

# Meeting Minutes for Brown County Board of Developmental Disabilities

## MEETING DETAILS.

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

Meeting Facilitator: **Angela Marlow**

Secretary: **Emily Ernst**

Date: **March 19, 2025** Time: **12:06 PM**

## ATTENDEES.

Angie Marlow      Emily Ernst      Reggie McKenzie      Patrick Klump

## APPROVAL OF AGENDA.

The agenda for this meeting was reviewed and approved.

Moved by: Reggie McKenzie

Seconded by: Emily Ernst

## PREVIOUS MEETINGS MINUTES.

The minutes for the February 2025 meeting were reviewed and approved.

Moved by: Emily Ernst

Seconded by: Reggie McKenzie

## GUESTS.

None

## REPORTS.

### **Report #1:** Client Services Report

Details: Currently there are 267 individuals receiving SSA services. Working on services for person needing services. We have 7 intakes, 2 waiver transfers from other County Boards and 2 COEDI/OEDI. 1 person still at the Developmental Center. Currently have a total of 169 waivers. As of March 14<sup>th</sup>, 23 MUI's have been filed. TCM productivity reports are completed monthly and everyone has met or is above the 50% that is required. Chasta has resigned her SSA position. JoJean is currently training for her part-time SSA position. We continue to complete in house file reviews and MUI reviews to prepare for Accreditation. MUI Annual Stakeholder Committee is meeting on 03/25/2025.

## **Report #2: Fiscal Report**

Details: General Fund has a balance of \$2,595,056.25

Residential Fund has a balance of \$562,320.51

Grand Total of \$3,157,376.76

On March 11, Fiscal Manager received a notice that we will receive a refund from ODODD in the amount of \$174,575.49 sometime in April.

The Financial Report was approved.

Moved by: Reggie McKenzie

Seconded by: Emily Ernst

## **Report #3: Superintendent's Report**

Special Olympics Bowling sign ups went really well and the 20 spots were filled by 1:00. Parent/guardian meeting is on March 20<sup>th</sup>. March is DD Awareness Month. When Reed holds the advocacy meetings he has been providing donuts for our clients as he reviews their Bill of Rights with them. Strategic Plan is due in 2026 and Superintendent is working on surveys to gather data to help write the new plan. SSA Director, Fiscal Manager and Superintendent participated in an online training on running county board levy. There is supposed to be another session in the spring geared towards board members. Accreditation paperwork will start being submitted around mid-April. Annual Staff In-Service day is July 9<sup>th</sup> at SHCTC, board members are welcome to attend to earn their 4 hours of training.

## **NEW BUSINESS.**

### **Item #1: Strategic Plan Update**

Moved by: Emily Ernst

Seconded by: Reggie McKenzie

## **EXECUTIVE SESSION:**

Moved by: Emily Ernst

Seconded by Patrick Klump

Time: 12:29pm – 12:45pm

## **ATTENDEES:**

Patrick Klump – yes    Emily Ernst – yes    Reggie McKenzie – yes    Angela Marlow - yes

### **Item: #1: Superintendent's Contract**

The superintendent will pay the employee contribution to OPERS and the board will include the amount they were including the amount they were paying for the employee's contribution to the superintendent's salary effective 03/17/2025

Moved by: Reggie McKenzie  
Seconded by: Patrick Klump

Patrick Klump – yes Reggie McKenzie – yes Emily Ernst – yes Angela Marlow - yes

#### **POLICY/PROCEDURE NEEDING BOARD APPROVAL.**

**Item: #1:** Early Intervention Policy and Procedures (Policy 5.01, Procedures 5.01.1 thru 5.01.9)

Moved by: Emily Ernst  
Seconded by Patrick Klump

**Item: #2:** Education of Children with Disabilities (Policy 5.02)

Moved by: Reggie McKenzie  
Seconded by Emily Ernst

**Item: #3:** Service and Support Administration (Policy 5.05, Procedures 5.05.1 thru 5.05.7)

Moved by: Reggie McKenzie  
Seconded by Emily Ernst

**Item: #4:** Meetings of the Board (Policy 1.05)

Moved by: Emily Ernst  
Seconded by Reggie McKenzie

#### **ADJOURNMENT.**

Moved by: Emily Ernst  
Seconded by: Reggie McKenzie

The meeting was adjourned at 12:53 PM.

Minutes submitted by: \_\_\_\_\_ Print Name: Denise Holden

Approved by: \_\_\_\_\_ Print Name: Emily Ernst