



Henry County Board of Developmental Disabilities

135 East Maumee Avenue, Napoleon, OH 43545

## HENRY COUNTY BOARD OF DD MEETING MINUTES

**April 19, 2023**

Board Members Present: Monica Atkinson, Dan Bischoff, Timothy Davis,  
Greg Heath, Amy Rosebrock

Superintendent: Kelly Aldrich

Staff Present: Melinda Camp, Tracy Deblin, Kristie Humbert,  
Theresa Myles, Heather Obermyer,  
Blake Stambaugh, Tiffany Swihart

Visitors: None

The Henry County Board of Developmental Disabilities (**HCBD**) Regular Board meeting was held on April 19, 2023 at HOPE Services, 135 East Maumee Avenue, Napoleon, Ohio. The meeting was called to order by Monica Atkinson and roll call was taken. Nelda Irving and Nichole Tripp were excused from the meeting.

### **Resolution 23-30: The HCBDD approve the minutes of the March 15, 2023 Regular Board meeting.**

A motion was made by Mr. Heath and seconded by Ms. Rosebrock. Roll call was taken and Resolution 23-30 was unanimously approved.

### **Resolution 23-31: The HCBDD approve additional costs to the Henry County Board of DD building addition and alterations as presented.**

A motion was made by Mr. Bischoff and seconded by Mr. Davis. This would pay for additional change orders plus a 10% contingency. Roll call was taken and Resolution 23-31 was unanimously approved.

### **Resolution 23-32: The HCBDD approve the adjustments to the Board's 2023 Fiscal Budget as presented.**

A motion was made by Mr. Heath and seconded by Ms. Rosebrock. Roll call was taken and Resolution 23-32 was unanimously approved.

**Resolution 23-33: The HCBDD approve Design Entertainment quotes for audio/video and security building enhancements in the amount of \$17,309.18.**

A motion was made by Ms. Rosebrock and seconded by Mr. Bischoff. Roll call was taken and Resolution 23-33 was unanimously approved.

**Resolution 23-34: The HCBDD approve Elite Doors for door security not to exceed \$15,000.00.**

A motion was made by Mr. Bischoff and seconded by Ms. Rosebrock. Roll call was taken and Resolution 23-35 was unanimously approved.

**Updates from the Superintendent:**

Kelly Aldrich, Superintendent, shared a few updates with the Board.

Construction is almost complete. Punch list took place on April 18<sup>th</sup> and we hope to start moving into offices next week. A preconstruction meeting was held for the paving of the parking lot on April 20<sup>th</sup>. The project is expected to be completed in May.

We will not be collecting on our 2.0 levy in 2023. We voluntarily rolled back that levy in 2022. We assumed the collection would restart in 2023 but it did not. We have met with the auditor's office for clarification regarding levy documentation needed moving forward.

Our staff were included in the Commissioners appreciation and service bonus program and were very thankful.

**Business Manager Report**

**Resolution 23-35: The HCBDD approve the March 2023 financial reports as presented.**

A motion was made by Mr. Davis and seconded by Mr. Bischoff. Roll call was taken and Resolution 23-35 was unanimously approved.

**Resolution 23-35.1: The HCBDD approve Cloud Migration for a total of \$11,257.20 which discontinues servers on-site.**

A motion was made by Mr. Bischoff and seconded by Ms. Rosebrock. Roll call was taken and Resolution 23-35.1 was unanimously approved.

**Approval of Contracts and Addendums**

**Resolution 23-36: The HCBDD approve contracts and addendums as presented.**

A motion was made by Mr. Heath and seconded by Mr. Bischoff. Roll call was taken and Resolution 23-36 was unanimously approved.

**Personnel/Policies**

Monica Atkinson, Board President thanked Blake Stambaugh for his 13 years of service.

**Executive Session**

**Resolution 23-37: The HCBDD approve entering into executive session to discuss matters required to be kept confidential.**

A motion was made by Mr. Bischoff and seconded by Ms. Rosebrock.

Time in: 4:38 p.m.  
Time out: 4:59 p.m.

**Action Taken:**

**Resolution 23-37.1: The HCBDD approve the Memorandum of Understanding to financially assist the Henry County Transportation Network with the delivery of Supported Employment Services to individuals with developmental disabilities in Henry County. Payment is not to exceed \$102,504.00.**

A motion was made by Mr. Bischoff and seconded by Ms. Rosebrock. Roll call was taken and Resolution 23-37.1 was approved. Mrs. Atkinson voted against.

**Adjournment**

**Resolution 23-38: The HCBDD approve to adjourn the April 19, 2023 Regular Board meeting.**

A motion was made by Mr. Bischoff and seconded by Mr. Davis. Roll call was taken and Resolution 23-38 was unanimously approved.

  
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Nelda Irving, Secretary

  
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Date

