



135 East Maumee Avenue, Napoleon, OH 43545

HENRY COUNTY BOARD OF DD MEETING MINUTES

October 15, 2025

Board Members Present: Samantha Andonian, Daniel Bischoff,
Chris Buchhop, Kim Cordes,
Harmony Downing, Nichole Tripp

Superintendent: Kelly Rieke

Staff Present: Keri Bunke, Melinda Camp, Tracy Deblin,
Jessica Harmon, Heather Obermyer,
Blake Stambaugh

Visitors: Lisa Owen

The Henry County Board of Developmental Disabilities (**HCBDD**) Regular Board meeting was held on October 15, 2025 at 135 East Maumee Avenue, Napoleon, Ohio. The meeting was called to order by Daniel Bischoff and roll call was taken. Tim Davis was excused from the meeting, Nichole Tripp joined via Zoom.

Approval of Minutes, Revisions, or Additions to the Agenda

Additions to the agenda were noted and highlighted in yellow.

Resolution 25-63: The HCBDD approve the minutes of the September 17, 2025 Regular Board meeting.

A motion was made by Mr. Buchhop and seconded by Mrs. Cordes. Roll call was taken and Resolution 25-63 was unanimously approved.

New Business from the Board

Resolution 25-64: The HCBDD approve rescheduling the November board meeting to November 25, 2025.

A motion was made by Mr. Buchhop and seconded by Mrs. Downing. Due to the OACB Winter Conference taking place on our normally scheduled board meeting, it was requested to change the date to November 25, 2025. Roll call was taken and Resolution 25-64 was unanimously approved.

Resolution 25-65: The HCBDD approve Daniel Bischoff as the delegate for the OACB Delegate Assembly and Kelly Rieke as the alternate.

A motion was made by Mr. Buchhop and seconded by Mrs. Cordes. Both Mr. Bishoff and Mrs. Rieke will be attending conference. Currently there is not anything to vote on. Roll call was taken and Resolution 25-65 was unanimously approved.

The following resolutions were recommended by the Finance Committee.

Resolution 25-66: The HCBDD approve employer insurance premium contributions of 90% for the Access Plus PPO Plan, 100% for the High-Deductible Health Plan, and 90% for dental insurance.

A motion was made by Mr. Buchhop and seconded by Mrs. Andonian. Heather Obermyer, Operations Manager, shared health insurance plans received a 2.5% increase and dental remained the same for 2026. The recommendation was to keep everything the same as 2025. Roll call was taken and Resolution 25-66 was unanimously approved.

Resolution 25-67: The HCBDD approve the employer contributions in the amount of \$750/Single and \$1500/Family for those enrolled in the High-Deductible Health Plan Health Savings Account.

A motion was made by Mr. Buchhop and seconded by Mrs. Andonian. The recommendation was to keep seed money the same as 2025. Roll call was taken and Resolution 25-67 was unanimously approved.

Resolution 25-68: The HCBDD approve the 2026 Agency Calendar as presented.

A motion was made by Mr. Buchhop and seconded by Mrs. Downing. The recommendation was to keep the same holiday schedule as 2025. Roll call was taken and Resolution 25-68 was unanimously approved.

Resolution 25-68.1: The HCBDD approve the increase to life insurance policies as presented.

A motion was made by Mrs. Andonian and seconded by Mr. Buchhop. Mrs. Obermyer shared that the board currently provides a life insurance policy to all full and part-time employees. Current policy amount is \$10,000 plus an additional \$10,000 for accidental death. The board currently pays \$29 a month. The increase would go to \$20,000 plus an additional \$20,000 for accidental death and the monthly bill would increase to \$58 a month. Roll call was taken and Resolution 25-68.1 was unanimously approved.

Resolution 25-68.2: The HCBDD approve a 3.5% general increase and adjustments to all eligible employees beginning with the January 16, 2026 pay date.

A motion was made by Mr. Buchhop and seconded by Mrs. Cordes. The Finance Committee reviewed percentages and received information on what other county board

of DD agencies are providing. Roll call was taken and Resolution 25-68.2 was unanimously approved.

Resolution 25-68.3: The HCBDD approve the compensation report as presented.

A motion was made by Mrs. Cordes and seconded by Mr. Buchhop. Kelly Rieke, Superintendent, shared the compensation report and updates that were approved in 2025. Roll call was taken and Resolution 25-68.3 was unanimously approved.

Updates from the Superintendent:

Mrs. Rieke shared a few updates with the board.

OACB facilitated funding the future event that we learned about at the policy and budget symposium. As a result, a workgroup has formed with County Board leadership, OACB and the Ohio Department of Developmental Disabilities to work on addressing challenges that were identified. They are working on solutions to fund DD services into the future.

Attended a partnership forum with OPRA (Ohio Provider Resource association) to brainstorm ideas to streamline and reduce costs in our field.

We did receive a grant from DODD that will be used for Keeping Families Together. We received \$15,000 for fiscal year 2026 and \$15,000 for fiscal year 2027. These funds will be used primarily for camps and respite services.

This is National Disability Employment Awareness Month. You will see posters, billboards and social media posts bringing awareness to this month.

We are working on our three-year strategic plan. A public survey has been sent out and posted on social media.

Business Manager Report

Resolution 25-69: The HCBDD approve September 2025 financial reports as presented.

A motion was made by Mr. Buchhop and seconded by Mrs. Cordes. Roll call was taken and Resolution 25-69 was unanimously approved.

Resolution 25-70: The HCBDD approve the purchase of four laptops from EK Computer, Inc. for the amount of \$5,712.60 plus a 10% contingency cost.

A motion was made by Mr. Buchhop and seconded by Mrs. Downing. Tracy Deblin, Business Manager, explained this is necessary to keep our computers up to date and on rotation. Roll call was taken and Resolution 25-70 was unanimously approved.

Contracts and Addendums

Resolution 25-71: The HCBDD approve the contracts and addendums as presented.

A motion was made by Mr. Buchhop and seconded by Mrs. Cordes. Contentverse software is being renewed. This software program hosts all our electronic files. Roll call was taken and Resolution 25-71 was unanimously approved.

Personnel/Policies

Mr. Bischoff, Board President thanked Zach Meister for his 7 years of service.

Resolution 25-72: The HCBDD approve the revised policy as presented.

A motion was made by Mr. Buchhop and seconded by Mrs. Andonian. 4.02 Purchasing policy was discussed and was updated due to credit card rule being updated in the Ohio Revised Code. Roll call was taken and Resolution 25-72 was unanimously approved.

Departmental Reports

Melinda Camp, Employment First/Community Relations Manager, spoke on the various sports that Special Olympics has to offer and some recent winnings. Mrs. Camp also shared some upcoming events.

Executive Session

Resolution 25-72.1: The HCBDD approve entering into executive session to discuss compensation of a public employee.

A motion was made by Mrs. Andonian and seconded by Mr. Buchhop. Roll call was taken and Resolution 25-72.1 was unanimously approved.

Time In: 4:29 p.m.

Time Out: 4:33 p.m.

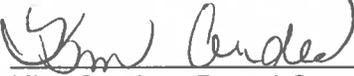
Resolution 25-72.2: The HCBDD approve a 3.5% general increase for the superintendent beginning with the January 16, 2026 pay date.

A motion was made by Mr. Buchhop and seconded by Mrs. Andonian. Roll call was taken and Resolution 25-72.2 was unanimously approved.

Adjournment

Resolution 25-73: The HCBDD approve to adjourn the October 16, 2025 Regular Board meeting.

A motion was made by Mr. Buchhop and seconded by Mrs. Downing. Roll call was taken and Resolution 25-73 was unanimously approved.



Kim Cordes, Board Secretary

11/25/2025

Date

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