

**THE PERRY COUNTY BOARD OF DD**  
**BOARD MEETING MINUTES**  
**January 11, 2021**  
**Community Connections Center, 600 Senior Drive, New Lexington, Ohio 43764**

**I. President Sally Francis called the meeting to order at 5:20 pm.**

| <b>II. ROLL CALL:</b> | <b>PRESENT</b> | <b>ABSENT</b> | <b>EXCUSED</b> | <b>UNEXCUSED</b> |
|-----------------------|----------------|---------------|----------------|------------------|
| Rachel Barnhart       | X              |               |                |                  |
| Theresa Moore         | X              |               |                |                  |
| Sally Francis         | X              |               |                |                  |
| Kevin Howell          | X              |               |                |                  |
| Fritzie Nitschke      | X              |               |                |                  |
| Matt Sheridan         | X              |               |                |                  |
| Shauna Schacht        | X              |               |                |                  |

**Others present at meeting:** Chrissy Berkheimer, David Couch, Caley Boyden, Jessica Stroup, Shelly Lackey, Cindy Aiello, and Ron Spung. \*\*Matt Sheridan left meeting at 5:37 pm.

**III. Kevin Howell moved to approve the January regular Board meeting agenda and any additions submitted. Theresa Moore seconded the motion.**

**Discussion:** None

*Motion Passed* by majority vote.

**IV. REVIEW AND APPROVAL OF MINUTES:**  
**Res. 2021-01-01**

**Theresa Moore moved to approve the minutes of the November 16, 2020 PCBDD regular Board meeting. Rachel Barnhart seconded the motion.**

**Discussion:** None

*Motion Passed* by majority vote. (Matt Sheridan abstained)

## **V. BOARD REPORTS:**

### **A. SUPERINTENDENT'S REPORT – DAVID COUCH - *Verbal Report***

David's report was included in the packet. David welcomed our new Board members. David shared that MEORC MUI report was not in his packet as it was not available by the date of our Board meeting. If anyone should have any questions about the Jenny's MUI report they can email David or Chrissy and we will get an answer to them as soon as possible. David shared that he was pleased with how the agency handled COVID-19 and all the trials that came along with it. PCBDD completed the 25-page Partnership for Excellence profile and we are reviewing the suggestions that came with it. We will begin working on the 50-page application after all edits are completed on the 25-page profile. David shared that the move in dates for 601 Senior Drive are January 27<sup>th</sup> & January 28<sup>th</sup>. We are hoping to be back in the office (staggering schedules) on Monday, February 1, 2021. As unpredictable as 2021 will be we want to keep our momentum going forward with our leadership. Housing needs will be addressed this year. David shared there are many things on the horizon with housing and how we can help the people we serve. Sally asked if we could inquire about a Habitat for Humanity house, David shared that build houses but not maintain them. We are looking at ways that we can get them built and then maintained. David shared that finding the right areas are a top priority.

### **B. ADMINISTRATIVE SUPPORTS DIRECTOR'S REPORT - JESSICA STROUP – *Verbal Report***

Jessica's report was included in the packet. Jessica shared that the Administrative Supports Department transition is complete. Included in Jessica's report is a staff roster that shows all current staff, including intermittent staff, how long they have been with the Board (hire date), their position and their department and education level. Jessica shared that MEORC completed a wage (market) study for the PCBDD. The Senior Leadership Team determined that a 3% salary increase for staff should be implemented. This will be aligned with the upcoming first pay period of the year. We are also looking at updating our position description scoring and range placement process. Jessica shared that the 2020 annual public feedback results were included in her report. Overall we had very good scores. She broke it down to where people thought we needed to focus our continued efforts towards. Included in her report were new logo designs. After much discussion on the different options, it was decided that adjustments would be made to each logo. Everyone did agree that the mission should be included in whatever option was chosen. Option 1 was the clear front runner with some changes. All members liked the basic color scheme and Caley shared that it all goes with the new buildings color scheme.

### **C. CHILDREN'S PROGRAM DIRECTOR'S REPORT – CINDY AIELLO**

Cindy's report was included in the packet. Sally commented that she liked the new format of Cindy's report. Theresa asked what Project Search was. David shared that it is job skills for juniors and seniors mostly through the hospitals to get some job skills.

### **E. COMMUNITY SUPPORTS DIRECTOR'S REPORT – SHELLY LACKEY**

Shelly's report was included in the packet. Shelly shared that attached to her report was the CMP Financial flyer. Rachel shared that she is sharing with a lot of people and asked if it would be recorded. Shelly shared that it would be recorded and could be sent out to people if needed. Shelly just reminded everyone that this virtual opportunity would benefit people at all income levels. It shows you how to work with what you have.

**D. SSA DIRECTOR'S REPORT – RON SPUNG**

Ron's report was included in the packet. Ron shared that the waiting list was completed at the end of 2020. David shared that with 164 people completed he received no calls or complaints. Theresa asked what the supported decision-making team was. Ron shared that it is a team that helps people we serve to better understand their futures.

**F. FINANCE DIRECTOR'S REPORT – CALEY BOYDEN – *Verbal Report***

Caley's reports were included in the packet. Caley shared that the operating funds for November were normal. We received our Youth Respite Grant, Title XX and Medicaid Administration reimbursements. The operating funds expenses were normal for November too. One-time payments/bonuses for staff were paid and employee insurance was paid. PC Wellness was received in December as was Targeted case management and the rest of 2020 TANF for summer camp. Paid out of the operating funds in December was Bluebirds Marketing for the re-branding project. No activity in the either Capital fund. No activity in the either Reserve fund. Standard home visiting and rent payments were received in the Help Me Grow revenue funds line in November and December. In November, one-time payments/bonuses were paid to staff. Insurance premiums were paid in November and December. Caley gave a brief year-end summary of 2020. Revenues came in at more than 99% of the original 2020 projections. Actual expenses came in at about 84% of the 2020 projection, mostly due to COVID-19. With our decreased expenses the year-end cash balance was above the 2020 projection. Capital Improvement fund and Reserve fund were both on target. The Help Me Grow revenue funds were above projection. The home visiting program increased their billing and a new retention program created to a response to COVID-19 helped. Caley noted that the October financial statement had a correction on it for the PERS total. The Auditor's Office pays PERS and there were some discrepancies between some of their reports. After seeking clarification, amounts were changed to coincide with the correct report.

**VI. REVIEW AND APPROVAL OF EXPENDITURES:**

**Res. 2021-01-02**

Theresa Moore moved to approve the expenditures as presented. Rachel Barnhart seconded the motion.

**Discussion:** None

*Motion Passed* by majority vote.

**VII. OLD BUSINESS: None**

**VIII. NEW BUSINESS:**

**Res. 2021-01-03**

Theresa Moore moved to approve the use of up to \$693,874 of the CY 2021 budget and funds appropriated under section 5123.0413 of the Ohio Revised Code to pay the non-federal share of the services required by section 5126.0511 of the Ohio Revised Code for Medicaid expenditures to assure the services will be available in a manner that conforms to all applicable state and federal laws. It is fully understood the payment of the non-federal share represents an ongoing financial commitment of the Perry County Board of DD. Kevin Howell seconded the motion.

**Discussion:** None

*Motion Passed* by majority vote.

**Res. 2021-01-04**

**Rachel Barnhart moved to authorize the Superintendent to approve maximum expenditures of \$2000.00 for employee awards for 2021. Sally Francis seconded the motion.**

**Discussion:** None

*Motion Passed* by majority vote.

**Res. 2021-01-05**

**Theresa Moore moved to approve the “Guidelines for Adult Day Services for 2021” for January through March 2021, as presented. Kevin Howell seconded the motion.**

**Discussion:** David shared that we are trying to make that bridge. David let Board Members it could increase but he would keep them updated. Rachel asked if this was a continuation of what we were trying to do last year, and David answered yes.

*Motion Passed* by majority vote.

**Res. 2021-01-06**

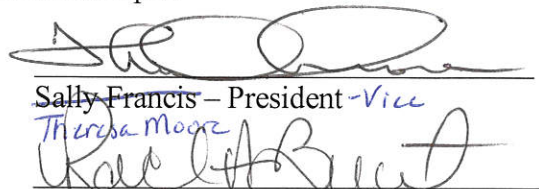
**Rachel Barnhart moved to approve the motion to approve the payment of the 2021 Ohio Association of County Boards of DD membership dues for \$11,845.00, as presented. Kevin Howell seconded the motion.**

**Discussion:** David shared that our dues did not change from 2020. He also shared why we pay OACB and how they help county boards across Ohio.

*Motion Passed* by majority vote.

**IX. PUBLIC COMMENTS:** None

**X. ADJOURNMENT:** Theresa Moore moved to adjourn at 6:34pm.

  
Sally Francis – President-Vice  
Theresa Moore  
Rachel Barnhart – Secretary

Submitted by:  
Chrissy Berkheimer, Executive Assistant