

October 27, 2025

- 57-25 Approval of Agenda
- 58-25 Approval of the minutes of the September 22, 2025 regular meeting
  - Approval of hire of Cory Maag as a Service and Support Associate
  - Approval of hire of Storm Featheringham as a Service and Support Associate
  - Approval of Transfers, Journal Entry Requests and Supplemental Appropriations
- 59-25 Approval of Ethics Review of Payment to Individual Served
- 60-25 Approval of Review of Employee Conflict of Interest Notification
- 61-25 Approval of Financial Summaries and Bills paid in September 2025 pages 1-9, 11 and 13-21
- 62-25 Approval of Bills paid on pages 10 and 12 in September 2025
- 63-25 Approval to rescind Policy 1.13 Table of Organization and approval of the following Policy Amendments:
  - Policy 5.32 Personnel Records
  - Policy 5.33 Management Employees
  - Policy 5.34 Layoff/Reduction in Force of Management Employees
  - Policy 5.35 Layoff/Reduction in Force of Non-Management Employees
  - Policy 5.36 Disability Separation
- 64-25 Approval of Funding for Home and Community Based Waiver Services for 2026
- 65-25 Approval of Position Description Amendment
- 66-25 Approval of Adoption of Table of Organization as an independent document
- 67-25 Approval of Placing Items on GovDeals.net for Auction

# ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

## MINUTES

October 27, 2025

2500 Ada Rd, Lima, OH 45801

### I. Roll Call

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

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

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 vision will be read by Mandy. Mandy has received services from the Board since November 2003 and is a Teacher's Aide at the Learning Tree. She is a Project STIR (Steps Towards Independence and Responsibility) trainer and a member of the Just Do It Crew/People First of Allen County self-advocacy group, currently serving as Secretary. Mandy also participates in Employment Services Club and recently attended the Synergy Ohio Conference.

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

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

Pledge of Allegiance

### III. Revision and Acceptance of the Agenda

RESOLUTION 57-25:

Mrs. Hood moved.

Mr. Butterfield seconded the motion to approve the agenda.

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

Mrs. Hood, yes  
Ms. Wall, yes

Mr. King, yes  
Mr. Butterfield, yes

### IV. Correspondence

There was one thank you card from Dave and Lance West's family for the butterflies that were purchased for them. Dave was a former Board Member and Lance was an individual we served.

V. Hearing of the Public

VI. Staff Report

Tammy Smith provided a summary of National Disability Employment Awareness Month.

VII. Consent Agenda

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

SUPERINTENDENT RECOMMENDATION 58-25: It was recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held September 22, 2025
- B. Accept Personnel Report
  - 1. New Hires
    - a. Cory Maag was hired as a Service and Support Associate effective October 2, 2025, at an hourly rate of \$26.90.
    - b. Storm Featheringham was hired as a Service and Support Associate effective October 27, 2025, at the hourly rate of \$21.05
  - 2. Transfers
  - 3. Terminations/Resignations
- C. Transfers, Journal Entry Requests and Supplemental Appropriations

Mr. Geier moved.

Ms. Wall 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 – October 2025
  - Behavior Health & Investigations – September 2025
- B. Administrative Reports
  - 1. Community Support Services – September 2025

2. Early Intervention – September 2025
3. Human Resources – September 2025
  - Human Resources Newsletter – October 2025
  - Community Engagement Report- September 2025
4. Operations – September 2025
  - LODDI – August 2025

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on October 24, 2025

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

25-70	Parent	Individual Support Services	Reimbursement for Respite Care
25-71	Parent	Individual Support Services	Reimbursement for Adaptive Equipment
25-72	Custodial	Individual Support Services	Reimbursement for Respite Care
25-73	Parent	Individual Support Services	Reimbursement for Respite Care

ETHICS COUNCIL RECOMMENDATION 59-25: 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 moves the Board certify this review has met all the conditions of ORC §5126.03 and §5126.033.

Ms. Wall moved.

Mr. King seconded the motion.

Mr. King, yes  
Mr. Butterfield, yes  
Mr. McPherson, yes

Ms. Place, yes  
Mr. Geier, yes

Ms. Wall, yes  
Mrs. Hood, yes

2. Review of Employee Conflict of Interest Notification

ETHICS COUNCIL RECOMMENDATION 60-25: Employee Carroll, Service and Support Associate has indicated his mother has taken a position as a Direct Service Professional with Benchmark Human Services, providing Adult Day Supports. The mother does not have an ownership stake in the agency. Additionally, any authorizations for services provided by Benchmark made by employee Carroll require approval, and employee Carroll does not have supervisory responsibility over his immediate family member in her role at Benchmark. The Ethics Council, therefore, moves the Board certify this review has met all the conditions of ORC 5126.033, affirming there is not an ethical conflict and/or safeguards are in place to avoid any conflict.

Ms. Wall moved.

Mr. Geier seconded the motion.

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

Ms. Wall, yes  
Mrs. Hood, yes

Mr. Butterfield, yes  
Mr. King, yes

## Ethics Committee Minutes September 22, 2025

### B. Finance/Personnel Committee – Met on October 24, 2025

Mr. Butterfield reported that for the month of September the revenue was \$76,644.68 which was 71.7% or \$194,446.99 under budget. Expenditures were \$660,583.75, which was 8.5% or \$61,454.08 under budget. YTD revenue was \$8,285,220.87, which was 4.1% or \$354,745.08 under budget. YTD expenditures were \$8,191,567.37, which was .6% or \$50,417.10 under budget. The Finance Committee also reviewed the bills that were paid in September.

#### 1. Approval of Financial Information & Bills

FINANCE COMMITTEE RECOMMENDATION 61-25: The Finance Committee recommended the Board approve the Financial Summaries and bills paid in September 2025 pages 1-9, 11 and 13- 21.

Mr. Butterfield moved.

Ms. Hood seconded the motion.

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

Mr. Butterfield, yes  
Mr. King, yes

Mr. Geier, yes  
Ms. Place, yes

#### 2. Approval of Bills

FINANCE COMMITTEE RECOMMENDATION 62-25: The Finance Committee recommended the Board approve bills paid in September on pages 10 and 12

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, abstain  
Ms. Wall, yes

## Finance Committee Minutes August 22, 2025

### C. Planning Committee

### D. Policy Committee- Met on October 27, 2025

Rescind:  
Policy 1.13 Table of Organization

Amend:

Policy 5.32 Personnel Records

Policy 5.33 Management Employees

Policy 5.34 Layoff/Reduction in Force of Management Employees

Policy 5.35 Layoff/Reduction in Force of Non-Management Employees

Policy 5.36 Disability Separation

Policy 1.13 Table of Organization – Rescind as policy and adopt as an independent document.

Policy 5.32 Personnel Records – The Human Resources & Community Engagement title was updated throughout. Leave correspondence was updated to include personal emails and the Board Clerk was changed.

Policy 5.33 Management Employees – A spelling error was corrected, and the Board Clerk was updated.

Policy 5.34 Layoff/Reduction in Force of Management Employees – The Board Clerk name was updated.

Policy 5.35 Layoff/Reduction in Force of Non-Management Employees – Union verbiage was removed, ORC numbers were updated, will was added to correct a sentence and the Board Clerk was updated.

Policy 5.36 Disability Separation – OAC and ORC numbers were updated, collective bargaining verbiage was removed, and the Board Clerk was updated.

POLICY COMMITTEE RECOMMENDATION 63-25: The Policy Committee recommends the Board approve to rescind Policy 1.13 Table of Organization and amend Policy 5.32 Personnel Records, Policy 5.33 Management Employees, Policy 5.34 Layoff/Reduction in Force of Management Employees, Policy 5.35 Layoff/Reduction in Force of Non-Management Employees, and Policy 5.36 Disability Separation

Mrs. Hood moved.

Mr. Butterfield seconded the motion.

Mr. Geier, yes

Mrs. Hood, yes

Mr. King, yes

Ms. Place, yes

Ms. Wall, yes

Mr. Butterfield, yes

Mr. McPherson, yes

E. Policy Committee Minutes August 25, 2025

F. Nominating Committee

XI. New Business

A. Funding for Home and Community Based Waiver Services for 2026

Ohio Revised Code (ORC) §5126.0511 requires the Board adopt a resolution specifying the amount of funds the Board will use in the next year to pay the non-federal share of Medicaid expenditures as required per ORC §5126.0510 and §5126.059. The non-federal match rate is 35.21% for State Fiscal Year 2026. Home and Community Based Medicaid waiver authorizations for calendar year 2026 are

projected to be \$21,047,325. Assuming the continuation of \$4,889,927 in State allocation toward the non-federal share, the projected ACBDD 2026 calendar year waiver match expense is \$2,731,051. This amount includes a projected supplemental invoice of \$551,244 and projected administration fees of \$210,215, as required by the State of Ohio.

SUPERINTENDENT RECOMMENDATION 64-25: It is recommended the Board commit \$2,731,051 in the 2026 budget as payment for the non-federal share of Medicaid expenditures for Home and Community-Based waiver programs for calendar year 2026. It is fully understood that the payment of the non-federal share represents an ongoing financial commitment by the Allen County Board of Developmental Disabilities.

Mr. Butterfield moved.

Mr. King seconded the motion.

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

Mr. King, yes  
Mr. Butterfield, yes

Ms. Place, yes  
Mr. Geier, yes

**B. Position Description Amendment**

The Registered Nurse position is being amended to emphasize that most of the job responsibilities contribute to the support of individuals receiving Medicaid waiver services and/or their providers. This position will be submitted to the Ohio Department of Developmental Disabilities for consideration under the Medicaid Administrative Claiming program.

SUPERINTENDENT RECOMMENDATION 65-25: It is recommended the Board approve the amendments to the Registered Nurse position description as presented.

Ms. Wall moved.

Mr. Geier seconded the motion.

Mr. King, yes  
Mr. Butterfield, yes  
Mr. McPherson, yes

Ms. Place, yes  
Mr. Geier, yes

Ms. Wall, yes  
Mrs. Hood, yes

**C. Adoption of Table of Organization**

The Table of Organization is being pulled from policy and being adopted as an independent document. As part of the updated Table of Organization, in preparation for the retirement of a part time Early Intervention (EI) Developmental Specialist (DS) in Spring 2026 and in response to the continued growth in the number of children served through EI, approval is being sought for an additional full time EI DS. This position will be posted and filled in 2025, and the part time EI DS position will be brought to the Board for abolishment once it is vacated in 2026. This will bring the total number of EI DS positions from 3.5 to four.

SUPERINTENDENT RECOMMENDATION 66-25: It is recommended the Board approve the Table

of Organization as presented.

Mr. King moved.

Ms. Hood seconded the motion.

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

Ms. Wall, yes  
Mrs. Hood, yes

Mr. Butterfield, yes  
Mr. King, yes

D. Recommend Placing Items on GovDeals.net for Auction

Due to the Board upgrading cell phones through a new cost-saving plan, the following items will be listed on GovDeals.net in accordance with Board policy & procedure:

1. Fifty-one (51) iPhone SE – Model A2595

SUPERINTENDENT RECOMMENDATION 67-25: It is 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. Place seconded the motion.

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

Mr. Butterfield, yes  
Mr. King, yes

Mr. Geier, yes  
Ms. Place, yes

XII. Board Discussion:

XIII. Other Items to Come Before the Board:

XIV. Adjournment

Mr. King moved to adjourn the meeting at 5:43 p.m.

Mr. Geier seconded the motion to adjourn.

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

Mr. Geier, yes  
Ms. Place, yes

Mrs. Hood, yes  
Ms. Wall, yes



**October 27, 2025**

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