

June, 2025

LCBDD MEETING MINUTES:

I. ROLL CALL

- II. The meeting was called to order by Ms. Valerie Robb at 5:25 p.m. on Thursday, June 5, 2025 at the Logan County Board of Developmental Disabilities, Bellefontaine, Ohio. Those in attendance were Ms. Bridget Hawkins, Ms. Valerie Robb, Mr. Allen Huffman and Mrs. Melanie Reames.

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

III. Moment of Silence

IV. ADOPTION OF AGENDA

A motion was made by Ms. Hawkins and seconded by Mr. Huffman to approve the motions agenda for the June 5, 2025 board meeting. Motion passed unanimously.

V. PUBLIC PARTICIPATION - None

VI. APPROVAL OF MINUTES

A motion was made by Mr. Huffman and seconded by Mrs. Reames to approve the minutes of the May 1, 2025 board meeting, as written. Motion passed unanimously.

VII. PRESENTATION OF FINANCIAL REPORTS

Mrs. Eckard presented the monthly financials for April and May. Year-to-date financials show expenses at 38% and revenue at 69%. The expense and revenue summaries through May of 2025 were reviewed as well as the fund balances.

Mrs. Eckard reported that an application was submitted for the Attorney General's Safety Grant, which, if awarded, will enhance security measures at the Discovery Center. The board received the Early Intervention Service Coordination Grant for \$171,806.

VIII. CONFIRMATION OF EXPENDITURES & BUDGETARY TRANSACTIONS

A motion was made by Mrs. Reames and seconded by Ms. Hawkins to confirm the payment of expenditures April 1 – May 31, 2025, as included in the board packet. Motion passed unanimously.

A motion was made by Ms. Hawkins and seconded by Mr. Huffman to approve the budgetary transactions for April 1 – May 31, 2025, as included in the board packet. Motion passed unanimously.

IX. PRESENTATION OF ADMINISTRATIVE REPORTS

Superintendent

Ms. Oldiges updated the board on the renovation project to turn the kitchen space at The Discovery Center into office space. The advertisement for bids was published in the Bellefontaine Examiner the first week of June and it was also posted on LCBDD's website. The MRESC moved out of the offices at The Discovery Center at the end of May. The offices will be painted and new carpet will be installed prior to staff moving into the offices. Logan County Jobs and Family Services will be moving into the current board office building, located at 1851 State Route 47 West, by March 2026. RTC was notified of the changes. Ms. Oldiges noted the need for a special board meeting in July to review and approve the bids for the

kitchen renovation project. Also, at the July meeting the new board member, John Godwin, who is replacing Mr. Huffman will be sworn in.

Ms. Oldiges reported that the board has applied for reimbursement from DODD for the home purchase on Spring Street. Once the residents of the home on Chillicothe Avenue have moved to the Spring Street home, the home on Chillicothe Avenue will be listed for sale.

Ms. Oldiges updated the board on the community engagement and outreach activities. The Vacation Club is currently planning trips to Disney World and Hocking Hills. The summer series "Learning Logan County" has received positive feedback. The Arc of Ohio Day at Cedar Point was also highlighted as a successful event for those who attended.

SSA Director

Mr. Moyer shared that the SSA Department has received 44 referrals so far this year, 19 of these were found eligible for services.

Mr. Moyer attended the meeting with community stakeholders for the Housing Innovation Coalition where they discussed expanding housing options, as well as, heating and cooling shelters during extreme weather.

Mr. Moyer has been meeting with Logan County Children Services on several shared cases. The goal is to keep the child in the home with the family with supports from both agencies. There are 3 children who are currently in placement outside the home or are actively looking for placement.

HR Director

Mrs. Nichols reported on staffing updates. Stefanie Leffler, who was hired as the new Program Nurse, trained with the current Program Nurse, Deb Shotts, the week of May 12th. She will start regular hours in August. Two teachers have accepted a position with the board. Lindsay Phoenix will be starting as an Intervention Specialist and Misty Kipker will be starting as a General Education Teacher. Mrs. Nichols is currently conducting interviews for the Preschool Manager position. The Occupational Therapist position has been posted through the MRESC. Due to Alex Woodruff resigning and not having an aide previously provided by Bellefontaine City Schools, the board will be looking at hiring 2 Instructor Assistants.

Mrs. Nichols and Paul Newland will be assisting with the safety drills at the Discovery Center until the new nurse is trained.

Early Intervention Director

Ms. Oldiges noted that several families have been attending Tiny Tunes once a month that the Early Intervention staff are providing. They are offering one class during the day and another class in the evening to allow more families the opportunity to attend.

Preschool Director

Ms. Sulich noted that they are still accepting new enrollments for the afternoon session for preschool.

The Bellefontaine Fire Department helped make Water Day fun for all the preschoolers the last week of school.

Ms. Sulich reported that Cara Kauffman has been busy going through paper records and getting information uploaded into the Rediker software system, which allows for the paper copies to be destroyed.

X. NEW BUSINESS

In new business, Ms. Oldiges reviewed two policies. There were minor language changes to Policy 7.1.7 Independent Provider Overtime. One sentence was removed as it was no longer applicable and the OAC code number was updated. There were also minor changes and one sentence removed from Policy 5.3.1 Performance Evaluation.

A revised Preschool Instructor 2025-2026 Calendar was included in the board packet for review as the number of days was updated.

Ms. Oldiges reported that there was a request for a donation for the Huntsville Lions Park to help make the park more accessible. Ms. Oldiges noted that the Logan County Board of DD Foundation will be donating \$10,000 towards the cause. After discussion, the board decided to donate \$1,000.

The board discussed the need for a new board member to be appointed to the Ethics Committee due to Mr. Huffman resigning from the board. After discussion the board nominated the new board member Mr. John Godwin, who will be sworn in at the special board meeting in July.

Ms. Oldiges presented the board with updated position descriptions for the Business Director and the Director of Service and Support Administration. The IT duties have been removed from the Business Director position description and have been added to the Director of Service and Support Administration.

Ms. Oldiges advised the board of the need to hire an additional Instructor Assistant, which was previously provided by the Bellefontaine City School district.

XI. MOTIONS/RESOLUTIONS

1. Mr. Huffman moved and Mrs. Reames seconded to Policy 7.1.7 Independent Provider Overtime, as included in the board packet. Motion passed unanimously.
2. Mrs. Reames moved and Ms. Hawkins seconded to approve Policy 5.3.1 Performance Evaluation, as included in the board packet. Motion passed unanimously.
3. Ms. Hawkins moved and Mr. Huffman seconded to approve the revised Preschool Instructor 2025-2026 Calendar, as included in the board packet. Motion passed unanimously.
4. Mr. Huffman moved and Mrs. Reames seconded to approve donating \$1,000 to the Huntsville Lions Park accessible playground, as discussed in the board meeting. Motion passed unanimously.
5. Mrs. Reames moved and Ms. Hawkins seconded to approve John Godwin as the new member of the Ethics Committee, replacing Mr. Huffman, as discussed in the board meeting. Motion passed unanimously.
6. Mr. Huffman moved and Mrs. Reames seconded to approve a Special Board Meeting on July 10, 2025 to review and approve the kitchen renovation bid, as discussed in the board meeting. Motion passed unanimously.
7. Mr. Huffman moved and Mrs. Reames seconded to approve the revised position descriptions for Business Director and Director of Service and Support Administration, as included in the board packet. Motion passed unanimously.
8. Mr. Huffman moved and Ms. Hawkins seconded to approve the hiring of one additional preschool aide to replace the aide previously provided by Bellefontaine City Schools, as discussed in the board meeting. Motion passed unanimously.

EXECUTIVE SESSION

Ms. Hawkins motioned and Mr. Huffman seconded to enter into Executive Session at 6:06 p.m. for the purpose of: reviewing a personnel issue in accordance with the ORC Section 121.22 to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee.

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

The Board returned from Executive Session at 6:19 p.m.

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

ADJOURNMENT

Mr. Huffman moved and Mrs. Reames seconded to adjourn the meeting at 6:19 p.m. The motion passed unanimously.

Next Board Training: No training at August Board Meeting
Next Board Meeting: Thursday, August 7, 2025 at 5:30 p.m.



**June Board Meeting
April & May Financial Reports
Report by: Kari Eckard**

Monthly Financials

The following reports are included for the month end 4/2025 & 5/2025.

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

April Highlights:

- As of April 30, 2025, the Year-to-Date (YTD) budget target for both revenue and expenses are set at **33%**.
- YTD operating **revenue** stands at \$3,386,948, which represents **53%** of the budgeted revenue.
- YTD operating **expenses** as of 4/30/2025 amount to \$2,914,998, reflecting **31%** of the budget.
- We applied for a safety grant from the Attorney General's office in the amount of \$40K with the intent of updating the DC with more security features.

Fund Balances: 04/30/2025	
General Fund - 2080	\$ 6,836,670
Gift & Donation Fund - 2081	\$ 6,185
Community Support Fund - 2082	\$ 646,364
ARPA Preschool - 2853	\$ 15,176
Capital Fund - 4010	\$ 201,108
WestCON	\$ 1,480,286
Total	\$ 9,185,789

