

Lawrence County Developmental Disabilities  
Board Meeting Minutes  
June 20, 2024 6:00 PM

1. Call to Order

Meeting was called to order by Debra Jones, President at 6:01 PM.

2. Roll Call

Mandy Carte	Absent w/prior notice
Mike Gore	Present – remotely
Tanner Huff	Absent w/prior notice
Debbie Jones	Present
Sara Marks	Present - remotely
Brandan Smith	Present
Steve Thompson	Present

Others Present:

Julie Monroe, Superintendent  
Amy Brand, Business Manager  
Larry Whaley, IT/Fiscal Specialist  
Shelley Clifford, Early Childhood Director  
Jamie Garnes, SSA Director  
Jeff Townsend, Facilities Operations Manager  
Monica Schwab, Community Outreach Coordinator

3. Adoption of Agenda

Ms. Jones asked if any changes needed to be made to the agenda. Ms. Monroe said that number 11. F. needed to be changed from Privacy & Security Policies to Privacy & Security Standards. Motion made by Mr. Thompson to approve the agenda as presented with the requested revision. Seconded by Mr. Smith Roll call.

Ms. Carte	--	Mr. Huff	--	Mrs. Marks	Yes	Mr. Thompson	Yes
Mr. Gore	Yes	Ms. Jones	Yes	Mr. Smith	Yes		

4. Public Comments – Ms. Monroe introduced the new Community Outreach Coordinator, Monica Schawb, who started in her position on Tuesday, June 18, 2024. The Board welcomed Mrs. Schawb.

5. Approval of May Board Meeting and Finance Committee Minutes

Motion made by Mr. Thompson to approve the May 2024 board meeting and finance committee minutes. Seconded by Mrs. Marks. Roll call.

Ms. Carte	--	Mr. Huff	--	Mrs. Marks	Yes	Mr. Thompson	Yes
Mr. Gore	Yes	Ms. Jones	Yes	Mr. Smith	Yes		

6. Committee Reports – No committee meetings held.

7. Finance and Expense Reports – May, 2024 - Amy Brand

Mrs. Brand submitted her report prior to the board meeting and gave an overview.

Motion made by Mr. Gore to approve the finance and expense reports for May 2024. Seconded by Ms. Jones. Roll call.

Ms. Carte --	Mr. Huff --	Mrs. Marks Yes	Mr. Thompson Yes
Mr. Gore Yes	Ms. Jones Yes	Mr. Smith Yes	

8. Superintendent Report

Ms. Monroe submitted a written report prior to the board meeting.

9. Program Reports

Administrators submitted their reports prior to the board meeting.

10. Old Business

The second Board in-service training will be held on Saturday, September 28, 2024 at the Board Office from 10 AM – 12 PM.

11. New Business

A. SOCOG Contract Revision

Due to the volume of MUIs in the county, the SOCOG is finding it difficult to do both the Investigative Agent and MUI Coordinator duties in one job – remotely. A citation was received from DODD during their accreditation site visit because SOCOG is behind. In 2023, Lawrence County had the highest number of MUIs compared to the other 12 counties SOCOG serves. There have been several discussions with the MUI staff from SOCOG, and it is felt that LCDD would benefit from having a full-time person on-site to coordinate MUIs. SOCOG was asked that the staff person be a SOCOG employee to assure proper training, monitoring and back-up services when needed. Ms. Monroe explained that the LCDD does not have the infrastructure in place to support the position. SOCOG agreed and posted the position. Once someone is hired the cost for the service will be increased.

Motion was made by Mrs. Marks to authorize Ms. Monroe to sign the amended contract with SOCOG for the additional MUI Coordination service. Seconded by Ms. Jones.

Roll call.

Ms. Carte --	Mr. Huff --	Mrs. Marks Yes	Mr. Thompson Yes
Mr. Gore Yes	Ms. Jones Yes	Mr. Smith Yes	

B. Landscaping Proposal

Landscaping at LCDD facilities has not been done in over 6 years. Ms. Monroe stated she would like to have new landscaping around all of the buildings, and the facilities staff would maintain it. This project is also a part of the 5-year capital improvement plan. Jeff Townsend gathered three proposals and reviewed them with the Board.

Motion was made by Mr. Gore to approve the proposal submitted by Brown Landscape Management for landscaping services in the amount of \$8,925.00. Seconded by Mrs. Marks.

Roll call.

Ms. Carte --	Mr. Huff --	Mrs. Marks Yes	Mr. Thompson Yes
Mr. Gore Yes	Ms. Jones Yes	Mr. Smith Yes	



## C. Parking Lot Expansion Proposal

Ms. Monroe and Mr. Townsend shared concerns about the lack of parking when school is in session, or when events are held in the buildings. The school buses make the situation worse, as the parking lot gets congested since there is only one exit. Mr. Townsend shared a plan that would allow for up to 12 additional parking spots as well as add an additional exit out of the parking lot.

Motion was made by Mr. Thompson to approve the proposal submitted by Cover Up Contractor of \$16,850 to add the additional parking spots/exit area. Seconded by Mr. Smith. Seconded by Mr. Gore. Roll call.

Ms. Carte	--	Mr. Huff	--	Mrs. Marks	Yes	Mr. Thompson	Yes
Mr. Gore	Yes	Ms. Jones	Yes	Mr. Smith	Yes		

## D. Salary Range for Community Outreach Coordinator

Ms. Monroe explained that a salary range needed to be approved for the new position of Community Outreach Coordinator. The proposed salary range information was presented to the Board.

Motion was made by Ms. Jones to approve the salary range proposal for the Community Outreach Coordinator. Seconded by Mr. Thompson.

Mr. Smith. Roll call.

Ms. Carte	--	Mr. Huff	--	Mrs. Marks	Yes	Mr. Thompson	Yes
Mr. Gore	Yes	Ms. Jones	Yes	Mr. Smith	Yes		

## E. Renewal of Ohio School Plan Insurance Policies for Cyber Security, Liability and Pollution

Mrs. Brand gave an overview of the proposals to renew the Ohio School Plan Insurance Policies, and the renewal costs were also included in her finance report.

Motion was made by Mr. Smith to approve the renewal of all of the policies. Seconded by Ms. Jones. Roll call.

Ms. Carte	--	Mr. Huff	--	Mrs. Marks	Yes	Mr. Thompson	Yes
Mr. Gore	Yes	Ms. Jones	Yes	Mr. Smith	Yes		

## F. Privacy &amp; Security Standards

Ms. Monroe and Mr. Whaley discussed the Privacy & Security Standards proposed by Eagle Consulting as part of their contact with LCDD. They explained that any policies impacted by the standards would be brought to the Board at the August meeting for revision.

Motion was made by Mrs. Marks to approve the Privacy & Security Standards as presented. Seconded by Mr. Gore. Roll call.

Ms. Carte	--	Mr. Huff	--	Mrs. Marks	Yes	Mr. Thompson	Yes
Mr. Gore	Yes	Ms. Jones	Yes	Mr. Smith	Yes		

## G. Personnel Monitoring Services

Ms. Monroe reviewed a proposal from JK Evans & Associates, LLC to monitor the updated personnel manual, and provide updates and consultation as needed.

Motion was made by Mr. Thompson to approve the monitoring proposal at \$1,800 per year. Seconded by Mr. Smith. Roll Call.

Ms. Carte	--	Mr. Huff	--	Mrs. Marks	(temporarily lost sound)
-----------	----	----------	----	------------	--------------------------

Mr. Thompson Yes

Mr. Gore Yes

Ms. Jones Yes

Mr. Smith Yes

12. Announcements


13. Next Board Meeting- August 8, 2024 @ 6:00 PM

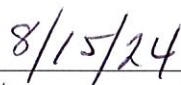
14. Adjournment

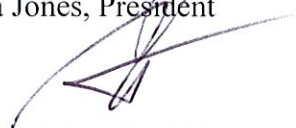
Motion made by Mr. Thompson to adjourn. Seconded by Ms. Jones. All in favor. Motion carried. Meeting adjourned at 6:02 PM.

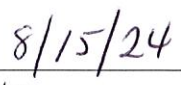
Meeting minutes prepared by: Julie Monroe, Superintendent

Signatures:

  
Debra Jones, President

  
Date

  
Steve Thompson, Recording Secretary

  
Date