

January 28, 2026

03-26 Approval of Agenda

04-26 Approval of the minutes of the December 15, 2025 regular meeting

Approval of hiring of Kiersten King-Wilcox

Approval of retirement of Victoria Kreinbrink

Approval of retirement of Lori Caprella

Approval of retirement of Julie Huelskamp

Approval of retirement of Tim Richards

Approval of Transfers, Supplemental Appropriations and Journal Entry Requests

05-26 Approval of Ethics Review of Payment to Individuals or Immediate Family Members of Eligible Individual

06-26 Approval of Financial Summaries and Bills paid in December 2025 pages 1-13 and 14-20

07-26 Approval of Bills paid in December 2025 on page 14

08-26 Approval of the following Policy Amendments:

Policy 1.08 Committees and Ethics Council

Policy 2.14 Medication Administration

Policy 5.39 Emergency Employee Deployment for Workforce or Pandemic Crisis

Policy 6.02 Rights of Individuals with Developmental Disabilities

Policy 6.03 Self-Determination

Policy 6.12 Individual Support Services

09-26 Approval of Placing Items on GovDeals.net for Auction

10-26 Approval of creation of positions Administrative Assistant- Community Support Services; Facilities Manager and Housing and Records Manager.

11-26 Approval of the amendment to the Master Service Agreement with the Allen County Educational Service Center

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

January 28, 2026

2500 Ada Rd, Lima, OH 45801

Pledge of Allegiance

I. Roll Call

Mr. Ty Butterfield, present
Mr. Chad King, present
Mr. Bob McPheron, excused

Mr. Scott Geier, present
Ms. Melissa Place, excused

Mrs. Christina Hood, Present
Ms. Reba Wall, present

II. Focus

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

Supporting people through strong partnerships and high-quality services.

The staff report this month focused on provider supports with a presentation provided by Karen McCullough and Ashtyn Kill. Karen and Ashtyn also read the vision. Karen has been employed with the Board since 2001. Karen started as an SSA and has held many different positions during her time at the Board, most recently serving as the Medicaid Services Manager since 2020. Ashtyn has been an employee of the Board since 2013. Ashtyn started as an SSA and was promoted to the Medicaid and Provider Support Specialist in 2024.

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 03-26:

Mr. Butterfield moved.

Mrs. Hood seconded the motion to approve the agenda.

Mrs. Hood, yes
Ms. Wall, yes

Mr. King, yes
Mr. Geier, yes

Mr. Butterfield, yes

IV. Correspondence

There was no correspondence in January.

V. Hearing of the Public

The DECA (Distributive Education Clubs of America) students from Lima Senior High School presented a donation to Allen County Special Olympics. The Board also presented Special Olympics with a small contribution for the needs of the athletes in 2026. Stacy Crouse and her son Alex, attended to receive the donation.

VI. Staff Report

Karen McCullough, Medicaid Services Manager and Ashtyn Kill, Medicaid and Provider Support Specialist shared details of the support given to independent providers by the Board.

VII. Consent Agenda

- A. Minutes
- B. Personnel Report
- C. Transfers, Journal Entry Requests and Supplemental Appropriations

SUPERINTENDENT RECOMMENDATION 04-26: It was recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held December 15, 2025
- B. Accept Personnel Report
 - 1. New Hires
 - a. Kiersten King-Wilcox was hired on January 15, 2026 as a Developmental Specialist
 - 2. Transfers
 - 3. Terminations/Resignations/Retirements
 - a. Victoria Kreinbrink will be retiring effective 3/31/2026 as a Service and Support Associate.
 - b. Lori Caprella will be retiring effective 4/1/2026 as an Administrative Assistant – SSA / Records.
 - c. Julie Huelskamp will be retiring effective 4/1/2026 as a Part-Time Developmental Specialist.
 - d. Tim Richards will be retiring effective 5/1/2026 as a Maintenance Foreman.
- C. Transfers, Journal Entry Requests and Supplemental Appropriations

Mr. King moved.

Ms. Wall seconded the motion.

Mr. King, yes
Mrs. Hood, yes

Ms. Wall, yes
Mr. Geier, yes

Mr. Butterfield, yes

VIII. Monthly Reports

- A. Superintendent Report – December 2025
 - Behavior Health & Investigations – December 2025
- B. Administrative Reports
 - 1. Community Support Services – December 2025
 - 2. Early Intervention – December 2025
 - 3. Human Resources – December 2025
 - Human Resources Newsletter – January 2026
 - Community Engagement Report- December 2025
 - 4. Operations – December 2025
 - LODDI – November 2025

IX. Old Business

X. Committee Reports

- A. Ethics Council - Met on January 28, 2026
 - 1. Review of Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Members of Eligible Individual

26-01	Parent	Individual Support Services	Reimbursement for Respite, therapies, remote support/technology, and/or medical travel
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ETHICS COUNCIL RECOMMENDATION 05-26: 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.

Mrs. Hood seconded the motion.

Ms. Wall, yes
Mr. King, yes

Mr. Butterfield, yes
Mr. Geier, yes

Mrs. Hood, yes

- B. Finance/Personnel Committee – Met on January 23, 2026

Mr. Butterfield reported that for the month of December the revenue was \$1,213,716.35, which was 38% or \$334,079.64 over budget. Expenditures were \$1,243,441.33, which was 58.8% or \$460,204.46 over budget. YTD revenue was \$10,013,492.00, which was 1.8% or \$181,541.00 under budget. YTD expenditures were \$11,218,847.83 which was 1.4% or \$157,295.83 over budget. The Finance Committee also reviewed the bills that were paid in December 2025.

- 1. Approval of Financial Information & Bills

FINANCE COMMITTEE RECOMMENDATION 06-26: The Finance Committee recommended the Board approve the Financial Summaries and bills paid in December 2025 pages 1-13 and 14-20

Mr. Butterfield moved.

Mr. King seconded the motion.

Mr. Butterfield, yes
Ms. Wall, yes

Mrs. Hood, yes
Mr. Geier, yes

Mr. King, yes

2. Approval of Bills

FINANCE COMMITTEE RECOMMENDATION 07-26: The Finance Committee recommended the Board approve bills paid in December 2025 on page 14.

Mr. Butterfield moved.

Ms. Wall seconded the motion.

Mrs. Hood, abstain
Mr. Butterfield, yes

Mr. King, yes
Mr. Geier, yes

Ms. Wall, yes

C. Planning Committee

D. Policy Committee- Met on January

Amend:
Amend

- Policy 1.08 Committees and Ethics Council
- Policy 2.14 Medication Administration
- Policy 5.39 Emergency Employee Deployment for Workforce or Pandemic Crisis
- Policy 6.02 Rights of Individuals with Developmental Disabilities
- Policy 6.03 Self-Determination
- Policy 6.12 Individual Support Services

Policy 1.08 Committees and Ethics Council- grammatical changes and created consistency and simplification throughout; removal of references to union and the Clerk's name was updated

Policy 2.14 Medication Administration- wording was modified to reflect the new Ohio Administrative Code (OAC) 5123-6-01 thru 5123-07 and Clerk's name was updated

Policy 5.39 Emergency Employee Deployment for Workforce or Pandemic Crisis- job position were removed, added and updated to match the current workforce and the Clerk's name was changed

Policy 6.02 Rights of Individuals with Developmental Disabilities- the Clerk's name was updated

Policy 6.03 Self-Determination- the Clerk's name was updated

Policy 6.12 Individual Support Services- OAC 5123-4-01 was added to eligibility determination time frame, future legacy Supported Living funding was removed under Accountability and Exceptions, and payments to be reviewed by the Ethics Council was updated to reflect the new procedure

POLICY COMMITTEE RECOMMENDATION 08-26: The Policy Committee recommended the Board approve amendments to Policy 1.08 Committees and Ethics Council, Policy 2.14 Medication Administration, Policy 5.39 Emergency Employee Deployment for Workforce or Pandemic Crisis, Policy 6.02 Rights of Individuals with Developmental Disabilities, Policy 6.03 Self-Determination, Policy 6.12 Individual Support Services and Policy

Mrs. Hood moved.

Mr. Butterfield seconded the motion.

Mr. King, yes
Mrs. Hood, yes

Ms. Wall, yes
Mr. Geier, yes

Mr. Butterfield, yes

XI. New Business

A. Recommend Placing Items on GovDeals.net for Auction

SUPERINTENDENT RECOMMENDATION 09-26: It was recommended the Board authorize the Superintendent request that 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, the Superintendent will authorize administration to auction said items on GovDeals.net, following the procedures established by the County Commissioners.

Mr. Butterfield moved.

Mr. King seconded the motion.

Ms. Wall, yes
Mr. King, yes

Mr. Butterfield, yes
Mr. Geier, yes

Mrs. Hood, yes

B. Create Position Descriptions: The leadership team has been working on succession planning due to several retirements in 2026. As a result, 3 new position descriptions were created with the intention of centralizing and increasing efficiencies throughout the agency. The existing position descriptions will be brought to the Board for abolishment as the retirements occur.

SUPERINTENDENT RECOMMENDATION 10-26: It was recommended the Board approve the creation of the following positions as presented: Administrative Assistant- Community Support Services; Facilities Manager; and Housing and Records Manager.

Mr. King moved.

Mrs. Hood seconded the motion.

Mr. Butterfield, yes
Ms. Wall, yes

Mrs. Hood, yes
Mr. Geier, yes

Mr. King, yes

C. Approve Amendment of the Master Services Agreement with Allen County Educational Service Center

SUPERINTENDENT RECOMMENDATION 11-26: It was recommended the Board approve the amendment to the Master Services Agreement with the Allen County Educational Service Center as presented.

Ms. Wall moved.

Mrs. Hood seconded the motion.

Mrs. Hood, yes
Mr. Butterfield, yes

Mr. King, abstain
Mr. Geier

Ms. Wall, yes

XII. Board Discussion – Annual Board Member Training

Four (4) hours per calendar year of Board Member training is mandatory by the Ohio Administrative Code (OAC) 5123-4-03. The 2026 training schedule will be as follows:

February: 1 hour of Fiscal Sustainability Training – Mandate for Change
May: 1 hour of InterRAI Training
September: 1 hour of Waiver Match Training
October: 1 hour of Advocacy & Employment Training

XIII. Other Items to Come Before the Board:

XIV. Adjournment

Mrs. Hood moved to adjourn the meeting at 6:05 p.m.

Ms. Wall seconded the motion to adjourn.

Mr. Butterfield, yes
Mr. King, yes

Mr. Geier, yes
Ms. Wall, yes

Mrs. Hood, yes
Mr. McPheron, yes

Organizational and Regular Board Meeting
January 26, 2026
Allen County Board of Developmental Disabilities
2500 Ada Rd.
Lima, OH 45801

Rhonda Casady

Rhonda Casady, Board Clerk

Mrs. Christina Hood, Recording Secretary