

**HOLMES COUNTY BOARD OF DD  
REGULAR MONTHLY MEETING AGENDA  
OCTOBER 22, 2025**

**I. Meeting called to order by Chad Yoder at \_\_\_\_\_p.m.**

**A. Roll Call**

Chad Yoder-Present	Tara Dalrymple-Present
Wilbur Hershberger-Present	Kyle Snyder-Present
Mike Palmer-Absent	Michele Snow-Present
Amos Yoder-Present	

**B. Staff Present**

Marianne Mader	Curtis Goehring	Evelyn Scott
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**C. Visitors Present:** Jake Sidle WKLM

**D. Hearing of Visitors:** None

**II. ADDITIONS/REVISIONS/APPROVAL OF AGENDA**

A motion was made by Kyle Snyder and seconded by Wilbur Hershberger to approve the October 22, 2025 meeting agenda.

**III. MEETING MINUTES**

A motion was made by Michele Snow and seconded by Amos Yoder to approve the September 24, 2025 Regular Monthly Meeting Minutes as submitted.

**IV. FINANCIAL REPORTS/BUSINESS MANAGER'S REPORT – Curtis Goehring**

**A. Approval of Budget Summary, Expenditures by Vendor**

A motion was made by Tara Dalrymple and seconded by Michele Snow to approve the Budget Summary, Expenditures by Vendor through September 30, 2025.

V. COMMUNICATION/INFORMATION/SHARING

A. Administrative Reports/Comments

1. **Staff Changes:** Two candidates have accepted offers of employment to be SSAs. One is scheduled to start the last week of October and the other the first week of November. We received no interest in the soon to be vacated position of Community Employment and Advocacy worker. Cindy Boals has agreed to return as a “retire/rehire” with reduced hours starting in January 2026.
2. **Dental Clinic update:** Lori Frank, Dental Clinic Manager, and I met with representatives from Viola Startzman Clinic regarding their possible use of the clinic following Lori’s retirement in 2026. Viola Startzman Clinic, accepts Medicaid, insurance and private pay, has expanded their services in Holmes County by recently opening a medical clinic and is very interested in opening a dental clinic as well.
3. **Keeping Families Together Grant:** Holmes DD was awarded \$8000 from the Ohio Department of Developmental Disabilities to be used over the next 2 years. Funds will be used to host a parent support group and activities bringing caregivers and siblings together.

B. Program Reports

1. **Program Statistics** are attached (B1).
2. **Advocacy:** Cindy Boals, Community Employment and Advocacy Worker, accompanied 2 individuals to the Synergy Conference, October 1 – 3 held at The Kalahari Resort in Sandusky Ohio. This conference, attended by 900+ individuals/supporters and focused primarily on self-advocates, provided engaging speakers who motivated and inspired those present to set goals, step outside their comfort zones, and never give up.
3. **Costumes & Candy:** The 2<sup>nd</sup> annual Costumes and Candy was held on Saturday October 18<sup>th</sup>. The 16 decorated trunks included representatives from Killbuck Savings Bank, Commercial & Savings Bank, Main Street Bank, Sacred Ground, Cardinal Rehab, Holmes County Health District, Dusty Trails Side by Sides and Holmes DD staff members. This event, open to the community, included trick or treating, wagon rides, crafts, and a bounce house. It is estimated 120 people visited us, a 33% increase over last year.

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4. **Bucks Basketball:** This year the Bucks have expanded to 15 players! We will continue playing local teams from churches and businesses and nearby Special Olympic teams. New this year, for home games, cheerleaders will be cheering on the Bucks! Games start in November with the Special Olympics regional tournament scheduled for early February, 2026. A schedule is included (B2).

**C. Superintendent's Report**

1. **Ohio Association of County Boards of Developmental Disabilities (OACB) Annual Convention:** The convention is scheduled for November 19-November 21, 2025 with a delegate assembly on November 19th. There are no proposed resolutions at this time but one or more could be brought to the floor. It is necessary to identify a delegate and an alternate to represent Holmes DD. I recommend the Board appoint me as delegate and Curtis Goehring as alternate to participate in the delegate assembly. See VII A.
2. **Addendum to Housing Contract with Summit Housing Development Corporation (SHDC).** Stephen Postalakis from the Ohio Lawyers Group, the law firm that assists OACB, reached out with recommendations regarding our housing contract with SHDC. The review was conducted at the request of OACB because a year or so ago, an executive director for a housing corporation embezzled money from her employer and one or more county boards of DD. As a result of that person's actions, the State Auditor audited one of the county boards in question and addressed some issues regarding approval of spending under the housing contract. It appears the State Auditor will also look at other county boards and their contracts with their housing corporations.

Mr. Postalakis stated no issues were found in the Holmes DD/SHDC contract related to the Auditor's concerns. However, Mr. Postalakis recommended the Board pass a resolution authorizing the Superintendent to approve expenditure under the housing contract whether directly to Summit Housing or for some other housing purpose in accordance with the Board's existing purchase authorization policy. As a reminder, the Board has given authority to the Superintendent to approve purchases under \$25,000. See VII B.

Mr. Postalakis' review showed that the Holmes DD/SHDC housing contract was missing certain provisions required by Ohio Administrative Code rule 5123-1-03 or the Series II Lease Agreement. The most current version is attached (C1) which is to be attached as part of our contract. This Agreement is between several state entities in relation to the community capital assistance funds. Its provisions take precedence over the housing contract if there is a conflict. Also attached is the addendum (C2) prepared by Mr. Postalakis to our housing contract with Summit Housing, which addresses the missing language. See VII C.

**VI. OLD BUSINESS**

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**VII. NEW BUSINESS**

**A. OACB Delegate**

A motion was made by Wilbur Hershberger and seconded by Amos Yoder to name Marianne Mader as delegate and Curtis Goehring as alternate delegate for the Ohio Association of County Boards of DD convention delegate assembly on November 19, 2025.

**B. Housing Expenditure**

A motion was made by Michele Snow and seconded by Wilbur Hershberger authorizing the Superintendent to approve expenditure under the housing contract whether directly to Summit Housing Development Corporation or for some other housing purpose in accordance with the Board's existing purchase authorization policy.

**C. Housing Contract Addendum**

A motion was made by Amos Yoder and seconded by Kyle Snyder to approve the addendum to the housing contract between Holmes County Board of Developmental Disabilities and the Summit Housing Development Corporation.

**VIII. ADMINISTRATIVE REPORT**

A. Discussion Items: Confirmed there will be a quorum on November 26, 2025.

B. Upcoming Dates:	November 4	HCAHC Trustee meeting
	November 11	Veteran's Day, Holmes DD CLOSED
	November 12	School Thanksgiving Dinner
	November 26	Thanksgiving School Holiday. Office OPEN.
	November 27-28	Thanksgiving, Holmes DD, Facility CLOSED.

**IX. ADJOURNMENT**

A motion was made by Tara Dalrymple and seconded by Kyle Snyder to adjourn the October 22, 2025 Regular Monthly Meeting of the Holmes County Board of DD. Time 12:44 p.m.

**Next and final Board Meeting of 2025  
November 26, 2025  
at NOON**