

**Brown County Board of Developmental Disabilities  
Minutes of April 17, 2024**

**I. Pledge of Allegiance**

**II. Prayer**

**III. Call to order – called to order at 12:05**

**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 – present	

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

No additions/corrections to the agenda. Sam Schweickhart motioned to approve the agenda, Kara Williams seconded the motion. All members approved the motion. **2024-04-01.**

**VI. Approval of March Meeting Minutes**

Emily Ernst motioned to approve the March meeting minutes, Sam Schweickhart seconded the motion. All members approved the motion. **2024-04-02.**

**VII. Guests:**

No guests

**VIII. Reports**

- a. **Client Services Report** – SSA Supervisor shared the Client Services Report. There are currently 269 individuals receiving services and we have received 6 intakes. There are currently 146 individuals on waivers. There have been 33 MUI’s filed so far in 2024. There are 5 gentleman placed in a DC. SSA Lisa Taylor resigned her position on 04/01/2024. UI/MUI Coordinator/Intake Specialist has been hired, start date is 04/22/2024. A new SSA starts on 04/29/2024, which is flexible pending having paperwork in place. TCM productivity reports are completed monthly and everyone has met or is above the 50% that is required. MUI training will take place on 05/15/2024 at 10 am. SSAs continue to work hard daily.
- b. **Fiscal Report** – Business Manager shared the Fiscal Report. Received 376,240.87 for 1999 Levy, First half Real Estate Settlement for Tax Year 2023, received 490,427.14 for 2009 Levy – First half Real Estate Settlement for Tax Year 2023, receive 4,079.13 for 1999 Levy – First half Manufactured Home Settlement for Tax Year 2024, received 5,214.23 for 2009 Levy – First half Manufactured Home Settlement for Tax Year 2024.
- c. **Superintendent’s Report** – Superintendent shared the Superintendent Report. Special Olympics Bowling scrimmages are scheduled for April 25 in Hillsboro and April 29 in Georgetown, both start at 6pm. The next Connections event is at Mi Camino Mexican Restaurant in Mt. Orab on April 28<sup>th</sup> at 11am. Some rooms have been moved around the office to have a more accessible conference room for our clients with mobility needs. We should hear about the \$50,000 T-Mobile Grant by mid-May for the ADA compliant trailer. If we don’t get awarded this time, we will reapply for the next quarter. We are also waiting to hear back about the Capital Fund/One-Time Strategic Community Investment Fund. We applied for 6.4 million. We are still continuing to look for other grant opportunities that will benefit the agency. Becky Cropper from the ESC is going to give us a grant writing class. Superintendent discussed that she will be implementing the Awards and Incentives Policy with employees. (Policy 14.13)

**IX. Unfinished Business**

- a. **Building Project: Capital Funds** –Attempts to obtain documents needed to recoup capital funds have been unsuccessful. Board president will reach out to Building Committee member requesting necessary paperwork be turned over. Sam Schweickhart motioned for a letter to be drafted to be sent to Committee Member requesting information. Kara Williams seconded the motion. All members approved. **2024-04-03** Angela Marlow discussed the need for a policy for committee communications to go through an agency e-mail such as the Superintendent’s e-mail and committee members be cc’d on the e-mails.
  - b. **Table of Organization** – Angela Marlow made a motion to remove the Employment Manager position from the Table of Organization and add an additional SSA position to the Table of Organization by June 2024. Reggie McKenzie seconded the motion. All members approved. **2024-04-04**
- X. New Business**
- a. **In-Service Day: Tentative Date – July 24**  
**Board Members may attend and get their 4 hours of required training**  
**Board Member training is also available through DODD’s website**
- XI. Adjournment** – Angela Marlow motioned to adjourn the April 2024 board meeting, Sam Schweickhart seconded the motion. All members approved. **2024-04-05**. The March 2024 meeting was adjourned at 12:51 pm.

Respectfully Submitted,

\_\_\_\_\_ Date: \_\_\_\_\_

Emily Ernst, Recording Sec.

\_\_\_\_\_ Date: \_\_\_\_\_

Denise Holden, Pres.