

# ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

## AGENDA

**December 15, 2025**

4:30 p.m. Policy Committee  
4:45 p.m. Ethics Council  
5:00 p.m. Regular Board Meeting  
2500 Ada Rd, Lima, OH 45801

## OATH OF OFFICE

Commissioner Brian Winegardner will join the Board to swear in one Board Member.

Mr. Chad King joined the Board in 2022 and is being sworn in for his second term. Mr. King is the Senior VP of the Citizens National Bank. He and his family reside in Shawnee Township.

### I. Roll Call

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

### 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 Anne Dunbar, Intake/Support Services Coordinator and Heather Bassitt, Service and Support Associate. Anne was the 2025 Commitment to Excellence award winner and has worked for the Board for 31 years. Heather was the winner of the 2025 Weinheimer Advocacy Award and has been with the Board for 24 years.

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

Item(s) Added

Requested By

\_\_\_\_\_  
\_\_\_\_\_

RESOLUTION 68-25:

\_\_\_\_\_ moved to approve the agenda.

\_\_\_\_\_ seconded the motion to approve the agenda.

Mr. Geier \_\_\_\_\_  
Ms. Place \_\_\_\_\_  
Mr. McPheron \_\_\_\_\_

Mrs. Hood \_\_\_\_\_  
Ms. Wall \_\_\_\_\_

Mr. King \_\_\_\_\_  
Mr. Butterfield \_\_\_\_\_

#### IV. Correspondence

There is no correspondence for December

#### V. Hearing of the Public

#### VI. Staff Report

There will be no Staff Report for December

#### VII. Consent Agenda

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

SUPERINTENDENT RECOMMENDATION 69-25: It is recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held October 27, 2025

#### **Attachment 1**

- B. Accept Personnel Report

- 1. New Hires
- 2. Transfers
- 3. Terminations/Resignations/Retirements

a. Larry Boop was terminated as a Custodial Worker effective November 24, 2025.

- C. Transfers, Journal Entry Requests and Supplemental Appropriations

#### **Attachment 2**

\_\_\_\_\_ moved.

\_\_\_\_\_ seconded the motion.

Mrs. Hood \_\_\_\_\_ Mr. King \_\_\_\_\_ Ms. Place \_\_\_\_\_  
Ms. Wall \_\_\_\_\_ Mr. Butterfield \_\_\_\_\_ Mr. Geier \_\_\_\_\_  
Mr. McPheron \_\_\_\_\_

### VIII. Monthly Reports

- A. Superintendent Report – October & November 2025 **Attachment 3**
  - Behavior Health & Investigations – October & November 2025
- B. Administrative Reports
  - 1. Community Support Services – October & November 2025 **Attachment 4**
  - 2. Early Intervention – October & November 2025 **Attachment 5**
  - 3. Human Resources – October & November 2025 **Attachment 6**
    - Human Resources Newsletter – October & November 2025
    - Community Engagement Report – October & November 2025
  - 4. Operations – October & November 2025 **Attachment 7**
    - LODDI – September & October 2025

### IX. Old Business

### X. Committee Reports

- A. Ethics Council - Met on December 15, 2025

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

25-74	Parent	Individual Support Services	Reimbursement for Respite, therapies, remote support/technology, and/or medical travel
25-75	Parent	Individual Support Services	Reimbursement for Respite, therapies, remote support/technology, and/or medical travel
25-76	Parent	Individual Support Services	Reimbursement for Respite, therapies, remote support/technology, and/or medical travel
25-77	Parent	Individual Support Services	Reimbursement for Respite, therapies, remote support/technology, and/or medical travel
25-78	Self	Individual Support Services	Reimbursement for Respite, therapies, remote support/technology, and/or medical travel
25-79	Parent	Individual Support Services	Reimbursement for Respite, therapies, remote support/technology, and/or medical travel

**ETHICS COUNCIL RECOMMENDATION 70-25:** The Ethics Council recommends and so moves 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.

\_\_\_\_\_ moved.

\_\_\_\_\_ seconded the motion.

Mr. King \_\_\_\_\_  
Mr. Butterfield \_\_\_\_\_  
Mr. McPheron \_\_\_\_\_

Ms. Place \_\_\_\_\_  
Mr. Geier \_\_\_\_\_

Ms. Wall \_\_\_\_\_  
Mrs. Hood \_\_\_\_\_

Ethics Committee Minutes October 27, 2025 – **Attachment 8**

ADJOURN INTO EXECUTIVE SESSION

\_\_\_\_\_ moved to adjourn into Executive Session to discuss compensation of employees at \_\_\_\_\_ p.m.

\_\_\_\_\_ seconded the motion.

Ms. Place \_\_\_\_\_  
Mr. Geier \_\_\_\_\_  
Mr. McPheron \_\_\_\_\_

Ms. Wall \_\_\_\_\_  
Mrs. Hood \_\_\_\_\_

Mr. Butterfield \_\_\_\_\_  
Mr. King \_\_\_\_\_

RECONVENE INTO REGULAR SESSION

\_\_\_\_\_ moved to reconvene into Regular Session at \_\_\_\_\_ p.m.

\_\_\_\_\_ seconded the motion.

Ms. Wall \_\_\_\_\_  
Mrs. Hood \_\_\_\_\_  
Mr. McPheron \_\_\_\_\_

Mr. Butterfield \_\_\_\_\_  
Mr. King \_\_\_\_\_

Mr. Geier \_\_\_\_\_  
Ms. Place \_\_\_\_\_

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

1. Approval of Financial Information & Bills

**Attachment 9**

FINANCE COMMITTEE RECOMMENDATION 71-25: The Finance Committee recommends the Board approve the Financial Summaries and bills paid in October 2025 pages 1-9, and 11-22 and November 2025 pages 1,2 and 4-19

\_\_\_\_\_ moved.

\_\_\_\_\_ seconded the motion.

Mr. Butterfield \_\_\_\_\_  
Mr. King \_\_\_\_\_  
Mr. McPheron \_\_\_\_\_

Mr. Geier \_\_\_\_\_  
Ms. Place \_\_\_\_\_

Mrs. Hood \_\_\_\_\_  
Ms. Wall \_\_\_\_\_

## 2. Approval of Bills

FINANCE COMMITTEE RECOMMENDATION 72-25: The Finance Committee recommends the Board approve bills paid in October 2025 on page 10.

\_\_\_\_\_ moved.

\_\_\_\_\_ seconded the motion.

Mr. Geier \_\_\_\_\_ Mrs. Hood, abstain \_\_\_\_\_ Mr. King \_\_\_\_\_  
Ms. Place \_\_\_\_\_ Ms. Wall \_\_\_\_\_ Mr. Butterfield \_\_\_\_\_  
Mr. McPheron \_\_\_\_\_

## 3. Approval of Bills

FINANCE COMMITTEE RECOMMENDATION 73-25: The Finance Committee recommends the Board approve bills paid in November 2025 on page 3.

\_\_\_\_\_ moved.

\_\_\_\_\_ seconded the motion.

Mrs. Hood \_\_\_\_\_ Mr. King \_\_\_\_\_ Ms. Place \_\_\_\_\_  
Ms. Wall \_\_\_\_\_ Mr. Butterfield, abstain \_\_\_\_\_ Mr. Geier \_\_\_\_\_  
Mr. McPheron \_\_\_\_\_

## 4. Approval of Transfer

FINANCE COMMITTEE RECOMMENDATION 74-25: The Finance Committee recommends and so moves that the Board approve the transfer of \$500,000 to Fund 2020 – Medicaid Stabilization & Liability Fund.

\_\_\_\_\_ moved.

\_\_\_\_\_ seconded the motion.

Mr. King \_\_\_\_\_ Ms. Place \_\_\_\_\_ Ms. Wall \_\_\_\_\_  
Mr. Butterfield \_\_\_\_\_ Mr. Geier \_\_\_\_\_ Mrs. Hood \_\_\_\_\_  
Mr. McPheron \_\_\_\_\_

## 5. Approve Budget

FINANCE COMMITTEE RECOMMENDATION 75-25: The Finance Committee recommends that the Board approve the 2026 Budget as presented.

## Attachment 10

\_\_\_\_\_ moved.

\_\_\_\_\_ seconded the motion.

Ms. Place \_\_\_\_\_ Ms. Wall \_\_\_\_\_ Mr. Butterfield \_\_\_\_\_  
Mr. Geier \_\_\_\_\_ Mrs. Hood \_\_\_\_\_ Mr. King \_\_\_\_\_  
Mr. McPheron \_\_\_\_\_

Finance Committee Minutes October 27, 2025 and November 18, 2025– **Attachment 11**

C. Planning Committee

D. Policy Committee- Met on December 15, 2025

Amend:

Policy 6.04 Early Intervention and Handbook  
Policy 6.09 Employment First  
Policy 6.11 Service and Support Administration  
Policy 6.14 Home and Community Based Waiver Services

Policy 6.04 Early Intervention and Handbook - Minor verbiage changes and cleanup of duplicated information. Wording was updated to streamline content and strengthen the procedures; the Application for Enrollment form is no longer used; this has been replaced with the Eligibility Form, which was added to the DCY-required forms; the term Cognition was standardized (changed from “cognitive”). The handbook had two commas added on page 3 and updated pictures.

Policy 6.09 Employment First- Community employment was changed to competitive integrated employment; the risks and benefits of the alternatives to the action, treatment or service was added to informed consent; individualized was changed to person centered and the Board clerk was updated

Policy 6.11 Service and Support Administration – Minor grammatical changes and verbiage updates to the Individual Service Plan (ISP); that the individual exercised freedom of choice in the provider selection process was added and the Board clerk was updated

Policy 6.14 Home and Community Based Waiver Services- the Board clerk was updated

**Attachment 12**

POLICY COMMITTEE RECOMMENDATION 76-25: The Policy Committee recommends the Board approve to amend Policy 6.04 Early Intervention and Handbook, Policy 6.09 Employment First, Policy 6.11 Service and Support Administration and Policy 6.14 Home and Community Based Waiver Services moved.

\_\_\_\_\_ seconded the motion.

Ms. Wall \_\_\_\_\_ Mr. Butterfield \_\_\_\_\_ Mr. Geier \_\_\_\_\_  
Mrs. Hood \_\_\_\_\_ Mr. King \_\_\_\_\_ Ms. Place \_\_\_\_\_  
Mr. McPheron \_\_\_\_\_

Policy Committee Minutes October 27, 2025 – **Attachment 13**

E. Nominating Committee

Nominating Committee Minutes November 18, 2025 – **Attachment 14**

XI. New Business

A. Association Dues

The Ohio Association of County Boards of Developmental Disabilities (OACB) annual dues were \$28,960.00 in 2025. Enrollment numbers are used to establish this fee for each county. There has been no significant changes in the Board's enrollment numbers to increase this fee, dues for 2026 will remain at \$28,960.00.

The Allen County Family & Children's First Council (FCFC) administrative fees will remain \$1,6500.00 for 2026.

**SUPERINTENDENT RECOMMENDATION 77-25:** It is recommended the Board approve \$28,960.00 payable to the Association of County Boards of Developmental Disabilities (OACB) for the 2026 dues and \$1,650.00 to Family & Children's First Council (FCFC) for the 2026 administrative fees.

\_\_\_\_\_ moved.

\_\_\_\_\_ seconded the motion.

**Attachment 15**

Mr. Butterfield \_\_\_\_\_

Mr. Geier \_\_\_\_\_

Mrs. Hood \_\_\_\_\_

Mr. King \_\_\_\_\_

Ms. Place \_\_\_\_\_

Ms. Wall \_\_\_\_\_

Mr. McPheron \_\_\_\_\_

B. Approve Architectural Plans and Specifications

Garmann Miller Architects & Engineers has completed the design and specifications for the 2026 Capital project. Projected costs for this project amount to \$1,100,000.00 which includes \$970,000.00 in hard costs, \$82,408.00 for Garmann Miller's fees and a contingency of \$47,592.00. This project includes updates to the garage and the administration, school, and industries buildings. Upgrades include new roofing, HVAC, electrical, plumbing, boiler system, gym ceiling, and exterior lighting replacements. Additionally, the administration parking lot will be repaved and restriped.

**SUPERINTENDENT RECOMMENDATION 78-25:** It is recommended the Board approve the specifications developed by Garmann Miller Architects and Engineers for the 2026 Capital project. The estimated cost shall not exceed \$1,100,000.00 Furthermore, the Board gives approval to the Superintendent/Designee to request the Allen County Commissioners for approval and solicitation of bids for the completion of this work.

\_\_\_\_\_ moved.

\_\_\_\_\_ seconded the motion.

Mr. Geier \_\_\_\_\_ Mrs. Hood \_\_\_\_\_ Mr. King \_\_\_\_\_  
Ms. Place \_\_\_\_\_ Ms. Wall \_\_\_\_\_ Mr. Butterfield \_\_\_\_\_  
Mr. McPheron \_\_\_\_\_

XII. Board Discussion:

Blue Envelope Program

XIII. Other Items to Come Before the Board:

XIV. Adjournment

\_\_\_\_\_ moved to adjourn the meeting at \_\_\_\_\_ p.m.

\_\_\_\_\_ seconded the motion to adjourn.

Mrs. Hood \_\_\_\_\_ Mr. King \_\_\_\_\_ Ms. Place \_\_\_\_\_  
Ms. Wall \_\_\_\_\_ Mr. Butterfield \_\_\_\_\_ Mr. Geier \_\_\_\_\_  
Mr. McPheron \_\_\_\_\_

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

**Attachment 16:** Contracts under \$50,000