

**Brown County Board of Developmental Disabilities
Minutes of March 20, 2024**

I. Pledge of Allegiance

II. Prayer

III. Call to order – called to order at 12:06

IV. Roll Call of Members

Greg Lang- not present with prior notice	Angela Marlow – present
Emily Ernst - present	Kara Williams – present
Denise Holden – present	Sam Schweickhart - present
Reggie McKenzie – arrived at 12:11	

V. Additions/Corrections to the Agenda

No additions/corrections to the agenda

VI. Approval of February Meeting Minutes

Sam Schweickhart motioned to approve the February meeting minutes, Kara Williams seconded the motion. All members approved the motion. **2024-03-01.**

VII. Guests:

No guests

VIII. Reports

- a. **Client Services Report** – Alex Savage filled in for Tracy and shared the Client Services Report. We are currently serving 269 individuals. So far there have been 26 MUIs filed in 2024. We have 5 gentleman in a DC. Alex Savage was promoted to lead SSA. First round of MUI Coordinator/Intake Specialist position have taken place, and the second round will be scheduled for April. 99% of ISPs have been entered into the OHISP system.
- b. **Fiscal Report** – Tammie shared the Fiscal Report. Received tax levy money of \$867,000 on March 6th. We are due to receive \$185,152.24 refund from waiver reconciliation. We hired a gentleman from Project Life to work on Fridays to fill the janitorial position.
- c. **Superintendent’s Report** – received a thank you letter from Georgetown Church of Christ. We are currently in the process of applying for several grants for various projects, Capital Funds for the new building, wheelchair ramps for the bowling alley as well as ADA bathrooms. We were able to hire a summer intern that will help us with IT through the CTC. March is DD awareness month and we have been wearing orange on Fridays and encouraging others to do so. March 21st is Down Syndrome Awareness day, we will be participating in “Rock your Socks”. Our first scrimmage for Special Olympics Bowling is scheduled for April 29th at 6pm in Georgetown. We unofficially received a 1 year accreditation. The reviewers thought that the turnover rate resulted in too many hands in the files, which caused things to be missed.

IX. Unfinished Business

- a. **Medicaid Reserve Funds** – 40% of operating budget to be moved to SOCOG. Angela Marlow motioned to move 40% of the operating budget to SOCOG, Emily Ernst seconded the motion. All members approved. **2024-03-02.**
- b. **Cherry Ridge Therapeutic Equine Scholarships** – Angela Marlow motioned to approve 5 scholarships for Cherry Ridge, Kara Williams seconded the motion. All members approved. **2024-03-03.**
- c. **Building Project Update** – ODNR paperwork has not been filed.

Angela Marlow made a motion that any committee meeting minutes will be included in board member packets at monthly meetings. Sam Schweickhart seconded the motion. All members approved. **2024-03-04.**

X. New Business

- a. Health and Welfare Alerts** – Board members should receive the same Health and Welfare Alerts that employees receive.
- b. Strategic Plan** – Sam Schweickhart motioned to accept the revised Strategic Plan as presented by Superintendent, Emily Ernst seconded the motion, all members approved. **2024-03-05.**
- c. Superintendent Contract** – Denise made a motion to go into executive session to discuss the superintendent contract, Sam Schweickhart seconded the motion. All members approved. **2024-03-06.**

XI. Executive Session – Roll Call of Members

Greg Lang- not present	Angela Marlow – present
Emily Ernst - present	Kara Williams – present
Denise Holden – present	Sam Schweickhart - present
Reggie McKenzie – present	

- a.** Emily Ernst made a motion to approve superintendent’s 2 year contract with a 4.5% COLA increase in year one and 3.0% in year two and continue to pay employees PERS contribution at 9%. Kara Williams seconded the motion. All members approved. **2024-03-07.**
- b.** Sam Schweickhart made a motion to strike the motion due to an error in the percentage of PERS contribution. Angela Marlow seconded the motion. All members approved. **2024-03-08.**
- c.** Emily Ernst made a motion to approve superintendent’s 2 year contract with a 4.5% COLA increase in year one with a 3% increase in year two and continue to pay superintendent’s PERS contribution at 10%. Sam Schweickhart seconded the motion. All members approved. **2024-03-09.**

XII. Policies Needing Approval

- a. Sick Leave Policy** - The sick leave policy was updated to no longer require a doctor’s note if an employee misses the day before or after a holiday. The policy was also updated to not require a doctor’s note until an employee has missed 5 consecutive calendar days of work. Angela Marlow motioned to adopt the updated sick leave policy. Kara Williams seconded the motion. All members approved. **2024-03-10.**

XIII. Adjournment – Angela Marlow motioned to adjourn the March 2024 board meeting, Sam Schweickhart seconded the motion. All members approved. **2024-03-11.** The March 2024 meeting was adjourned at 1:03 pm.

Respectfully Submitted,

_____ Date: _____ Date: _____

Emily Ernst, Recording Sec.

Denise Holden, Pres.