

Meeting Minutes for Brown County Board of Developmental Disabilities

MEETING DETAILS.

Location: **Brown County Board of Developmental Disabilities**

Meeting Facilitator: **Denise Holden**

Secretary: **Emily Ernst**

Date: **May 15 2024** Time: **12:00 PM**

ATTENDEES.

Emily Ernst

Denise Holden

Angela Marlow

Reggie McKenzie

Sam Schweickhart

Kara Williams

ABSENT.

Greg Lang - with prior notice

PREVIOUS MEETINGS MINUTES.

The minutes for the previous meeting were reviewed and approved.

APPROVAL OF AGENDA.

The agenda for this meeting was distributed and approved.

GUESTS.

Lisa Boggs from OVADS addressed the board.

REPORTS.

Report #1: Client Services Report

Details: SSA Supervisor discussed her report with the board. Currently serving 269 individuals. This year, there have been 39 MUI's filed. Currently have 4 gentleman in a DC. MUI Coordinator/Intake Specialist position has been filled. New SSA has been hired. TCM productivity reports are completed monthly and everyone is at or above 50% that is required. MUI training will be conducted on 05/15 at 10am.

Report #2: Fiscal Report

Details: General Fund has a balance of \$3,654,964.47

Medicaid Reserve Fund has a balance of \$2,533,528.00

Residential Fund has a balance of \$127,428.10

Grand Total of \$6,315,919.57

Report #3: Superintendent's Report

Details: Special Olympics Award Dinner May 20, 5:30 pm

Special Olympics Fundraisers to raise money for basketball and cheer programs

Grant writing class to be held on May 28th

Office will be closed on June 19th in observation of Juneteenth

A Day in the Ring Signups to take place on June 13th and 20th

Working on backlog of records/scanning and storage

Mandatory staff in-service day to take place on July 24th from 8-4 at SHCTC Admin Building

UNFINISHED BUSINESS.

Item #1: Building Project: Capital Funds

Details: Letter mailed to committee member requesting documents, on April 29th, President received blank documents. President sent e-mail to committee member requesting additional. On today's date, May 15th, President received e-mail from Greg Lang on today's date notifying her of his resignation effective immediately. With resignation of board member, the building committee is needing a third member, Angela Marlow motioned to nominate Reggie McKenzie to the building committee.

NEW BUSINESS.

Item #1: Board Meeting Minutes - Robert's Rules of Order

Item #2: Public Records

Details: Backlog of files that has been accumulating. Fiscal manager will be going to records commission to find out how records retention policy. File cabinets have been ordered to store documents.

Item #3: Room and Board Contracts for Licensed Homes

Details: Kara Williams motioned for increase of 3.2% COLA increase for licensed homes.

OTHER ITEMS.

Item #1: Policy/Procedure Needing Board Approval

Details: Gift Card Purchase and Distribution - Sam motioned to approve policy as presented to board.

ADJOURNMENT.

The meeting ended at 1:45 PM.

Minutes submitted by: _____ Print Name: Denise Holden

Approved by: _____ Print Name: Emily Ernst