREAS**, this position will also pick up the caseload of the ISC that will be focusing on resource assessments, and

**WHEREAS**, the staff at Fairfield DD continues to grow and so does the IT needs, and

**WHEREAS**, the Administration is requesting the creation of an IT Support Specialist position to assist the IT department with routine requests so the IT Specialists can deal with the more complex software issues, and

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

**NOW THEREFORE,**

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

**Section 1.** That the Board approves the creation of an additional ISC position due to the continual increase in the number of people needing services.

**Section 2.** That the Board approves the creation of an IT Support Specialist position to assist the IT department with routine requests and computer problems.

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

ADOPTED: September 19, 2023

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

  
Elizabeth Burwell, Board Secretary