

August 25, 2025

40-25 Approval of Agenda

41-25 Approval of the minutes from the June 23, 2025 regular meeting

Approval of transfer of Melissa Ricker from Director of Community Support Services to Assistant Superintendent

Approval of transfer of Melissa Weaver from Service and Support Manager to Director of Community Support Services

Approval of Brittany Legge from Lead Service and Support Associate to Service and Support Manager

Approval of transfer of Trista Pollock from Service and Support Associate to Lead Service and Support Associate

Approval of resignation of Alexis Kline, Behavior Support Consultant

Approval of Journal Entry Requests

42-25 Approval of Ethics Review of Payment to Individual Served

43-25 Approval of Financial Summaries and Bills paid in June and July 2025

44-25 Approval of Bills paid on page 15 in June 2025

45-25 Approval of the following Policy Amendments:

Policy 2.05	Emergency Operations Plan & Appendix I
Policy 3.31	Security Awareness Program
Policy 3.32	Device & Media Disposal and Re-Use
Policy 3.33	Technical Safeguards
Policy 3.34	Mitigation
Policy 3.35	Electronic Signatures
Policy 3.36	Employee System Access and Termination
Policy 3.37	Computer Usage
Policy 3.38	Social Media
Policy 3.39	Board Owned Mobile Electronic Devices and Remote Computers
Policy 3.40	Privacy and Security Incident Response and Reporting
Policy 6.10	Waiting Lists
Policy 6.22	Technology First Policy

- 46-25 Approval of Placing Items on GovDeals.net for Auction
- 47-25 Approval of Position Description Amendment
- 48-25 Approval of Contract for the Accessible Restroom and Drinking Fountain Project at the Marimor Legacy Park and Playground
- 49-25 Approval of one member to serve on the Guardianship Services Board in Allen County

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

August 25, 2025

2500 Ada Rd, Lima, OH 45801

I. Roll Call

The Allen County Board of Developmental Disabilities met in regular session on Monday, August 25, 2025 at 2500 Ada Road, Lima. Vice President King called the meeting to order at 5:00 p.m. with the following roll call response:

Mr. Ty Butterfield, present	Mr. Scott Geier, excused	Mrs. Christina Hood, present
Mr. Chad King, present	Ms. Melissa Place, present	Ms. Reba Wall, present
Mr. Bob McPheron, excused		

II. Focus

The mission of the Allen County Board of Developmental Disabilities is:

Supporting people through strong partnerships and high-quality services.

The vision was read by Jazzmyne who was accompanied by her SSA, Emily White. A high school junior, Jazzmyne is enrolled in the Culinary Program at the Apollo Career Center, working toward her goal of becoming a chef. Jazzmyne is a member of the Elida High School bowling team, and when she is not attending Career Camp, Church Camp, Camp Robin Rogers, or volunteering at Lima Memorial Hospital, she enjoys taking care of the family pets.

A community that recognizes the importance and potential of all people.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

RESOLUTION 40-25:

Mr. Butterfield moved to approve the agenda.

Ms. Wall seconded the motion to approve the agenda.

Mrs. Hood, yes	Ms. Place, yes	Ms. Wall, yes
Mr. Butterfield, yes	Mr. King, yes	

IV. Correspondence

Several thank you cards and emails were received from employees thanking the Board for their wage increases and expressing gratitude and appreciation for the opportunity to serve the Board.

V. Hearing of the Public

VI. Staff Report

Assistant Superintendent Melissa Ricker, Director of Human Resources and Community Engagement Jana McVetta and Director of Early Intervention Rachael Staley reviewed updates to the 2025 First half of the Annual Action Plan.

VII. Consent Agenda

SUPERINTENDENT RECOMMENDATION 41-25: It was recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held June 23, 2025
- B. Accept Personnel Report
 - 1. New Hires
 - 2. Transfers
 - a. Melissa Ricker transferred from the Director of Community Support Services to Assistant Superintendent effective July 14, 2025, at an annual salary of \$101,165.45
 - b. Melissa Weaver transferred from Service and Support Manager to Director of Community Support Services effective August 4, 2025, at an annual salary of \$86,522.
 - c. Brittany Legge transferred from Lead Service and Support Associate to Service and Support Manager effective August 14, 2025, at an annual salary of \$68,500.
 - d. Trista Pollock transferred from Service and Support Associate to Lead Service and Support Associate effective August 18, 2025, at an hourly rate of \$28.48.
 - 3. Terminations/Resignations
 - a. Alexis Kline resigned as a Behavior Support Consultant effective August 6, 2025.
- C. Journal Entry Requests/Transfers

Mrs. Hood moved.

Mr. Butterfield seconded the motion.

Ms. Place, yes
Mrs. Hood, yes

Ms. Wall, yes
Mr. King, yes

Mr. Butterfield, yes

VIII. Monthly Reports

- A. Superintendent Report – July & August 2025
- B. Administrative Report
 - 1. Community Support Services – June & July 2025
 - 2. Early Intervention – June & July 2025
 - 3. Human Resources – June & July 2025
 - Human Resources Newsletter – July & August 2025
 - 4. Behavior Health & Investigations – June & July 2025
 - 5. Operations – June & July 2025
 - LODDI – May & June 2025

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on August 25, 2025

- 1. Review of Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Members of Eligible Individual

25-59	Mother	Individual Support Services	Reimbursement for Adaptive Equipment
25-60	Mother	Individual Support Services	Reimbursement for Respite Care
25-61	Mother	Individual Support Services	Reimbursement for Adaptive Equipment
25-62	Mother	Individual Support Services	Reimbursement for Medical Travel
25-63	Mother	Individual Support Services	Reimbursement for Medical Travel

ETHICS COUNCIL RECOMMENDATION 42-25: The Ethics Council recommended and so moved that the Board approve the Direct Service Contracts involving payment to an immediate family member of an eligible individual, or directly to an eligible individual as presented. The Ethics Council so moved the Board certify this review has met all the conditions of ORC §5126.03 and §5126.033.

Ms. Wall moved.

Ms. Place seconded the motion.

Ms. Wall, yes
Ms. Place, yes

Mr. Butterfield, yes
Mr. King, yes

Mrs. Hood, yes

B. Finance/Personnel Committee – Met on July 25, 2025 and August 22, 2025

Mr. Butterfield reported that for the month of June the revenue was \$143,210.45 which was 9.6% or \$15,131.22 under budget and the year-to-date (YTD) revenue was \$5,138,498.10, which was 2.1% or \$108,727.84 under budget. Mr. Butterfield reported for the month of July the revenue was \$2,611,888.21, which was 2.2% or \$59,263.46 under budget. Expenditures were \$2,022,409.22, which was 23.1% or \$379,674.39 over budget. In July YTD revenue was \$7,750,386.31, which was 2.1% or \$167,991.30 under budget. YTD expenditures were \$6,846,973.88, which was 1.4% or \$95,144.07 under budget. The Finance Committee reviewed the bills that were paid in June and July.

1. Approval of Financial Information

FINANCE COMMITTEE RECOMMENDATION 43-25: The Finance Committee recommended that the Board approve the Financial Summary and bills paid in June 2025 pages 1-14 and 16- 21 and July 2025 pages 1-19.

Mr. Butterfield moved.

Mrs. Hood seconded the motion.

Mr. Butterfield, yes
Ms. Wall, yes

Mrs. Hood, yes
Mr. King, yes

Ms. Place, yes

2. Approval of Bills

FINANCE COMMITTEE RECOMMENDATION 44-25: The Finance Committee recommends the Board approve bills paid in June on page 15.

Mr. Butterfield moved.

Ms. Place seconded the motion.

Mrs. Hood, yes
Mr. Butterfield, yes

Ms. Place, yes
Mr. King, abstain

Ms. Wall, yes

C. Policy Committee

Reviewed

Policy 2.11 Hazardous Communications

Amended

Policy 2.05 Emergency Operations Plan & Appendix I

Policy 3.31 Security Awareness Program

	Policy 3.32	Device & Media Disposal and Re-Use
	Policy 3.33	Technical Safeguards
	Policy 3.34	Mitigation
	Policy 3.35	Electronic Signatures
	Policy 3.36	Employee System Access and Termination
	Policy 3.37	Computer Usage
	Policy 3.38	Social Media
	Policy 3.39	Board Owned Mobile Electronic Devices and Remote Computers
	Policy 3.40	Privacy and Security Incident Response and Reporting
	Policy 6.10	Waiting Lists
	Policy 6.22	Technology First Policy
Policy 2.05	Emergency Operations Plan & Appendix I – Updated grammar throughout to align with current agency procedures, updates include page numbers, names, titles, phone numbers and processes.	
Policy 3.31	Security Awareness Program – Staff was replaced with employees throughout. HIPPA Committee was changed to HIPPA Privacy Officer and the Director of Business. Security trainings was updated along with the Board Clerk’s name.	
Policy 3.32	Device & Media Disposal and Re-Use – Technology Coordinator was replaced with Director of Business and the Board Clerk’s name was updated.	
Policy 3.33	Technical Safeguards – The Board Clerk’s name was updated.	
Policy 3.34	Mitigation –The Board Clerk’s name was updated.	
Policy 3.35	Electronic Signatures – OAC §5123:2-1-11 was removed. HIPPA Security Officer and Technology Coordinator was replaced with Board’s Managed Information Technology (IT) vendor and the Board Clerk’s name was updated.	
Policy 3.36	Employee System Access and Termination – Staff was replaced with employees and Technology Coordinator was replaced with Director of Business throughout. Managed IT vendor was added and the Board Clerk’s name was updated.	
Policy 3.37	Computer Usage – Allen County Board of Developmental Disabilities Board was replaced with Board. Technology Coordinator was replaced with Director of Business and staff was changed to employee throughout. The Board Clerk was updated.	
Policy 3.38	Social Media – Director of Human Resources & Community Engagement was	

added and the Board Clerk was updated.

- Policy 3.39 Board Owned Mobile Electronic Devices and Remote Computers – IT Coordinator was replaced with Board’s Managed IT vendor, Technology Coordinator was replaced with Director of Business and Director of Human Resources & Community Engagement was updated throughout. Mobile Electronic Device Expectations was updated regarding email.
- Policy 3.40 Privacy and Security Incident Response & Reporting – The Board Clerk’s name was updated.
- Policy 6.10 Waiting Lists –Minor grammar changes were made throughout and numbering was updated
- Policy 6.22 Technology First – The Board Clerk’s name was updated.

POLICY COMMITTEE RECOMMENDATION 45-25: The Policy Committee recommended the Board approve amendments to Policy 2.05 Emergency Operations Plan & Appendix 1, Policy 3.31 Security Awareness, Policy 3.32 Device & Media Disposal and Re-use, Policy 3.33 Technical Safeguards, Policy 3.34 Mitigation, Policy 3.35 Electronic Signatures, Policy 3.36 Employee System Access and Termination, Policy 3.37 Computer Usage, Policy 3.38 Social Media, Policy 3.39 Board Owned Electronic Devices and Remote Computers, Policy 6.10 Waiting Lists, Policy 6.22 Technology First

Ms. Place moved.

Mr. Butterfield seconded the motion.

Ms. Place, yes
Mrs. Hood, yes

Ms. Wall, yes
Mr. King, yes

Mr. Butterfield, yes

D. Nominating Committee

XI. New Business

A. Recommend Placing Items on GovDeals.net for Auction

SUPERINTENDENT RECOMMENDATION 46-25: It was recommended the Board authorize the Superintendent request the Allen County Commissioners declare the items listed in the attachment as not needed for public use, obsolete or unfit for use in accordance with §307.12 (E) ORC. Upon receipt of approval from the County Commissioners, authorize administration to auction said items on GovDeals.net, following the procedures established by the County Commissioners.

Mr. Butterfield moved.

Ms. Wall seconded the motion.

Ms. Wall, yes
Ms. Place, yes

Mr. Butterfield, yes
Mr. King, yes

Mrs. Hood, yes

B. Position Description Amendment

The Behavior Support Consultant position, previously offered to applicants as a 9 or 12-month position is vacant. The leadership team has determined the need for this to be a 12-month position to support the increasing number of children being served with complex needs. Grant funding through the Mental Health & Recovery Services Board (MHR SB) of Allen, Auglaize, and Hardin Counties covers approximately 9 months, or 32 hours/week for 12 months, of the salary and benefits for this position. The Board will need to pick up the additional costs to make this a 12-month position. In addition to the opportunity for more training and coaching in schools, the expanded schedule could help with in home coaching and consulting during the summer and provide relief to the Board's other behavioral support specialist working with children, including those summer camp. As the MHR SB grant funds services for children regardless of DD, having this position year-round will also help to alleviate the bottle neck for kids who are in the process of eligibility determination with the DD Board.

SUPERINTENDENT RECOMMENDATION 47-25: It was recommended the Board approve the amendments to the Behavior Support Consultant position description as presented.

Ms. Wall moved.

Mr. Butterfield seconded the motion.

Mr. Butterfield, yes
Ms. Wall, yes

Mrs. Hood, yes
Mr. King, yes

Ms. Place, yes

C. Recommend a Contract for the Accessible Restroom and Drinking Fountain Project at the Marimor Legacy Park and Playground

Bids for the Accessible Restroom and Drinking Fountain Project were opened at 1:00 PM on Thursday, July 31, 2025, in conjunction with the Allen Board of County Commissioners and Garmann Miller Architects & Engineers. Six (6) bids were received with Branham Builders submitting the lowest base bid of \$264,320.00. This cost does not include architectural fees and costs. Although higher than the published estimate (\$224,000.00), the winning bid is within the 20% threshold (\$268,800.00), allowing it to be accepted. An alternate bid to pour concrete pads for benches pushed all bids outside the 20% bid window. This will come before the Board at a later date as a separate capital project which will not require going through the bidding process. All architectural and building costs, up to \$300,000, will be reimbursed to the Board through the fundraising efforts of the Marimor Legacy Foundation.

SUPERINTENDENT RECOMMENDATION 48-25: It was recommended the Board request the Allen Board of County Commissioners enter into a contract with Branham Builders for the accessible restroom and drinking fountain on the Board campus as outlined in the base bid for a total cost of \$264,320.00.

Mrs. Hood moved.

Mr. Butterfield seconded the motion.

Mrs. Hood, yes
Mr. Butterfield, yes

Ms. Place, yes
Mr. King, yes

Ms. Wall, yes

D. Recommend one member to serve on the Guardianship Services Board in Allen County

Per statute as permitted under ORC §2111.52, the Allen County Board of Developmental Disabilities will appoint one member who represents the interests of individuals with developmental disabilities to serve on the Allen County Guardianship Services Board for a four (4) year term.

SUPERINTENDENT RECOMMENDATION 49-25: It was recommended the Board appoint Angela Herzog to the Allen County Guardianship Services Board for a second, four (4) year term.

Mr. Butterfield moved.

Mrs. Hood seconded the motion.

Ms. Place, yes
Mrs. Hood, yes

Ms. Wall, yes
Mr. King, yes

Mr. Butterfield, yes

XII. Board Discussion:

XIII. Other Items to Come Before the Board:

XIV. Adjournment

Mr. Butterfield moved to adjourn the meeting at 5:49 p.m.

Ms. Wall seconded the motion to adjourn.

Ms. Wall, yes
Ms. Place, yes

Mr. Butterfield, yes
Mr. King, yes

Mrs. Hood, yes

Regular Board Meeting
September 22, 2025
Allen County Board of Developmental Disabilities
2500 Ada Rd.
Lima, OH 45801

Rhonda Casady

Rhonda Casady, Board Clerk

Mrs. Christina Hood, Recording Secretary