

February 23, 2026

11-26 Approval of Agenda

12-26 Approval of the minutes of January 28,2026 regular meeting  
Approval of rehiring of Anne Dunbar  
Approval of transfer of Threan Carroll  
Approval of retirement of Joyce Diller  
Approval of retirement of Anne Dunbar

13-26 Approval of Ethics Review of Payment to Individuals or Immediate Family Members of Eligible Individual

14-26 Approval of Financial Summaries and Bills paid in January 2026 pages 1-14

15-26 Approval of Superintendent contract

16-26 Approval of the Director of Operations contract

17-26 Approval of the 2026 Annual Action Plan

18-26 Approval of the following Policies

Adopt  
Policy 3.41 Cyber Security

Amend  
Policy 1.01 Vision, Mission, Core Value & Formation  
Policy 1.02 Authority for Establishing Board Policy  
Policy 1.04 Board Organization  
Policy 5.27 Visitors, Volunteers & Interns  
Policy 6.15 Preadmission Screening & Resident Review

19-26 Approval of the amendment to the Master Service Agreement with the Allen County Educational Service Center

20-26 Approval of Supplemental Pay

21-26 Approval of contract for a Virtual Data Center and Managed IT Services

22-26 Approval of Termination of Shared Services Agreement

23-26 Approval of Recommend a Contract for the 2026 Capital Project

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES  
February 23, 2026

I. Roll Call

The Allen County Board of Developmental Disabilities met in regular session on Monday February 23, 2026 at 2500 Ada Road, Lima. President McPheron called the meeting to order at 5:00 p.m. with the following roll call response:

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

II. Focus

Pledge of Allegiance

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 Lori Caprella. Lori is as an Administrative Assistant – SSA / Records and is retiring March 31, 2026, after 31 years of service.

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

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

III. Revision and Acceptance of the Agenda

RESOLUTION 11-26:

Mr. Butterfield moved to approve the agenda.

Ms. Wall seconded the motion to approve the agenda

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

IV. Correspondence

There was no correspondence for February.

V. Hearing of the Public

The Senior Leadership Team gave an overview of the 2<sup>nd</sup> Half updates of the 2025 Annual Action Plan.

VII. Consent Agenda

- A. Minutes
- B. Personnel Report

SUPERINTENDENT RECOMMENDATION 12-26: It was recommended the Board consent to the following items:

- A. Approval of the minutes from the organizational and regular meetings held January 28, 2026.
- B. Accept Personnel Report
  - 1. New Hires
    - a. Anne Dunbar rehired as an Intake-Support Services Coordinator effective February 1, 2026
  - 2. Transfers
    - a. Theran Carroll transferred from a Service and Support Associate to Housing and Records Manager effective February 19, 2026
  - 3. Terminations/Resignations/Retirements
    - a. Joyce Diller will be retiring as an Administrative Assistant – Records effective June 1, 2026.
    - b. Anne Dunbar retired as an Intake-Support Services Coordinator effective January 31, 2026.

Mr. Geier moved.

Mr. King seconded the motion.

Mrs. Hood, yes  
Ms. Wall, yes  
Mr. McPheron, yes

Mr. King, yes  
Mr. Butterfield, yes

Ms. Place, yes  
Mr. Geier, yes

VIII. Monthly Reports

- A. Superintendent Report – January 2026
- B. Assistant Superintendent Report – January 2026
  - Behavior Health & Investigations – January 2026
- C. Administrative Reports
  - 1. Community Support Services – January 2026
  - 2. Early Intervention – January 2026
  - 3. Human Resources – January 2026

- Human Resources Newsletter – February 2026
  - Community Engagement Report – January 2026
4. Operations – January 2026
- LODDI – December 2025

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on February 23, 2026

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

26-02	Self	Individual Support Services	Reimbursement for Respite, therapies, remote support/technology, and/or medical travel
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ETHICS COUNCIL RECOMMENDATION 13-26: 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 moves the Board certify this review has met all the conditions of ORC §5126.03 and §5126.033.

Ms. Wall moved.

Mr. Butterfield seconded the motion.

Mr. King, yes  
 Mr. Butterfield, yes  
 Mr. McPheron, yes

Ms. Place, yes  
 Mr. Geier, yes

Ms. Wall, yes  
 Mrs. Hood, yes

Ethics Committee Minutes January 28, 2026 –

B. Finance/Personnel Committee – Met on February 20, 2026

Mr. Butterfield reported that for the month of January the revenue was \$162,215.50, which was 22.2% or \$46,263.00 under budget. Expenditures were \$1,277,577.18, which was 3.2% or \$42,076.13 under budget. The Finance Committee also reviewed the bills that were paid in January 2026.

1. Approval of Financial Information & Bills

FINANCE COMMITTEE RECOMMENDATION 14-26: The Finance Committee recommended the Board approve the Financial Summary and bills paid in January 2026 pages 1-14.

Mr. Butterfield moved.

Ms. Wall seconded the motion.

Ms. Place, yes  
Mr. Geier, yes  
Mr. McPheron, yes

Ms. Wall, yes  
Mrs. Hood, yes

Mr. Butterfield, yes  
Mr. King, yes

2. Approve Superintendent Contract

FINANCE/PERSONNEL COMMITTEE RECOMMENDATION 15-26: The Finance/Personnel Committee recommended the Board approve the Superintendent contract as presented effective April 1, 2026.

Mr. Butterfield moved.

Mr. Geier seconded the motion.

Ms. Wall, yes  
Mrs. Hood, yes  
Mr. McPheron, yes

Mr. Butterfield, yes  
Mr. King, yes

Mr. Geier, yes  
Ms. Place, yes

3. Approve Director of Operations Contract

FINANCE/PERSONNEL COMMITTEE RECOMMENDATION 16-26: The Finance/Personnel Committee recommended the Board approve the Director of Operations contract as presented effective February 23, 2026.

Mr. Butterfield moved.

Ms. Place seconded the motion

Mr. Butterfield, yes  
Mr. King, yes  
Mr. McPheron, yes

Mr. Geier, yes  
Ms. Place, yes

Mrs. Hood, yes  
Ms. Wall, yes

Finance Committee Minutes January 23, 2026 –

C. Planning Committee- Met on February 11, 2026

1. Approve the 2026 Annual Action Plan

The public was notified on February 9, 2026 via social media and a press release that the Board was seeking input and comments on the 2026 Annual Action Plan. The Annual Action Plan is also posted on the Board website and can be viewed at any time. No input or comments were received.

PLANNING COMMITTEE RECOMMENDATION 17-26: The Planning Committee recommended the Board approve the 2026 Annual Action Plan, including the mission, vision, and core values.

Ms. Place moved.

Mr. Geier seconded the motion.

Mr. Geier, yes  
Ms. Place, yes  
Mr. McPheron, yes

Mrs. Hood, yes  
Ms. Wall, yes

Mr. King, yes  
Mr. Butterfield, yes

D. Policy Committee– Met on February 23, 2026

Adopt

Policy 3.41 Cyber Security

Amend

Policy 1.01 Vision, Mission, Core Value & Formation

Policy 1.02 Authority for Establishing Board Policy

Policy 1.04 Board Organization

Policy 5.27 Visitors, Volunteers & Interns

Policy 6.15 Preadmission Screening & Resident Review

Policy 1.01 Vision, Mission, Core Value & Formation- updated wording throughout to provide simplification, changed Ohio Department of Education to Ohio Department of Children and Youth, change in the Clerk's name

Policy 1.02 Authority for Establishing Board Policy-Change the Clerk's name

Policy 1.04 Board Organization- Updated to include the allowance of participation and presence of a Board member through electronic means and changed the Clerk's name

Policy 5.27 Visitors, Volunteers & Interns- Changed the amount of hours for someone to be considered a visitor from 20 to up to 40 in accordance with 5123-4-01. Updated the name of the Board's Disability Awareness Program.

Policy 6.15 Preadmission Screening & Resident Review - verbiage updated throughout to align with OAC 5160-3-15 and OAC 5123-14-01 and the Clerk's name was changed

POLICY COMMITTEE RECOMMENDATION 18-26: The Policy Committee recommended the Board approve adopting Policy 3.41 Cyber Security; and amendments to Policy 1.01 Vision, Mission, Core Value & Formation; Policy 1.02 Authority for Establishing Board Policy; Policy 1.04 Board Organization; Policy 5.27 Visitors, Volunteers & Interns and Policy 6.15 Preadmission Screening & Resident Review

Ms. Place moved.

Mr. King seconded the motion.

Mrs. Hood, yes

Mr. King, yes

Ms. Place, yes

Ms. Wall, yes

Mr. Butterfield, yes

Mr. Geier, yes

Mr. McPheron, yes

Policy Committee Minutes January 28, 2026

XI. New Business

A. Approve amendment of the Master Service Agreement with Allen County Educational Service Center (ESC).

An amendment to the Master Services Agreement with the ESC was brought before the Board of Developmental Disabilities and was approved at the January Board meeting. The amendment was presented to the ESC for agreement. After reviewing the amendment, the ESC requested a meeting with Board Administration to request clarification and additions. The amendment to the Master Services Agreement was updated as agreed upon in that meeting.

SUPERINTENDENT RECOMMENDATION 19-26: It was recommended the Board approve the updated amendment to the Master Services Agreement with the Allen County Educational Service Center as presented.

Ms. Wall moved.

Mr. Geier seconded the motion.

Mr. King, abstain  
Mr. Butterfield, yes  
Mr. McPheron, yes

Ms. Place, yes  
Mr. Geier, yes

Ms. Wall, yes  
Mrs. Hood, yes

B. Approve Supplemental Pay

Due to a custodial position vacancy that took place in November, three employees have been assisting with the additional duties as it relates to support provided to the ESC. This coverage is expected to continue through May, when the ESC releases for the summer. The Superintendent recommends supplemental pay be awarded to these employees for the ongoing assistance that is above the typical duties caused by a vacancy at the Board. The recommendation is for a \$100 per week stipend covering the period of December 2025 through May 2026. Payment for the stipend covering December through February will be issued in March. Stipends for March through May will then be distributed monthly thereafter.

SUPERINTENDENT RECOMMENDATION 20-26: It was recommended the Board approve a supplemental payment to employees J. Barker, D. Luke and J. Scheele for additional duties assigned and accepted from December 2025 through May 2026 not to exceed a total of \$7,800.

Mr. Geier moved.

Mr. Butterfield seconded the motion.

Ms. Place, yes  
Mr. Geier, yes  
Mr. McPheron, yes

Ms. Wall, yes  
Mrs. Hood, yes

Mr. Butterfield, yes  
Mr. King, yes

C. Contract for a Virtual Data Center and Managed IT Services

The contract with VC3 for Virtual Data Services is set to expire. Planning meetings were held with VC3 to discuss entering into a new contract that will be in place for five years. It has been determined the Board does not need to go out for bid on this contract as it meets the definition of specialized information technology. ORC 307.86 says if "The purchase consists of services related to Information Technology, such as programming services, that are proprietary or limited to a single source," it is

considered an exception to the public bidding process. The Board services are highly prescriptive, and many systems used are single source. A document of audits from Richland County confirmed the exemption from the bidding process. The same review and recommendation used in 2022 was reviewed with the Allen County Prosecutor’s Office in November and December 2023. As noted, this is a five year contract, as such, there is a cost savings to entering into this instead of an annual contract. The cost savings is a total of \$48,600.00 over the five years. The average monthly cost over the last 12 months has been \$26,017.33. With the new contract, the average monthly cost will decrease to \$20,913.52 for an average savings of \$5,103.81 per month.

SUPERINTENDENT RECOMMENDATION 21-26: It was recommended the Board enter into a contract with VC3 for Managed Information Technology (IT) Services and Virtual Data Center services. There is a one-time set up fee of \$4,459.50 to add VC3 Protect – Vulnerability Management to the Board’s systems. The estimated annual fee will be \$250,965.00 (some services based on number of users and amount of storage space needed for the month). The total five-year contract cost will not exceed \$1,254,825.00.

Mr. Butterfield moved.

Mr. Geier seconded the motion.

Ms. Wall, yes

Mr. Butterfield, yes

Mr. Geier, yes

Mrs. Hood, yes

Mr. King, yes

Ms. Place, yes

Mr. McPheron, yes

D. Termination of Shared Services Agreement

Auglaize and Allen County Boards of Developmental Disabilities entered into an agreement to share superintendent services in June of 2024 and renewed that agreement in June of 2025; an evaluation of the shared services arrangement indicated that the operational needs of the Allen County Board are better supported by a full-time superintendent. In July 2025, the Board hired an Assistant Superintendent who has been working closely in learning roles and responsibilities with the Superintendent to fully transition to Superintendent of the Board. Therefore, based on the recommendation of the Superintendent and the Auglaize County Board the current shared services agreement with the Board will be terminated.

SUPERINTENDENT RECOMMENDATION 22-26: It was recommended that the Board approve the termination of the current shared services agreement with the Auglaize County Board of Developmental Disabilities, effective April 1, 2026.

Ms. Wall moved.

Mr. Butterfield seconded the motion.

Mr. Butterfield expressed many thanks to Superintendent Kohler for helping the Board through a very difficult time.

Mr. Butterfield, yes  
Mr. King, yes  
Mr. McPheron, yes

Mr. Geier, yes  
Me. Place, yes

Mrs. Hood, yes  
Ms. Wall, yes

E. Recommend a Contract for the 2026 Capital Project

Bids for the 2026 Capital Project were opened at 1:00 PM on Thursday, February 5, 2026, in conjunction with the Allen County Board of County Commissioners and Garmann Miller Architects & Engineers. Three (3) bids were received, with Armcorp Construction, Inc. submitting the lowest base bid of \$974,595.00. This cost includes contingency funds but does not include architectural fees and the alternate projects cost. Although higher than the published estimate (\$970,000.00), the winning bid is within the 20% threshold (\$1,164,000.00), allowing it to be accepted without being required to request new bids. The bid also included nine (9) alternate projects totaling \$93,880.00 that included updating lighting at Marimor Industries, the administrative building, the maintenance garage, and the school, along with an asphalt mill and fill around the maintenance garage. These alternates push the total bid up to \$1,068,475.00. All architectural fees and building costs (including the nine (9) alternate projects) total \$1,150,882.50. This is almost \$51,000.00 more than the initial approval, but still within the threshold.

SUPERINTENDENT RECOMMENDATION 23-26: It was recommended the Board approve the additional \$51,000.00 and request the Allen Board of County Commissioners enter into a contract with Armcorp Construction, LLC as outlined in the base bid and nine additional alternate projects, for a total cost of \$1,068,475.00. Total cost of the project, including architecture fees of \$82,407.50, is \$1,150,882.50

Mr. Butterfield moved.

Ms. Place seconded the motion.

Mr. Geier, yes  
Ms. Place, yes  
Mr. McPheron, yes

Mrs. Hood, yes  
Ms. Wall, yes

Mr. King, yes  
Mr. Butterfield, yes

XII. Board Discussion

A. 2026 Board Member Training Schedule.

The Board Members were offered a 1-hour training course after the monthly Board meetings in February, May, September and October. This will ensure compliance with OAC 5123-4-03 which sets the requirements of a minimum of four hours of in-service training annually. The first 1-hour training on the topic of Mandate for Change occurred following the adjournment of the February Board meeting. The training schedule for the other three months is listed below.

May – InterRAI  
September – Waiver Match  
October – Advocacy and Employment

OACB Training reminder- County Board Levies: 2026 Legal Overview for Public Employees  
Wednesday February 25, 2026 at noon

B. No March Board Meeting

C. Annual Partnership Luncheon is March 31, 2026 at 11:30am

XIII. Other Items to Come Before the Board

XIV. Adjournment

Mr. King moved to adjourn the meeting at 5:30 p.m.

Mr. Geier seconded the motion to adjourn.

Mrs. Hood, yes

Ms. Wall, yes

Mr. McPheron, yes

Mr. King, yes

Mr. Butterfield, yes

Ms. Place, yes

Mr. Geier, yes

Regular Board Meeting  
**April 27, 2026**  
Allen County Board of Developmental Disabilities  
2500 Ada Rd.  
Lima, OH 45801

*Rhonda Casady*

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Rhonda Casady, Board Clerk



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Mrs. Christina Hood, Recording Secretary