

**HOLMES COUNTY BOARD OF DD
REGULAR MONTHLY MEETING MINUTES
SEPTEMBER 24, 2025**

I. Meeting called to order by Chad Yoder at 12:01 p.m.

A. Roll Call

Chad Yoder-present	Tara Dalrymple-present
Wilbur Hershberger-absent	Kyle Snyder-present
Mike Palmer-absent	Michele Snow-present
Amos Yoder-absent	

B. Staff Present

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

D. Hearing of Visitors: no comments

II. ADDITIONS/REVISIONS/APPROVAL OF AGENDA

A motion was made by Michele Snow and seconded by Tara Dalrymple to approve the revised September 24, 2025 meeting agenda.

III. MEETING MINUTES

A motion was made by Tara Dalrymple and seconded by Michele Snow to approve the August 27, 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 Michele Snow and seconded by Kyle Snyder to approve the Budget Summary, Expenditures by Vendor through August 31, 2025.

V. COMMUNICATION/INFORMATION/SHARING

A. Administrative Reports/Comments

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1. **Staff Changes:** Danielle Yoakem has been hired as a bus driver. April Miller has been hired as a Maintenance Worker. Kim Weaver resigned from the position of Early Intervention Service Coordinator. Lisa Hochstetler, SSA, transferred into the position of Early Intervention Service Coordinator. Cindy Boals, an employee of 42 years currently serving as Community Employment Worker, has announced her retirement. We are presently recruiting to fill Cindy's position and an SSA.
2. **Ohio Department of Developmental Disabilities Accreditation:** Along with Holmes DD being awarded a 3-year accreditation, we received feedback about what Holmes DD is doing particularly well, including:
 - Individual Service Plans (ISPs), as a whole, reflect the person; visits with individuals confirmed what had been included in the plan.
 - One reviewer stated that these were some of the best ISP plans she has seen in a while.
 - EI families are very appreciative of all the services provided and the support of the county.
 - County is working with local doctor to begin ADEP so families will not have to travel far to receive or confirm autism diagnosis.
 - Advocacy engagement in community is strong; advocates are proud of their involvement in community and the opportunities to be involved state-wide.
 - County consistently thinks outside of the box to provide services to people. They work to meet the people and families where they are, not push services on them.
 - County board acknowledges the unique demographic their county has with the large number of Amish families; uses local funds and resources creatively to meet their needs.
3. **Adult Day Program Transportation:** In late August, Precious Angel transportation announced they are closing their business effective Oct 3, 2025. Their Holmes DD-funded passengers attend LHI and GentleBrook. Both, LHI and GentleBrook have plans in place to transport the individuals who attend their program and had been transported by Precious Angel.
4. **ODOT Cooperative Purchasing Program:** The Ohio Department of Transportation (ODOT) has a Cooperative Purchasing Program that allows local governments who are members of the State of Ohio Purchasing Program to make vehicle related purchases. While State of Ohio Purchasing Program is perpetual (Holmes DD is already a member) ODOT's must be approved by the Board and renewed every 2 years. Because new vehicles are needed to replace existing vehicles, it is recommended the Board approve the attached resolution to become an ODOT Cooperative Purchasing Program member. See VII A.
5. **Transportation update:**
 - Typically Holmes DD has transported K-12 students in our school and students on an IEP who attend the preschool in our building. Last year we had 4 busses on the road providing school and preschool transportation. We have had 3 vans in our parking lot for school outings/trips and back up vehicles if we could not find a sub bus driver.
 - Due to our driver shortage at the beginning of the school year, Holmes DD made an agreement with West Holmes (WH). In return for WH transporting WH preschoolers, Holmes DD would loan them our van 21 so they had a vehicle to transport them.

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- With 3 vehicles on the road, Holmes DD continues to transport K-12 students in our school and the preschoolers who attend in our building who are NOT WH students (1 Waynedale and 2 East Holmes).
- Our newest bus driver started the school year needing to receive a CDL license, which she is working on. In the meantime, this driver is using van 23 which can hold either 12 ambulatory passengers or 6 wheelchairs or a combination thereof.
- Van 20, our oldest van, needs approximately \$15,000 of structural and mechanical repairs. This van is no longer being used. Our plan is to trade it in or sell it, as-is, on gov.deals.com.
- Currently, we have only one functional van for this school year.

It is recommended the Board approve the purchase of a new wheelchair accessible van not to exceed \$145,000. Vans are used by the school during the school day and serve as a valuable back up for school transportation when a CDL bus driver is not available. See VII A.

6. Executive Session to discuss matters involving compensation of public employees.

Time In 12:23PM Time Out 12:47 PM

A motion was made by Tara Dalrymple and seconded by Michele Snow to enter executive session to discuss matters involving compensation of public employees.

Chad Yoder X Kyle Snyder X Michele Snow X Wilbur Hershberger ab
Mike Palmer ab Amos Yoder ab Tara Dalrymple X

A motion was made by Michele Snow and seconded by Kyle Snyder to exit executive session

Chad Yoder X Kyle Snyder X Michele Snow X Wilbur Hershberger ab
Mike Palmer ab Amos Yoder ab Tara Dalrymple X

B. Program Reports

1. **Program Statistics** are attached (B1).
2. **Playgroup:** Early childhood playgroup was held on September 8 with children participating (of the children were new to playgroup). The next playgroup will be on Monday, October 6th at Holmes DD.
3. **Buddy Softball:** Practice for 25 ball players was held on August 26. Games are being held on September 17, 23, and 30 at Oasis Youth Center, Charm, on their artificial turf ball field. Approximately 300 spectators were present for the September 17th game! Each ball player (kids and adults with special needs) is assigned a buddy to provide any help needed which may include helping them hit the ball off a tee, guiding/pushing them to bases, and actively participate in the game. The newly created Community Supports Department is responsible for planning and operating Buddy Softball with financial support from HCAHC.

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C. Superintendent's Report

1. **Board membership:** Wilbur Hershberger is approaching the end of his first four-year term. I am happy to report that he has agreed to stay on the Board for another term starting in January 2026.
2. **Keeping Families Together grant:** Holmes DD Community Supports Department has submitted a grant proposal seeking funding for a parent support group. Funding will provide coffee and room rental at a local community establishment for the meetings. Monthly in-person meetings will be facilitated by Sharon Allison, Community Supports Department Director, and a parent co-leader with lived experience. Guest speakers from developmental disabilities, behavioral health, and child-serving systems.
3. **Respite Request for Proposal:** In August, a request for proposal seeking an DODD certified agency provider to provide short-term respite was emailed to 15 agency providers. No responses were received. An alternative plan to increase respite opportunities is being considered.
4. **Incentive Policy:** As discussed last month, the incentive policy that was piloted in 2024-2025 met it's desired objectives of rewarding staff for completing tasks that benefited Holmes DD including staff participation in events, cybersecurity knowledge, use of company cars, and improved attendance. The pilot was for one year. A merit-based system is being researched for 2026-27. In the meantime, a revision is sought for 2025-26 which is attached (C1). Rather than receiving a one-time bonus the revision allows staff to earn up to a 1% salary increase. Many of the same tasks from the previous year are included but instead of completing 3 tasks to get a one-time bonus, the employee can earn an incremental salary increase by completing up to 4 tasks. If approved this policy will go into effect on October 1, 2025. See VI A.

VI. OLD BUSINESS

A. Incentive Policy

A motion was made by Tara Dalyrmple and seconded by Kyle Snyder to revise the Incentive Policy as presented.

VII. NEW BUSINESS

A. ODOT Cooperative Purchasing Program

RESOLUTION AUTHORIZING HOLMES COUNTY BOARD OF DEVELOPMENTAL DISABILITIES TO PARTICIPATE IN THE ODOT COOPERATIVE PURCHASING PROGRAM

WHEREAS, Section 5513.01 (B) provides the opportunity for Counties, Townships, Municipal Corporations, Conservancy Districts, Township Park Districts, Park Districts created under Chapter 1545 of the Revised Code, Port Authorities, Regional Transit Authorities, Regional Airport Authorities, Regional Water and Sewer Districts, County Transit Boards, State Universities or

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Colleges to participate in contracts of the Ohio Department of Transportation for the purchase of machinery, material, supplies or other articles.

NOW, THEREFORE,

Be it ordained by Holmes County Board of Developmental Disabilities

SECTION 1.

That the Superintendent hereby requests authority in the name of Holmes County Board of Developmental Disabilities to participate in the Ohio Department of Transportation contracts for the purchase of machinery, materials, supplies or other articles which the Department has entered into pursuant to Ohio Revised Code Section 5513.01 (B).

SECTION 2.

That the Superintendent is hereby authorized to agree in the name of Holmes County Board of Developmental Disabilities to be bound by all terms and conditions as the Director of Transportation prescribes.

SECTION 3.

That the Superintendent is hereby authorized to agree in the name of Holmes County Board of Developmental Disabilities to directly pay vendors, under each such contract of the Ohio Department of Transportation in which Holmes County Board of Developmental Disabilities participates, for items it receives pursuant to the contract.

SECTION 4.

That Holmes County Board of Developmental Disabilities agrees to be responsible for resolving all claims or disputes arising out of its participation in the cooperative purchasing program under Section 5513.01(B) of the Ohio Revised Code. The Holmes County Board of Developmental Disabilities agrees to waive any claims, actions, expenses, or other damages arising out of its participation in the cooperative purchasing program which the Holmes County Board of Developmental Disabilities may have or claim to have against ODOT or its employees, unless such liability is the result of negligence on the part of ODOT or its employees.

A Motion was made by Kyle Snyder and seconded by Tara Dalrymple to approve Holmes County Board of Developmental Disabilities participation in the Ohio Department of Transportation Cooperative Purchasing program.

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B. Van

A motion was made by Tara Dalrymple and seconded by Michele Snow to approve the purchase of a new wheelchair accessible van through the State of Ohio/ODOT's Cooperative Purchasing Program not to exceed \$145,000.

VIII. ADMINISTRATIVE REPORT

A. Discussion Items

B. Upcoming Dates

October 13, 2025

Columbus Day, Facility Closed

October 17, 2025

Inservice Day for School and Transportation staff

October 18, 2025

Costumes and Candy, 10:00-11:30, open to the public.

IX. ADJOURNMENT

A motion was made by Michele Snow and seconded by Tara Dalrymple to adjourn the September 24, 2025 Regular Monthly Meeting of the Holmes County Board of DD. Time 12:56 p.m.

**Next Meeting
October 22, 2025 at Noon**