

December 19, 2024

- 134-24 Approval of Agenda
- 135-24 Approval of the minutes from the November 25, 2024 regular meeting  
Approval of resignation of Theresa M. Schnipke, Assistant Superintendent  
Concurrence with Interdepartmental Transfers, Supplemental Appropriations and Journal  
Entry requests
- 136-24 Approval of Direct Service Contracts involving Payment to Eligible Individuals or  
Immediate Family Member or Eligible Individual
- 137-24 Approval of Financial Summary and Bills paid November 2024, pages 1-9 and pages 11-19  
and page 21
- 138-24 Approval of Bills paid in November 2024, on page 10
- 139-24 Approval of Bills paid in November 2024, on page 20
- 140-24 Approval of the 2025 Budget
- 141-24 Approval of the 2025 Annual Action Plan
- 142-24 Approval of Special Resolutions for Thomas Fleming, Phyllis Montrose and Theresa M.  
Schnipke

# ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

## MINUTES

**December 19, 2024**

2500 Ada Rd, Lima, OH 45801

### OATH OF OFFICE

Commissioner Beth Seibert joined the Board and swore in four Board Members.

Mr. Ty Butterfield joined the Board in 2021 and was sworn in for his second term. Mr. Butterfield is the owner of Butterfield Insurance. Mr. Butterfield resides in Bath Township with his wife Becky.

Mrs. Christina Hood joined the Board in 2018 and was sworn in for her second full term. Mrs. Hood is a teacher at Lima Senior High School. Mrs. Hood and her husband James reside in Bath Township with their two children.

Mr. Scott Geier is currently a controller for Trisco Systems, Inc. We are excited to have Mr. Geier join us, he brings with him over 25 years of accounting and financial experience. Mr. Geier resides in Shawnee Township.

Ms. Reba Wall is currently an Administrative Assistant and Human Resources Specialist for the Allen Metropolitan Housing Authority. We welcome Ms. Wall who graduated Magna Cum Laude with a Bachelor of Science, Marketing from Wright State University. Ms. Wall resides in Lima.

### I. Roll Call

The Allen County Board of Developmental Disabilities met in regular session on Thursday December 19, 2024 at 2500 Ada Road, Lima. President Fleming called the meeting to order at 5:00 p.m. with the following roll call response:

Mr. Ty Butterfield, present	Mrs. Christina Hood, present	Mr. Chad King, excused
Mr. Bob McPherson, present	Ms. Phyllis Montrose, present	Ms. Melissa Place, present
Mr. Thomas Fleming, 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 Assistant Superintendent Theresa Schnipke.

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

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

RESOLUTION 125-24:

Ms. Montrose moved to approve the agenda.

Mr. Butterfield seconded the motion to approve the agenda.

Ms. Hood, yes

Mr. McPheron, yes

Ms. Montrose, yes

Ms. Place, yes

Mr. Butterfield, yes

Mr. Fleming, ye

IV. Correspondence

V. Hearing of the Public

VI. Staff Report

VII. Consent Agenda

SUPERINTENDENT RECOMMENDATION 135-24: Superintendent Kohler recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held November 25, 2024.
- B. Accept Personnel Report
  - 1. New Hires
  - 2. Transfers
  - 3. Terminations
    - a. Theresa M. Schnipke, Assistant Superintendent, resigned effective December 31, 2024.
- C. Inspection Reports
- D. Concurrence with intradepartmental transfers, supplemental appropriations requested and journal entry requested by the Allen County Board of Developmental Disabilities for the month of November 2024.

Mr. McPheron moved.

Mr. Butterfield seconded the motion.

Mr. McPheron, yes

Ms. Montrose, yes

Ms. Place, yes

Mr. Butterfield, yes

Mrs. Hood, yes

Mr. Fleming, yes

VIII. Monthly Reports

- A. Superintendent Report – November 2024
- B. Administrative Report
  - 1. Community Support Services – November 2024
  - 2. Early Intervention – November 2024
  - 3. Human Resources – November 2024
    - Human Resources Newsletter – December 2024
  - 4. Behavior Health & Investigations – November 2024
  - 5. Operations – November 2024
    - LODDI – October Financial Reports

IX. Old Business

X. Committee Reports

- A. Ethics Council - Met on December 19, 2024
  - 1. Review of Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Members of Eligible Individual

24-81	Father	Individual Support Services	Reimbursement for Medical Travel
24-82	Grandmother/Guardian	Individual Support Services	Reimbursement for Respite Care
24-83	Mother	Individual Support Services	Reimbursement for Feeding Therapy Sessions

ETHICS COUNCIL RECOMMENDATION 136-24: 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 moved the Board certify this review has met all the conditions of ORC §5126.03 and §5126.033.

Ms. Montrose moved.

Mr. Butterfield seconded the motion.

Ms. Montrose, yes

Ms. Place, yes

Mr. Butterfield, yes

Mrs. Hood, yes

Mr. Fleming, yes

Mr. McPherson, yes

B. Finance/Personnel Committee – Met on December 19, 2024

Mr. Butterfield reported that for the month of November revenue was \$157,578.73 which is 42.9% over budget and expenditures were \$642,191.09 which is 4.7% or \$31,484.91 under budget. The year-to-date revenue was \$9,234,823.15 which was 8.3% or \$706,972.15 over budget. Year-to-date expenditures were \$9,755,965.67, which was 1.8% or \$181,494.33 under budget. The Finance Committee reviewed the bills that were paid in November and the third draft of the 2025 budget. Mr. Butterfield also stated that the staff did a great job preparing the 2025 budget.

1. Approval of Financial Information

FINANCE COMMITTEE RECOMMENDATION 137-24: The Finance Committee recommended that the Board approve the Financial Summary and bills paid in November 2024 on pages 1-9 and pages 11-19 and on page 21.

Mr. Butterfield moved.

Mrs. Hood seconded the motion.

Ms. Place, yes	Mr. Butterfield, yes	Mrs. Hood, yes
Mr. McPheron, yes	Mr. Fleming, yes	Ms. Montrose, yes

FINANCE COMMITTEE RECOMMENDATION 138-24: The Finance Committee recommended that the Board approve the bills paid in November 2024 on page 10.

Mr. Butterfield moved.

Ms. Montrose seconded the motion.

Mr. Butterfield, yes	Mrs. Hood, abstain	Mr. McPheron, yes
Ms. Montrose, yes	Mr. Fleming, yes	Ms. Place, yes

FINANCE COMMITTEE RECOMMENDATION 139-24: The Finance Committee recommended that the Board approve the bills paid in November 2024 on page 20.

Mr. Butterfield moved.

Ms. Montrose seconded the motion.

Mrs. Hood, yes	Mr. McPheron, yes	Ms. Montrose, yes
Ms. Place, abstain	Mr. Fleming, yes	Mr. Butterfield, yes

2. Approve Budget

FINANCE COMMITTEE RECOMMENDATION 140-22: The Finance Committee recommended that the Board approve the 2025 Budget as presented.

Mr. Butterfield moved.

Ms. Montrose seconded the motion.

Mr. McPheron, yes	Ms. Montrose, yes	Ms. Place, yes
Mr. Butterfield, yes	Mr. Fleming, yes	Mrs. Hood, yes

C. Planning Committee

1. Approve the 2025 Annual Action Plan

The public was notified on November 4, 2024 via social media and a press release that the Board was seeking input and comments on the 2025 Annual Action Plan. The Annual Action Plan is also posted on the Board website and can be viewed at any time. The public was given thirty days to respond. No input or comments were made. The Leadership team reviewed the plans again and one addition was made to goal number three to ensure financial stability for future services. The strategy to ensure quality services and effective communications was removed due to its completion in 2024.

PLANNING COMMITTEE RECOMMENDATION 141-24: The Planning Committee recommended the Board approve the 2025 Annual Action Plan, including the mission, vision, and core values.

Ms. Hood moved.

Mr. Butterfield seconded the motion.

Ms. Montrose, yes  
Mrs. Hood, yes

Ms. Place, yes  
Mr. McPheron, yes

Mr. Butterfield, yes  
Mr. Fleming, yes

D. Policy Committee

E. Nominating Committee Minutes November 25, 2024

XI. New Business

A. Special Resolutions

The Board presented Mr. Thomas Fleming, Ms. Phyllis Montrose and Mrs. Theresa M. Schnipke with a special resolution to thank each of them for their years of service and dedication to the Allen County Board of Developmental Disabilities.

BOARD RECOMMENDATION 142-24: The Board recommended three special resolutions be approved and supported unanimously by the Board.

Ms. Montrose moved.

Ms. Place seconded the motion

Ms. Place, yes  
Mr. McPheron, yes

Mr. Butterfield, yes  
Ms. Montrose, yes

Mrs. Hood, yes  
Mr. Fleming, yes

XII. Board Discussion

Mr. Fleming thanked the Board for the pleasure of serving and stated his sincere appreciation for all of the Board members and the dedicated employees of the Board.

Commissioner Beth Sybert presented Mr. Fleming, Ms. Montrose and Mrs. Schnipke with a special resolution from the Allen County Commissioners office recognizing each of them for their years of service and dedication to Allen County.

Mr. Adam Herman, Chief Executive Office for the Ohio Association of County Boards of Developmental Disabilities (OACBDD), presented Mr. Fleming with a plaque recognizing Mr. Fleming for his years of service as a trustee on the OACBDD Board.

XIII. Other Items to Come Before the Board

Board Member evaluations were placed in each member's folder and asked to be completed by the January Board meeting.

XIV. Adjournment

Ms. Montrose moved to adjourn the meeting at 5:50 p.m.

Mr. McPheron seconded the motion to adjourn.

Mr. Butterfield, yes  
Mr. Fleming, yes

Mrs. Hood, yes  
Ms. Montrose, yes

Mr. McPheron, yes  
Ms. Place, yes

Organizational and Regular Board Meeting  
**January 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