



135 East Maumee Avenue, Napoleon, OH 43545

HENRY COUNTY BOARD OF DD MEETING MINUTES

September 17, 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 September 17, 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. Daniel Bischoff administered the oath of office for new board member Harmony Downing.

Approval of Minutes, Revisions, or Additions to the Agenda

Resolution 25-50: The HCBDD approve the minutes of the July 16, 2025 Regular Board meeting.

A motion was made by Mr. Buchhop and seconded by Mrs. Cordes. Roll call was taken and Resolution 25-50 was unanimously approved.

New Business from the Board

Resolution 25-51: The HCBDD approve the Continuity of Operations Plan as presented.

A motion was made by Mr. Buchhop and seconded by Mrs. Andonian. Kelly Rieke, Superintendent, shared in the event of a major interruption, we want to ensure that we are still operating to the best of our ability. This plan is a guide to initiate conversations and possible solution-driven directions that the leadership team may take. Each department will also have their own internal document to ensure continuity of care. Roll call was taken and Resolution 25-51 was unanimously approved.

The following resolutions were recommended by the Finance Committee.

Resolution 25-52: The HCBDD approve the 2026 Preliminary Budget as presented.

A motion was made by Mrs. Cordes and seconded by Mr. Buchhop. Tracy Deblin, Business Manager, shared this preliminary budget needs submitted prior to October's board meeting. Final changes need to be made by our December board meeting. Roll call was taken and Resolution 25-52 was unanimously approved.

Resolution 25-53: The HCBDD approve the revisions to the Table of Organization as presented.

A motion was made by Mrs. Andonian and seconded by Mr. Buchhop. Mrs. Rieke shared that we would like to move the Special Olympics Assistant under the Community Relations/Employment First Manager to increase consistency in the department. Also proposed was the addition of an SSA Lead position. Currently we have several duties that are spread out among several SSA's such as MUI, training, and quality assurance. This position will serve as a back-up to the SSA Director and be an important piece of provider relations and compliance. We anticipate this position will be filled by an internal candidate, with some department restructuring, we do not expect the need to add another SSA position. Roll call was taken and Resolution 25-53 was unanimously approved.

Resolution 25-54: The HCBDD approve the new and revised job descriptions as presented.

A motion was made by Mr. Buchhop and seconded by Mrs. Cordes. Heather Obermyer, Operations Manager, shared job duties of the new SSA Lead position. Special Olympics/Community Inclusion Coordinator and Special Olympics/Community Inclusion Assistant were updated to clarify roles. SSA Director and Employment First/Community Relations Manager job descriptions were revised with updated positions supervised. Roll call was taken and Resolution 25-54 was unanimously approved.

Resolution 25-55: The HCBDD approve the revisions to the compensation levels as presented.

A motion was made by Mrs. Andonian and seconded by Mrs. Cordes. Mrs. Rieke shared that job titles were updated. Level 4 was updated to be a management and/or provides leadership position and the SSA Lead was added to that level. Roll call was taken and Resolution 25-56 was unanimously approved.

Resolution 25-56: The HCBDD approve revisions to 4.06 Fundraising policy as presented.

A motion was made by Mr. Buchhop and seconded by Mrs. Cordes. Mrs. Rieke explained the policy has not been updated since 2015 and we are including that any fundraiser with an upfront cost of \$1,500 will need full board approval. Roll call was taken and Resolution 25-56 was unanimously approved.

Updates from the Superintendent:

Mrs. Rieke shared a few updates with the board.

U.S. House Appropriations committee joins Senate in protecting crucial funding for DD partners. In Ohio, organizations that had been slated for either partial or complete de-funding by the Trump administration included OSU Nisonger Center, University of Cincinnati Center of Excellence in Developmental Disabilities and Disability Rights Ohio. Maintains services for approximately 40,000 Ohioans with disabilities.

There have been many discussions at the state regarding a potential for the elimination of property taxes to go on the 2026 ballot. The majority of our funds we receive for DD Services comes from property taxes. We have three continuing levies from 1982, 2000 and 2006. It is important to note that even though property taxes have increased for property owners, the amount of levy dollars that we receive has not increased. The amount of property taxes we receive is based on property values in 1982, 2000 and 2006. At this time there is no proposed replacement for property taxes as a method to fund services. We continue to watch this closely.

Lastly, the OACB winter conference is November 19-21 with hybrid sessions also available.

Business Manager Report

Resolution 25-57: The HCBDD approve July and August 2025 financial reports as presented.

A motion was made by Mr. Buchhop and seconded by Mrs. Cordes. Roll call was taken and Resolution 25-57 was unanimously approved.

Resolution 25-58: The HCBDD approve the adjustments to the 2025 fiscal budget as presented.

A motion was made by Mr. Buchhop and seconded by Mrs. Downing. Mrs. Deblin explained our waiver match line item needs to be increased by \$285,000 as costs have increased. Roll call was taken and Resolution 25-58 was unanimously approved.

Contracts and Addendums

Resolution 25-59: The HCBDD approve the contracts and addendums as presented.

A motion was made by Mr. Buchhop and seconded by Mrs. Downing. Advanced Cleaning, Defiance County Board of Commissioners and Defiance County Family and Children First Council, JTs Building and Maintenance and LAMAR contracts were all discussed. Roll call was taken and Resolution 25-59 was unanimously approved.

Personnel/Policies

Mr. Bischoff, Board President thanked the following employees for their years of service:

Renita Kuehner, 4 years

Christina Clark, 8 years

Darwin Becker, 2 years

Jessica Harmon, 7 years

Chery Lewis, 13 years

Resolution 25-60: The HCBDD approve the revised policies as presented.

A motion was made by Mr. Buchhop and seconded by Mrs. Cordes. 1.45 Records Format, Retention Schedule, and Document Destruction along with 3.40 Privacy and Security Incident Response and Reporting were reviewed. Roll call was taken and Resolution 25-60 was unanimously approved.

Departmental Reports

Blake Stambaugh, Service and Support Administration Director, shared information with the board on different types of waivers we provide to individuals with developmental disabilities.

Executive Session

Resolution 25-61: The HCBDD approve entering into executive session to discuss employment of public employees.

A motion was made by Mr. Buchhop and seconded by Mrs. Andonian. Roll call was taken and Resolution 25-61 was unanimously approved.

Time In: 4:43 p.m.

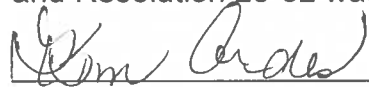
Time Out: 4:53 p.m.

No Action Taken

Adjournment

Resolution 25-62: The HCBDD approve to adjourn 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 25-62 was unanimously approved.



Kim Cordes, Board Secretary

10/15/2025

Date