

PICKAWAY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

**REGULAR MEETING MINUTES**

September 25, 2025

Pickaway County Board of Developmental Disabilities  
200 East High Street, Circleville, OH 43113

CALL TO ORDER: Cara Layne, President, called to order the Regular July meeting of the Pickaway County Board of Developmental Disabilities at 6:02 PM with a role call.

LaDonna Edwards	Present	Jennifer Rainey-Agresti	Present
Michelle Gifford	Present	Jeannett Rhoads	Excused
Beth Kim	Present	Matthew Tootle	Present
Cara Layne	Present		

INTRODUCE GUESTS: Jade Raines, Robert Gifford, Lindsay Ball, Jess Postal, George Myers, Amanda Knotts, Aimee Roberts, Kathleen Carlson, Bryston McKnight, Amanda Fay, Heather Foll, Marie Wilbanks

POINT OF IMPACT: Amy Ragland, Paige Lanning, and Jade Raines were honored as outstanding Direct Support Professionals.

PRESENTATION: George Myers, G5 Industries, provided an overview of the Board's IT projects and plans for future use of IT.

COMMENTS FROM THE FLOOR: None

APPROVAL OF MINUTES

Approval of Minutes: Regular Meeting August 28, 2025 Minutes.

**Board Action #25-48 Approve Minutes of the Regular Meeting August 28, 2025**

<b>Motion by:</b>	<b>Michelle Gifford</b>	<b>Second by:</b>	<b>Jennifer Rainey-Agresti</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

FINANCIAL REPORTS

Approval to File Financial Report: Financial Report.

**Board Action #25-49 Approval to File Financial Report.**

<b>Motion by:</b>	<b>Michelle Gifford</b>	<b>Second by:</b>	<b>Matthew Tootle</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

Approval to File Voucher Lists: VOUCHER LISTS (All vouchers available in the office for review)

**Board Action #25-50 Approval to File Voucher List for Vouchers since the last Board Meeting**

<b>Motion by:</b>	<b>Matthew Tootle</b>	<b>Second by:</b>	<b>Jennifer Rainey-Agresti</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

COMMITTEE REPORTS

None

UNFINISHED BUSINESS:

PCBDD Strategic Plan 2026-2028: The first reading of PCBDD's proposed Strategic Plan occurred on August 28, 2025. The draft was revised upon request, and changes are incorporated into the current document. I am asking the Board to approve the Strategic Plan, as presented.

**Board Action #25-51 Approve PCBDD Strategic Plan for 2026-2028.**

<b>Motion by:</b>	<b>Michelle Gifford</b>	<b>Second by:</b>	<b>Beth Kim</b>
<b>Discussion:</b>		<b>Vote:</b>	<b>Passed Unanimously</b>

Threshold Guidelines for Superintendent - DRAFT: Review Threshold Guidelines as proposed by Superintendent.

**No Action Needed.**

NEW BUSINESS

Update Table of Organization to reflect Employment Specialist position: The current Table of Organization lists a position for "Transition Specialist" within the Service and Support Administration Department. I would like to retitle this position as "Employment Specialist" and relocate this position to fall under the Director of Outreach and Communication.

**Board Action #25-52 Update Table of Organization to rename "Transition Specialist" as an "Employment Specialist" and list this position under the Director of Outreach and Communication.**

<b>Motion by:</b>	<b>Jennifer Rainey-Agresti</b>	<b>Second by:</b>	<b>LaDonna Edwards</b>
<b>Discussion:</b>	Marie and Heather gave an explanation of the new position and highlighted some of the differences they are wanting to make.	<b>Vote:</b>	<b>Passed Unanimously</b>

Levy Rollback:

Recommendation to the Budget Commission: Roll back the continuing levies passed in 1992 and 1996 by 100 percent.

**Board Action #25-53**

**Whereas, the Pickaway County Board of Developmental Disabilities anticipates closing the calendar year 2025 with sufficient reserve funds, and**

**Whereas, the citizens of Pickaway County carry a heavy tax burden, and**

**Whereas, the Pickaway County Board of Developmental Disabilities recognizes that there is no immediate need to collect the full real estate taxes approved by the voters,**

**Therefore, be it resolved that the Pickaway County Board of Developmental Disabilities authorizes the Superintendent to contact the Pickaway County Budget Commission to inform them of its voluntary decision to not collect the full effective tax rate.**

<b>Motion by:</b>	<b>Michelle Gifford</b>	<b>Second by:</b>	<b>Jennifer Rainey-Agresti</b>
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<b>Discussion:</b>			<b>Vote:</b>	<b>Passed Unanimously</b>
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SUPERINTENDENT'S REPORT

- Budget Update
- Department Updates
- Early Intervention SFY25 Data Update
- Early Intervention Service Coordination Report
- Enrollment Status Report September 2025
- August 2025 Community Report
- Special Needs Planning Webinar Flyer
- Barthelmas Park Facility Design Plans

ENTERING INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL:

<b>Motion by:</b>	<b>Jennifer Rainey-Agresti</b>	<b>Second by:</b>	<b>LaDonna Edwards</b>
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LaDonna Edwards	Yes	Jennifer Rainey-Agresti	Yes
Michelle Gifford	Yes	Jeannett Rhoads	Excused
Beth Kim	Yes	Matthew Tootle	Yes
Cara Layne	Yes		

EXITING EXECUTIVE SESSION:

<b>Motion by:</b>	<b>Jennifer Rainey-Agresti</b>	<b>Second by:</b>	<b>Michelle Gifford</b>
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LaDonna Edwards	Yes	Jennifer Rainey-Agresti	Yes
Michelle Gifford	Yes	Jeannett Rhoads	Excused
Beth Kim	Yes	Matthew Tootle	Yes
Cara Layne	Yes		

OTHER BUSINESS: None

ADJOURNMENT

The meeting adjourned at 7:25 PM.

Minutes approved by Board Action #25-54 on October 23, 2025.

Signed by:  
  
 \_\_\_\_\_ 10/27/2025  
 Board President or Presiding Officer Date

Signed by:  
  
 \_\_\_\_\_ 10/27/2025  
 Board Secretary Date

Signed by:  
  
 \_\_\_\_\_ 10/27/2025  
 Superintendent Date

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**2025 Board Committees:**

Program/Personnel: *Jennifer Rainey-Agresti, Cara Layne, Jeannett Rhoads*

Policy/Finance: *Beth Kim, Jeannett Rhoads, Matthew Tootle*

Buildings & Grounds/Transportation: *LaDonna Edwards, Matthew Tootle, Michelle Gifford*

Ethics Council: *Beth Kim, Cara Layne, Matthew Tootle*

Sport Committee: *LaDonna Edwards, Jennifer Rainey-Agresti, Michelle Gifford*

Reaching Beyond Gift Committee: *Cara Layne, Matthew Tootle, LaDonna Edwards, Amanda Fay*