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August 18, 2025

Members in attendance: Tim Brown, Rebecca Ferguson, John Janas, Edward Metzger, Jerry Miller, Marlene North, Virginia Nuzum

Members absent/excused:

Guests: Julie Sprague, Amy Brinkman, Scott McKeown, Rachel Smith, Joe Bernyk, Jen Krouse, Audrey Stock, Cristina Overhulse, Charese Botjer, Mike Stanford, Michele Solther, Stacy Cox, Lynne Beard, Joanne Hayward, Cara Groman, Carly Dauch, Jessica Sickler, Katie Ackenberger, Chris Doerner, Jessica Duty, Stacey Rife, Sarah Stalets, Conner Galvin, Clair Griffith, Danielle Perkins, Lorraine Flick, Emily Sisco, Brent Baer, Rhonda Kendall

**Approval of Minutes**

On a motion made by Rebecca Ferguson and seconded by Marlene North, the Board approved the June 16, 2025, meeting minutes. All ayes recorded. Motion carried.

**Strategic Plan initiative for Provider Success: Provider Agency Spotlight**

Ms. Joanne Hayward, Health Supports and Provider Relations Director, announced that the Wood County Board of DD 2025-2027 Strategic Plan contains a Change Initiative for Provider Success. Ms. Hayward announced that this initiative for 2025 is to “develop and implement a process to share an in-depth provider feature quarterly”.

Ms. Sara Stalets, Provider Relations Specialist, announced that the next featured agency nomination Provider Success is Kan Du Group**.** Ms. Stalets stated that this certified Home and Community Based agency provides Homemaker Personal Care, Non-medical Transportation, Vocational Habilitation, Individual Employment, Group Employment and Adult Day Services. Ms. Stalets shared that Kan Du Group’s success was shared on Wood County Board of Developmental Disabilities social media posts, Clint Corpe Morning Show and Wood County Weekly Wrap Up.

Ms. Stalets introduced Kevin Lewis, Kan Du Group DOO and Dedra Estep, Business Manager, to accept this recognition and speak about the agency and the services they provide to support individuals with ID/DD in Wood County.

**Policy Updates**

On a motion made by Jerry Miller and seconded by Rebecca Ferguson, the Board approved updates to the following policies:

* Personnel Related Actions
* Position Descriptions
* Drills and Rapid Dismissals for all Wood County Board of DD Facilities and Programs
* Smoking
* Board Membership, Orientation
* Experimental Research Programs

All ayes recorded. Motion carried.

**Board Training Opportunities**

Superintendent Baer announced that the Ohio Administrative Code OAC 5123:2-1-13, in-service training for members of county boards of developmental disabilities, states that board members must complete a minimum of four (4) hours of in-service training annually. The rule also states that the director would identify topics related to the developmental disabilities service delivery system to be addressed during in-service training. Superintendent Baer stated that Kim Hauck, Director of the Ohio Department of Developmental Disabilities (DODD) and now interim Director Lyndsey Nash has also granted flexibility to County Boards in 2025 to self-select all four (4) hours of training.

Superintendent Baer announced that Board Members of Wood County have completed two (2) of the four (4) hours. Superintendent Baer stated that Board Members would complete the remaining training hours at the conclusion of the September and October meetings.

**Personnel Actions**

The Board reviewed the personnel actions as presented.

**WLEA – WCBDD Teacher Positions/MOU**

Ms. Emily Sisco, Wood Lane School Principal, announced that Wood Lane School with the assistance of the Wood County Educational Service Center have been working to hire intervention specialists for two (2) open classroom positions. Ms. Sisco announced that after a diligent search, it is necessary to utilize long-term substitutes (Temporary Non-Bachelor’s Degree and Standard Substitute Teaching License) who have agreed to pursue Special Education Licensure through alternative pathways offered by the Ohio State Board of Education. Ms. Sisco stated that each candidate has worked at Wood Lane School, pursued teaching in college, and has provided a personalized, detail plan for obtaining Special Education Licensure.

On a motion made by Marlene North and seconded by John Janas, the Board approved superintendent to utilize long-term substitutes to obtain Special Education Licensure for teaching positions for 2025-2026 school year.

**Wood Lane School – Approve Memorandum of Understanding (MOU)**

Ms. Emily Sisco, Wood Lane School Principal, announced that the purpose of the Memorandum of Understanding between Wood County Board of Developmental Disabilities – Wood Lane School and, Wood Lane Education Associations is to utilize long-term substitutes for teaching positions to obtain Special Education Licensure for the 2025-2026 school year.

On a motion made by Rebecca Ferguson and seconded by Marlene North, the Board approved the MOU between WLS and WLEA to establish funds for a fully licensed special education teacher to support utilization of long-term substitutes. All ayes recorded. Motion carried.

**Committee Update**

* Superintendent Baer announced that the Personnel Committee met discuss the status report on health insurance exploration, policy updates, procedure review, Wood Lane School Memorandum of Understanding for teacher certification and the tentative plans for the 2026 staffing plan.

**Bus Transportation Manifest**

On a motion made by Edward Metzger and seconded by Jerry Miller, the Board approved the Bus Manifest as submitted. All ayes recorded. Motion carried.

**Vehicle Sale**

On a motion made by Edward Metzger and seconded by Jerry Miller, the Board approved sale of 2008 Ford Super Duty to the Wood County Commissioners in the amount of $1,000.00. All ayes recorded. Motion carried.

**Driver Training Program**

Superintendent Baer announced that the Wood County Board of Developmental Disabilities has been diligently exploring ways to create transportation opportunities for individuals served in our community. Superintendent Baer stated that as identified in previous board actions and the strategic plan, the Wood County Board of Developmental Disabilities approved additional hours be expanded to the already existing transportation program which is highly supported by our self-advocates. Superintendent Baer also stated that during the exploration phase of the strategic plan, it was identified individuals who were interested in obtaining their driver’s license but were not yet confident to start a driver’s education training course on their own.

Ms. Kristina Overhulse, Service and Support Administration Manager, oversaw a committee and began developing a driver’s readiness pilot program. Ms. Overhulse stated that the program is designed to identify individuals who might be interested in exploring the option of driving in a safe environment with the support of technology, assessments and practice. Ms. Overhulse shared a presentation on the Driver Training Program.

**Direct Support Professionals Recognition Week – September 7-13, 2025**

Ms. Joanne Hayward, Director of Health Supports and Provider Relations, announced that Wood County Board of Developmental Disabilities continues to recognize the importance of Direct Support Professionals for their dedication to supporting individuals with intellectual and developmental disabilities to live, work and play in their communities. Ms. Hayward stated that this year, Wood County Board of Developmental Disabilities would be showing appreciation to 1470 DSPs across Wood County with tokens of appreciation. Ms. Hayward stated that this number is over 300 more Direct Support Professionals in Wood County than in 2024.

**Expenditures and Receipts**

On a motion made by Rebecca Ferguson and seconded by Marlene North, the Board approved the expenditures and receipts as presented in the Fiscal Report. All ayes recorded. Motion carried.

**Lorraine Flick, Director of Children Services, retired on August 1, 2025, after more than 40 years of public service in the field of education:**

Superintendent Baer announced that Lorraine began her career as a teacher with a deep commitment

to each student’s growth and development - a focus that remained constant throughout her career.

Lorrain joined the Wood County Board of Developmental Disabilities on October 1, 2012,

transitioning to Wood Lane School after retiring as Principal of Bowling Green City Schools’

Conneaut Elementary. In her 13 years with Wood County Board of Developmental Disabilities,

Lorraine led with dedication, organization, and a clear vision for what was best for each student.

Lorraine developed and implemented a consistent, high-quality approach to the Individualized

Education Plan (IEP) process and was always eager to guide others toward practices that served

students’ best interests.

Superintendent Baer stated that Lorraine’s leadership extended beyond the classroom, fostering a culture of commitment to the individuals and families served by Wood County Board of Developmental Disabilities. Under her direction, staff worked tirelessly to support and empower people with developmental disabilities.

Superintendent Baer also stated that Lorraine retires with a career marked by passion, dedication, and service - 40 years spent educating children, the last 13 focused on supporting individuals with developmental disabilities. While this chapter closes, her career is simply transitioning to its next, yet-to-be-determined adventure. We wish her the very best in retirement.

**Comments from Guests**

* Ms. Amy Brinkman, SSA Director, introduced Tom Vasey, Service and Support Administrator, Keri Stierwalt, Service and Support Administrator, Ravyn Burras, Service and Support Administrator, and Hayley McGough, Service and Support Administrator

**Adjournment**

On a motion made by Jerry Miller and seconded by Rebecca Ferguson, the Board approved to adjourn the meeting at 3:55pm. All ayes recorded. Motion carried.

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President Secretary