**HOLMES COUNTY BOARD OF DD**

**REGULAR MONTHLY MEETING MINUTES**

**JUNE 25, 2025**

1. **Meeting called to order by Chad Yoder at \_\_12:05\_\_\_p.m.**
2. **Roll Call**

Chad Yoder-Present Tara Dalrymple-Present

Wilbur Hershberger-Present Kyle Snyder-Present

Mike Palmer-Present Michele Snow-Present

Amos Yoder-Present

1. **Staff Present**

Marianne Mader Curtis Goehring Evelyn Scott Mimi Lawhead

1. **Visitors Present: \_\_**Jake Sidle - WKLM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Hearing of Visitors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **ADDITIONS/REVISIONS/APPROVAL OF AGENDA**

A motion was made by \_Tara Dalrymple\_ and seconded by \_Mike Palmer\_\_\_ to approve the June 25, 2025 meeting agenda.

1. **MEETING MINUTES**

A motion was made by \_Michele Snow\_ and seconded by Wilbur Hershberger to approve the May 28, 2025 Regular Monthly Meeting Minutes as submitted.

1. **FINANCIAL REPORTS/BUSINESS MANAGER’S REPORT – Curtis Goehring**
2. **Budget Summary, Expenditures by Vendor**

A motion was made by \_Amos Yoder\_\_ and seconded by Tara Dalrymple to approve the Budget Summary, Expenditures by Vendor through May 31, 2025.

1. **COMMUNICATION/INFORMATION/SHARING**
2. **Administrative Reports/Comments**

**1. Staffing Changes:** The Community Supports Director position was accepted by Sharon Allison. Sharon has been a Holmes DD employee for 21 years and is excited about the possibilities of her new position. The resignation of Paul Troyer, mechanic, was accepted. Paul has been with Holmes DD for nearly 5 years. We are currently recruiting for a mechanic.

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1. **Appointment of Education Director:** Crystal Payne has accepted the offer to serve as Holmes DD’s Education Director. As she does not yet have a Principal License, she requires a Board resolution stating she has been appointed to the Education Director position to begin the process for the Alternative Principal License through the Ohio State Board of Education. Over the next few years Crystal will need to be mentored, complete coursework, and pass an exam to receive her Principal License. See VII A.
2. **Program Reports**
3. **Program Statistics** are attached (B1).
4. **Special Olympics Summer Games:** Ten bowlers and 9 track and field athletes from Holmes County participated in Ohio Special Olympics Summer Games on the campus of Ohio State University, June 13-15.
5. **Community Supports Department Happenings:** Over the summer, many events (B2) are planned in partnership with local organizations including the Crissey Memorial Pool, Duncan Theater, Harvest Ridge, Historic Downtown Millersburg, Be You Livestock Show, and the Holmes County Fair.
6. **School Summer Program:** Eighteen (18) School students will be participating in an 11 day summer recreation program at our facility over the summer. Eleven different school staff are assisting along with 2 bus drivers.
7. **Superintendent’s Report**
   1. **Professional Development Plan.** Statute requires Superintendents of County Board of Developmental Disabilities to have a Board approved Professional Development plan on an annual basis. Status of last year’s plan and proposed 2025-26 will be shared at the meeting. See VII B. **Revision to move to August Board Meeting**
   2. **Cardinal Rehabilitation contract**:

The contract for the Speech and Occupational Therapy for the upcoming school year is $47,000 and requires Board approval (C1). The previous school year, the contract amount was $47,000. For the second year in a row we will no longer have a contract with Cardinal for Early Intervention as the Ohio Department of Developmental Disabilities has provided Early Intervention funds to MEORC. In turn, MEORC is paying Cardinal for therapists working with the Holmes County team. See VII C.

* 1. **GentleBrook Service Agreement:** The service agreement with GentleBrook to provide locally funded adult services is due for renewal (C2). Last year’s contract was for $188,000 and this year it is for $180,000. Approximately $60,000 will be reimbursed by the Amish Collection fund. See VII D.

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* 1. **MUI:** The State’s MUI rule has been revised with changes in effect on July 1, 2025. The changes impact our MUI procedures only, the policy remains unchanged. Mimi Lawhead, SSA Director, will attend the June Board meeting to provide an overview of the MUI rule changes.
  2. **Waiting List policy revision:** The State’s Waiting List rule has been revised requiring a revision to the Holmes County Waiting List Policy. Mimi Lawhead, SSA Director, will attend the Board meeting to provide an overview of the waiting list rule changes. Attached is the proposed revised policy (C3) for Board approval. See VII E.
  3. **Executive session** to discuss personnel compensation. See VII F.

1. **OLD BUSINESS**
2. **NEW BUSINESS**
   1. **Appointment of Education Director**

A motion was made by \_Mike Palmer\_ and seconded by Wilbur Hershberger b to appoint Crystal Payne to the position of Education Director for the 2025-2026 School Year.

* 1. **Superintendent Professional Development Plan. -Revision to move to August Board Meeting**

A motion was made by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_ to accept Superintendent Marianne Mader’s Professional Development Plan for July 6, 2025- July 5, 2026.

* 1. **Cardinal Rehabilitation Service Agreement.**

A motion was made by Michele Snow and seconded by Wilbur Hershberger to approve the service agreement with Cardinal Rehabilitation for school Occupational and Speech Therapy services in the amount of $47,000.

* 1. **GentleBrook Service Agreement**

A motion was made by Kyle Snyder and seconded by Amos Yoder to ­­­­­­­­­­­­­­ approve the service agreement with GentleBrook for Adult Services, Non-medical Transportation and Vocational Habilitation in the amount of $180,000.

* 1. **Waiting List Policy**

A motion was made by Wilbur Hershberger and seconded by \_Kyle Snyder to approve the revised Waiting List Policy as presented.

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* 1. **Executive Session to discuss matters involving compensation of public employees.**  Time In\_12:58 p.m. Time Out\_1:39 p.m.

**A motion was made by \_Mike Palmer and seconded by Tara Dalrymple to enter executive session to discuss matters involving compensation of public employees.**

Chad Yoder \_\_X\_\_ Kyle Snyder \_X Michele Snow \_X Wilbur Hershberger \_\_X\_\_\_\_

Mike Palmer \_X\_\_\_ Amos Yoder \_X\_\_\_ Tara Dalrymple \_\_\_X\_\_

**A motion was made by \_Kyle Snyder and seconded by Wilbur Hershberger to exit executive session**

Chad Yoder \_\_X\_\_ Kyle Snyder \_\_X\_\_ Michele Snow \_\_X\_\_\_ Wilbur Hershberger \_\_X\_\_\_

Mike Palmer \_\_X\_\_\_ Amos Yoder \_\_X\_\_\_ Tara Dalrymple \_\_X\_\_\_

* 1. **Staff salaries.**

A motion was made by Mike Palmer and seconded by Tara Dalrymple\_ to approve an overall \_4\_\_% salary increase with 80% directed to employees as a salary adjustment and 20% directed to the bonus incentive program. Wage increase is effective August 7, 2025 for regularly scheduled Holmes DD staff employed in their current position on May 1, 2025.

1. **ADMINISTRATIVE REPORT**
2. Discussion Items
3. Upcoming Dates

July 4 Independence Day, Facility closed.

August 18 All staff annual in-service day.

August 19-20 School in-service days

August 21 First Day of School

August 26 School Open House

1. **ADJOURNMENT**

A motion was made by \_\_Amos Yoder\_ and seconded by \_\_Wilbur Hershberger to adjourn the June 25, 2025 Regular Monthly Meeting of the Holmes County Board of DD. Time \_\_1:41\_ p.m.

**Next Meeting**

**August 27, 2025**

**at 12:00 p.m.**

**BOARD MEMBERS ARE ENCOURAGED TO JOIN HOLMES DD STAFF ON**

**MONDAY, AUGUST 18, 9:00-11:00 AM, FOR IN-SERVICE TRAINING.**