

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: **April 16, 2025** Time: **12:02 PM**

ATTENDEES.

Angie Marlow	Emily Ernst	Kara Williams	Patrick Klump
Sam Schweickart	Denise Holden		

APPROVAL OF AGENDA.

The agenda for this meeting was reviewed and approved.

Moved by: Emily Ernst

Seconded by: Kara Williams

PREVIOUS MEETINGS MINUTES.

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

Moved by: Sam Schweickart

Seconded by: Angela Marlow

GUESTS.

None

REPORTS.

Report #1: Client Services Report

Details: SSA Director introduced new SSA Nicole Worzel to the Board. Currently there are 267 individuals receiving SSA services. We continue to have transfers and intakes. There is one individual at the Developmental Center. We currently have a total of 169 waivers. We have been successful in purchasing items under the waiver to help individuals become more independent. Currently there is 1 individual who is completing driving training to try and obtain his driver's license. There are 17 individuals actively working in the community in a variety of locations and there are several others who are working to find employment. As of 04/10/2025, there have been 36 MUI's filed this year.

TCM productivity reports are completed monthly and everyone has met or is above the 50% that is required. Second interviews were completed and a new SSA has been hired with an anticipated start date of May 5, 2025. In house file review and MUI reviews continue in preparation for Accreditation.

Report #2: Fiscal Report

Details: General Fund has a balance of \$3,376,223.06

Residential Fund has a balance of \$552,551.98

Grand Total of \$3,928,775.04

Report #3: Superintendent's Report

Board Members will have the option to complete the required annual training on their own or attend the staff annual In-Service day on July 9th from 8am – 3pm at SHCTC to earn their 4 hours of training. We have started submitting information for the upcoming accreditation. Our first Special Olympics Bowling meet will take place May 6 at 6pm. We will be doing the Krispy Kreme Fundraiser for Special Olympics on May 15th. Auditor will no longer approve requisitions for light lunch to be provided for board members. We will again be a Summer Youth Provider for OOD.

UNFINISHED BUSINESS.

Item #1: Table of Organization

The Intake Eligibility Specialist UI/MUI Coordinator and Employment Manager positions need to be removed from the Table of Organization and the Employment First Coordinator position need to be reduced to a part-time position. The number of Service and Support Administrator positions needs to be increased to 10 positions.

Angela Marlow moved that the Intake Eligibility Specialist UI/MUI Coordinator position be removed from the Table of Organization

Moved by: Angela Marlow
Seconded by: Sam Schweickart

Angela Marlow moved that the Employment Manager position be removed from the Table of Organization.

Moved by: Angela Marlow
Seconded by: Sam Schweickart

Angela Marlow moved that the Employment First Coordinator position be reduced to 0.5.

Moved by: Angela Marlow
Seconded by: Kara Williams

Item #2: Jurisdictional Determination of Hamer Road Property

We have received the preliminary and approved jurisdictional determination regarding the Hamer Road Property from the Army Corp of Engineers.

POLICY/PROCEDURE NEEDING BOARD APPROVAL.

Item: #1: Vacation Leave During the First Year of Service

Currently an employee with no prior service with the Board, Ohio public employment with another Ohio County Board or political subdivision of the state must wait until they have completed one full year of service before taking vacation leave.

Angela Marlow moved to change this requirement to six months of service before an employee is eligible to take vacation leave.

Moved by: Angela Marlow
Seconded by: Sam Schweickart

Item: #2: Personal Leave Charged in Minimum Units of One-Half

Currently Personal Leave days are only able to be taken in 4 hour increments or 8 hours increments. Angela Marlow moved to change this to personal leave being charged in minimum units of not less than one-quarter hour.

Moved by: Angela Marlow
Seconded by: Kara Williams

Item: #3: Targeted Case Management Policy 5.10

Moved by: Angela Marlow
Seconded by Emily Ernst

ADJOURNMENT.

Moved by: Sam Schweickart
Seconded by: Angela Marlow

The meeting was adjourned at 1:09 PM.

Minutes submitted by: _____ Print Name: Denise Holden

Approved by: _____ Print Name: Emily Ernst