

December 15, 2025

68-25 Approval of Agenda

69-25 Approval of the minutes of the October 27, 2025 regular meeting

Approval of termination of Larry Boop as a Custodial Worker

Approval of Transfers, Journal Entry Requests and Supplemental Appropriations

70-25 Approval of Ethics Review of Payment to Individuals or Immediate Family Members of Eligible Individual

71-25 Approval of Financial Summaries and Bills paid in October 2025 pages 1-9 and 11-22 and November 2025 pages 1, 2, and 4-19

72-25 Approval of Bills paid in October 2025 on page 10

73-25 Approval of Bills paid in November 2025 on page 3

74-25 Approval of Transfer

75-25 Approval of 2026 Budget

76-25 Approval of the following Policy Amendments:

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

77-25 Approval of Association Dues

78-25 Approval of Architectural Plans and Specifications

# ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

## MINUTES December 15, 2025 2500 Ada Rd, Lima, OH 45801

### OATH OF OFFICE

Commissioner Brian Winegardner joined 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, present	Mr. Scott Geier, present	Mrs. Christina Hood, Present
Mr. Chad King, present	Ms. Melissa Place, excused	Ms. Reba Wall, present
Mr. Bob McPheron, 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 was 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

#### RESOLUTION 68-25:

Mr. King moved.

Mrs. Hood seconded the motion to approve the agenda.

Mr. Geier, yes  
Ms. Wall, yes

Mrs. Hood, yes  
Mr. Butterfield, yes

Mr. King, yes  
Mr. McPheron, yes

IV. Correspondence

V. Hearing of the Public

VI. Staff Report

VII. Consent Agenda

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

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

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

Mr. Butterfield moved.

Ms. Wall seconded the motion.

Mrs. Hood, yes  
Mr. Butterfield, yes

Mr. King, yes  
Mr. Geier, yes

Ms. Wall, yes  
Mr. McPheron, yes

VIII. Monthly Reports

- A. Superintendent Report – October & November 2025
  - Behavior Health & Investigations – October & November 2025
- B. Administrative Reports
  - 1. Community Support Services – October & November 2025
  - 2. Early Intervention – October & November 2025

- 3. Human Resources – October & November 2025
  - Human Resources Newsletter – November & December 2025
  - Community Engagement Report- October & November 2025
- 4. Operations – October & November 2025
  - 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 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. Geier seconded the motion.

Mr. King, yes  
Mr. Geier, yes

Ms. Wall, yes  
Mrs. Hood, yes

Mr. Butterfield, yes  
Mr. McPheron, yes

Ethics Committee Minutes December 15, 2025

ADJOURNED INTO EXECUTIVE SESSION

Ms. Wall moved to adjourn into Executive Session to discuss the Superintendent's contract at 5:29p.m.

Mr. King seconded the motion.

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

## RECONVENED INTO REGULAR SESSION

Mr. Butterfield moved to reconvene into Regular Session at 5:53 p.m.

Mr. Geier seconded the motion.

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

### B. Finance/Personnel Committee – Met on December 12, 2025

Mr. Butterfield reported that for the month of October the revenue was \$355,792.95 which was 123.6% or \$196,701.28 over budget. Expenditures were \$1,114,680.78, which was 14.4% or \$187,627.05 under budget. YTD revenue was \$8,641,013.82, which was 1.8% or \$158,043.80 under budget. YTD expenditures were \$9,306,248.15, which was 2.5% or \$238,044.15 under budget. Mr. Butterfield also reported that for the month of November revenue was \$158,761.83 which was 3.6% or \$5,505.16 over budget. Expenditures were \$669,158.35, which was 8.8% or \$64,864.48 under budget. YTD revenue was \$8,799,775.65 which was 1.7% or \$152,538.64 under budget. YTD expenditures were \$9,975,406.50, which is 2.9% or \$302,908.63 under budget. The Finance Committee also reviewed the bills that were paid in October and November

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

FINANCE COMMITTEE RECOMMENDATION 71-25: The Finance Committee recommended 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

Mr. Butterfield moved.

Ms. Hood seconded the motion.

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

#### 2. Approval of Bills

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

Mr. Butterfield moved.

Ms. Geier seconded the motion.

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

### 3. Approval of Bills

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

Ms. Wall, yes  
Mrs. Hood, yes

Mr. Butterfield, abstain  
Mr. King, yes

Mr. Geier, yes  
Mr. McPheron, yes

### 4. Approval of Transfer

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

Mr. Butterfield moved.

Mr. King seconded the motion.

Mr. Butterfield, yes  
Mr. King, yes

Mr. Geier, yes  
Ms. Wall, yes

Mrs. Hood, yes  
Mr. McPheron, yes

### 5. Approve Budget

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

Mr. Butterfield moved.

Mr. Geier seconded the motion.

Mr. Geier, yes  
Ms. Wall, yes

Mrs. Hood, yes  
Mr. Butterfield, yes

Mr. King, yes  
Mr. McPheron, yes

Finance Committee Minutes October 27, 2025 and November 18, 2025

### 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

**POLICY COMMITTEE RECOMMENDATION 76-25:** The Policy Committee recommended 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

Mrs. Hood moved.

Mr. Butterfield seconded the motion.

Mrs. Hood, yes  
Mr. Butterfield, yes

Mr. King, yes  
Mr. Geier, yes

Ms. Wall, yes  
Mr. McPheron, yes

E. Policy Committee Minutes October 27, 2025

F. Nominating Committee Minutes November 18, 2025

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 \$1,650.00 for 2026.

**SUPERINTENDENT RECOMMENDATION 77-25:** It was 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.

Mr. Geier moved.

Mr. King seconded the motion.

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

**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 was 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.

Mr. Butterfield moved.

Mrs. Hood seconded the motion.

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

**XII. Board Discussion:**

**Blue Envelope Program**

**XIII. Other Items to Come Before the Board:**

**XIV. Adjournment**

Mrs. Hood moved to adjourn the meeting at 6:13 p.m.

Ms. Wall seconded the motion to adjourn.

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