SOUTHWESTERN OHIO COUNCIL OF GOVERNMENTS
MEETING MINUTES
December 10th, 2025
SWOCOG Office
Time: 1:00pm-4:00pm

Board Attendance: John LaRock, Lee Ann Emmons, Megan Manuel, Dan Ottke, Kamarr Gage.
Absent Leia Snyder
Attendees: Sharon Travis, Amy Pond and Megan Hoying

I. Call to Order: John LaRock called the meeting to order at 1:38pm.

II. Approval of Agenda
Resolution 25-12-01 Dan Ottke motioned to approve the agenda as presented. Lee Ann Emmons seconded; motion carried.

III. Review/Approve Minutes of October 22nd, 2025, Board Meeting.
Resolution: 25-12-02 Dan Ottke motioned to approve the minutes of October 22nd, 2025, Board Meeting as presented. Megan Manuel seconded; motion carried.

IV. Financial Report
A. **December Financial Report**
Amy reviewed the financial report that was emailed to the board.

B. **COG Financial Statement: January-November 2025.**
Resolution: 25-12-03 Lee Ann Emmons motioned to approve the COG Financial Statement as presented. Dan Ottke seconded; motion carried.

V. Executive Director's Report
Sharon Travis reviewed the report that was emailed to the board.

VI. Old Business:
A. **Respite Homes:** Sharon Travis presented the idea of opening the homes to surrounding counties. The board members all agreed that contacting Miami, Preble and Clinton County to see if they would be interested in the services.

VII. New Business:
A. **2026 Board Officer Nominations:** The board nominated the following members to be the officers for 2026: Lee Ann Emmons as President, John LaRock as Vice President, Dan Ottke as Treasurer and Secretary. The board will vote for the officers at the annual meeting in January 2026.
B. **2026 Proposed Meeting Dates/Times-Draft:** The board reviewed the proposed meeting location, dates, and times for the 2026 board meeting.
C. **2023 Cost Audit Report:** Amy Pond reviewed the cost audit report that was emailed to the board.

VIII. Executive Session:
There was not an executive session.
Resolution: 25-12-04 Dan Ottke motioned for the Sharon Travis, Executive Director, to receive a 3%salary increase effective January 1, 2026, Megan Manuel seconded, motion carried. Lee Ann Emmons and Kamarr Gage abstained from voting.

IX. Adjournment: John LaRock adjourned the meeting at 2:59pm.