

August, 2025

LCBDD MEETING MINUTES:

I. ROLL CALL

- II.** The meeting was called to order by Ms. Bridget Hawkins at 5:25 p.m. on Thursday, August 7, 2025 at the Logan County Board of Developmental Disabilities, Bellefontaine, Ohio. Those in attendance were Ms. Bridget Hawkins, Mr. John Godwin, Mr. Frank Giannola and Mrs. Melanie Reames.

Other attendees were Ms. Krista Oldiges, Mr. Jason Moyer, Ms. Lisa Sulich, Mrs. Liz Rose, Mrs. Staci Nichols, Mrs. Kari Eckard and Mrs. Ashley Shefbuch.

III. Moment of Silence

IV. ADOPTION OF AGENDA

A motion was made by Mr. Godwin and seconded by Mr. Giannola to approve the motions agenda for the August 7, 2025 board meeting. Motion passed unanimously.

V. PUBLIC PARTICIPATION - None

VI. APPROVAL OF MINUTES

A motion was made by Mr. Giannola and seconded by Mrs. Reames to approve the minutes of the July 10, 2025 board meeting, as written. Motion passed unanimously.

VII. PRESENTATION OF FINANCIAL REPORTS

Mrs. Eckard presented the monthly financials for June. Year-to-date financials show expenses at 43% and revenue at 75%. The expense and revenue summaries for June 2025 were reviewed as well as the fund balances.

An 18-month CD in the amount of \$245,000 matured in June, earning \$18,425 in interest. The principal amount of \$245,000 was reinvested into a new 18-month CD at an interest rate of 4.25%.

The Board was awarded a \$3,500 United Way Community Impact Grant to fund the installation of a permanent shade structure on the preschool playground. The Board was not awarded the Community Fund Ohio Grant for \$25,000, which had been requested to support the Freedom Bus, Special Olympics, and non-waiver transportation.

VIII. CONFIRMATION OF EXPENDITURES & BUDGETARY TRANSACTIONS

A motion was made by Mrs. Reames and seconded by Mr. Godwin to confirm the payment of expenditures June 1 – June 30, 2025, as included in the board packet. Motion passed unanimously.

A motion was made by Mr. Godwin and seconded by Mr. Giannola to approve the budgetary transactions for June 1 – June 30, 2025, as included in the board packet. Motion passed unanimously.

IX. PRESENTATION OF ADMINISTRATIVE REPORTS

Superintendent

Ms. Oldiges reported that the renovation project to convert the kitchen area at The Discovery Center into office space is scheduled to begin after Labor Day, with completion anticipated by the end of November.

This timeline will allow the Service and Support Administration Department to relocate to The Discovery Center by year-end.

The family formerly residing at the Chillicothe Avenue home has relocated to the newly purchased property on Spring Street. Preparations are underway to place the Chillicothe Avenue home on the market for sale.

Ms. Oldiges and Mrs. Eckard will meet on August 19 with Rick Black from 19 Services, who is consulting with the Board regarding the potential need to place a levy on the ballot in the future.

Ms. Oldiges noted that she attended the county transportation meeting recently. Logan County will not receive the ODOT Contract for transportation until 2027.

All the local village police departments in Logan County now have Blue Envelopes available for the Blue Envelope Program, which aims to improve interactions between individuals with developmental disabilities and first responders.

The Logan County Board of DD Foundation will sponsor a food truck for all staff on August 15 as a token of appreciation.

Ms. Oldiges reported that Mr. Moyer applied for the Keeping Families Together Grant. If received, this funding will help keep children who receive services from the board in their families' homes. This funding can be used for items such as in-home behavioral supports, sensory equipment, respite, etc.

Ms. Oldiges reported that she was contacted regarding a potential partnership in rebuilding the Fox Island Shelter House, which was damaged by the 2024 tornado. The proposed project includes making the shelter house handicap accessible. Ms. Oldiges will provide the Board with further updates as more information becomes available.

Ms. Oldiges is gathering quotes for potential 2026 building projects, including security upgrades to install a key fob door entry between the preschool and the Early Intervention/SSA Departments.

SSA Director

Mr. Moyer shared that the SSA Department has received 77 referrals so far this year, 41 of these were found eligible for services.

Mr. Moyer noted that he attended the OACB Statewide SSA Director meeting where they discussed changes to the Accreditation Tool in October 2025. PASRR (Preadmission Screening and Resident Review) will be added back into the tool due to deadlines not being met statewide, however, Logan County has not had any deadline issues. SSA Orientation Training will now be required to be completed in 30 days instead of 90.

The OhioISP has been updated due to the new Access Rule which includes an additional 27 questions, as well as 2 outside screen tools for dementia and mental illness. Mr. Moyer has developed a process for implementing these changes, and the SSAs have begun completing them.

Mr. Moyer met with Thriving Together, a community-based day program provider from Union County, to discuss their potential availability to offer services in Logan County and also making sure that transportation would be available as the program is outside of Logan County.

HR Director

Mrs. Nichols provided staffing updates. The preschool is now fully staffed. New employees include Lindsay Phoenix, Intervention Specialist; Misty Kipker, Instructor; Kiersten King-Wilcox, Instructor; Megan Dudgeon, Instructor; Andrea Corwin, Instructor Assistant; Siera Dickerson, Occupational Therapist; and Margaret Harrod, Speech Therapist. Internal staff changes include Kenzie Bechtel, who accepted the Preschool Manager position; Brooke Wage, who accepted an Instructor Assistant position; and Tiffany Fultz, who is filling the Discovery Center administrative assistant position vacated by Brooke Wage. Mrs.

Nichols and Mr. Moyer are currently interviewing applicants for an open SSA position due to Mike Goetz's resignation. Additionally, Mrs. Nichols has posted openings for substitute custodians.

Early Intervention Director

Mrs. Rose reported that the EI department is serving 89 children.

The Early Intervention Department is offering several opportunities for families to connect. Tiny Tunes is held once a month, both during the day and in the evening. Additionally, Parkside Pals provides families, both those served and not served by the board, a chance to meet with EI staff to ask questions about their child's development while letting their children play and make new friends. Parkside Pals is offered twice a month at different parks throughout Logan County, with one session during the day and another in the evening.

Mrs. Rose noted that the EI Department was able to purchase a pop-up tent and shirts for the EI staff through grant funding.

Mrs. Rose updated the board that WestCon will no longer be completing assessments and evaluations for the board. The staff that completed them has resigned from WestCon and they will not be filling the position.

Preschool Director

Ms. Sulich reported that there are currently 125 preschoolers enrolled for the school year.

X. NEW BUSINESS

In new business, Ms. Oldiges reviewed five policies. There were minor language changes as well as OAC Rule number changes in Policy 7.1.1 Service and Support Administration. There were minor language changes to Policy 5.4.1 Health and Safety, as well as Policy 5.2.11 Reporting to Work and Tardiness. Policy 5.6.9 Vacation Leave had minor language changes. A sentence was also added to the policy that stated, "Vacation leave shall be approved or denied based on operational need of the agency. The supervisor approving the leave has the right to deny leave based on coverage needs." Policy 15.1.1 Major Unusual and Unusual Incidents included significant changes due to rule requirement changes.

The Early Intervention Service Coordination Grant Agreement with the Ohio Department of Children and Youth Services was included in the board packet for review.

An updated Table of Organization was presented that includes all the new staff changes, as well as the updated Administrative Assistant Therapy Position Description.

XI. MOTIONS/RESOLUTIONS

1. Mr. Giannola moved and Mrs. Reames seconded to approve the Early Intervention Service Coordinator Grant Agreement with the Ohio Department of Children and Youth, as included in the board packet. Motion passed unanimously.
2. Mrs. Reames moved and Mr. Godwin seconded to approve Policy 7.1.1 Service and Support Administration, as included in the board packet. Motion passed unanimously.
3. Mr. Godwin moved and Mr. Giannola seconded to approve Policy 5.4.1 Health and Safety, as included in the board packet. Motion passed unanimously.
4. Mr. Giannola moved and Mrs. Reames seconded to approve Policy 15.1.1 Major Unusual and Unusual Incidents, as included in the board packet. Motion passed unanimously.
5. Mrs. Reames moved and Mr. Godwin seconded to approve Policy 5.2.11 Reporting to Work and Tardiness, as included in the board packet. Motion passed unanimously.
6. Mr. Godwin moved and Mr. Giannola seconded to approve Policy 5.6.9 Vacation Leave, as included in the board packet. Motion passed unanimously.

7. Mr. Giannola moved and Mrs. Reames seconded to approve the revised Table of Organization, as included in the board packet. Motion passed unanimously.
8. Mrs. Reames moved and Mr. Godwin seconded to approve the Administrative Assistant Therapy Position Description, as included in the board packet. Motion passed unanimously.

EXECUTIVE SESSION

Mr. Godwin motioned and Mr. Giannola seconded to enter into Executive Session at 5:58 p.m. for the purpose of: matters required to be kept confidential by federal law, federal rules, or state statutes by division (G) (5) of section 121.22 of the Revised Code

Mr. Giannola – yes, Ms. Hawkins – yes, Mr. Godwin – yes, Mrs. Reames – yes, Ms. Robb – absent, Mr. Steiner – absent.

The Board returned from Executive Session at 6:09 p.m.

Mr. Giannola – yes, Ms. Hawkins – yes, Mr. Godwin – yes, Mrs. Reames – yes, Ms. Robb – absent, Mr. Steiner – absent.

ADJOURNMENT

Mr. Giannola moved and Mrs. Reames seconded to adjourn the meeting at 6:09 p.m. The motion passed unanimously.

Next Board Training: Thursday, September 4, 2025 @ 5:00 p.m. - CRSI

Next Board Meeting: Thursday, September 4, 2025 at 5:30 p.m.



**August 2025 Board Meeting
June 2025 Financial Reports
Report by: Kari Eckard**

Monthly Financials

The following reports are included for the month end 6/2025.

- A) LCBDD Revenue Report
- B) LCBDD Expense Report
- B) LCBDD Voucher Detail Report Board ratification

June Highlights:

- As of June 30, 2025, the Year-to-Date (YTD) budget target for both revenue and expenses is set at **50%**.
- YTD operating **revenue** stands at \$4,793,592, which represents **75%** of the budgeted revenue.
- YTD operating **expenses** as of 6/30/2025 amount to \$4,068,505, reflecting **43%** of the budget.
- An 18-month CD for \$245K came to maturity on 6/23. The CD earned **\$18,425** total at 5.00% interest. We chose to reinvest \$245K in another 18-month CD at 4.25% interest.
- The board was awarded partial funding in the amount of **\$3500** from United Way Community Impact grant to install a permanent shade structure on the playground.
- We applied for a grant of **\$25,000** from the Community Fund Ohio. These funds are intended to supplement costs related to Freedom Bus, Special Olympics, and non-waiver transportation.

Fund Balances: 06/30/2025	
General Fund - 2080	\$ 6,346,397
Gift & Donation Fund - 2081	\$ 6,185
Community Support Fund - 2082	\$ 864,251
ARPA Preschool - 2853	\$ 15,176
Capital Fund - 4010	\$ 106,110
WestCON	\$ 947,761
Total	\$ 8,285,880

