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June 16, 2025

Members in attendance: Tim Brown, Rebecca Ferguson, John Janas, Marlene North, Virginia Nuzum

Members absent/excused: Edward Metzger, Jerry Miller

Guests: Julie Sprague, Scott McKeown, Rachel Smith, Melissa Coe, Chris Doerner, Mike Nuzum, Amy Brinkman, Alexandria Buczkowski, Alex Holwerda, Kristin Fisher, Mike Stanford, Amy Knauss, Kim Paxton, Cory Barnett, Cristina Gray, Joanne Hayward, Michele Solether, Lin Hufford, Stacy Cox, Charese Botjer, Jen Krouse, Carly Dauch, Emily York, Kristina Overhulse, Danielle Perkins, Emily Sisco, Jan Hehl, Brent Baer, Rhonda Kendall

**Approval of Minutes**

On a motion made by Rebecca Ferguson and seconded by Marlene North, the Board approved the May 19, 2025, meeting minutes. All ayes recorded. Motion carried.

**Transportation Exploration**

Superintendent Baer announced that The Wood County Board of Developmental Disabilities has provided and funded a countywide transportation program in partnership with ViaQuest since April 1, 2021.

Ms. Amy Brinkman, Director of Service and Support Administration, shared that the transportation program currently operates Monday through Friday 3:00 pm to 9:00 pm, Saturday 9:00 am to 9:00 pm and Sunday 10:00 am to 9:00 pm. Ms. Brinkman shared that with the voices of the advocates, work, and being consistent, they have urged Wood County Board of Developmental Disabilities administration to expand the hours of service during the weekday daytime hours. Ms. Brinkman shared a presentation on the transportation program expansion pilot. Ms. Brinkman announced that the proposed pilot expansion of the transportation service would add one accessible van Monday through Friday from 11:00 am to 3:00 pm with an additional cost of $5,833.00 per month or $29, 165.00 for the remainder of the 2025 calendar year.

Members of AKtion Club and People First were in attendance at the Board meeting. Ms. Cristina Gray, President of the Aktion Club and Mr. Cory Barnett, President of People First of Wood County shared their experience and the importance of the proposed pilot expansion of transportation services.

On a motion made by Marlene North and seconded by John Janas, the Board approved to amend the 2025 contract with ViaQuest Transportation to include the proposed expansion in an additional amount of $29,165.00. All ayes recorded. Motion carried.

**Committee Updates**

Superintendent Baer announced that the Personnel Committee met to discuss the status report on health insurance exploration, and retirement and hiring updates.

Superintendent Baer announced that the Program Committee met to discuss the potential expansion of transportation services, a school facility dog request, and continued expansion opportunities for Wood Lane School.

**Management Contract Approval Request**

Superintendent Baer announced that it was identified that one management contract was inadvertently left off the management contract list and presented at the March 2025 agenda.

On a motion made by Rebecca Ferguson and seconded by Marlene North, the Board approved the updated list for 3-year management contracts as presented. All ayes recorded. Motion carried.

**Personnel Actions**

The Board reviewed the personnel actions as submitted.

**Contract for Service**

On a motion made by Rebecca Ferguson and seconded by John Janas, the Board approved the following contract for service:

1. Crowe LLP

Cyber Security Assessment, Penetration Testing, Tabletop Testing

Not to exceed $50,000.00

Effective: July 1, 2025-December 31, 2025

All ayes recorded. Motion carried.

**Food Service Update**

Superintendent Baer announced that each year, the Board must be provided with an update on Wood Lane School’s food service program.

Ms. Jan Hehl, Head Cook at Wood Lane School presented an overview of the food services at Wood Lane School for the 2024-2025 and 2025-2026 school year.

Ms. Hehl announced that Wood Lane School qualified for the Community Eligibility Provision last year. Ms. Hehl stated that the Community Eligibility Provision is a four-year program that permits qualifying schools to serve no-cost meals to students. Ms. Hehl also stated that for the 2024-2025 school year, all Wood Lane School students received a free breakfast and lunch and could continue for the 2025-2026 school year. Ms. Hehl announced that participation in the Community Eligibility Provision, there would be an approximate cost to the Board of about $500.00 per month to bridge the difference between the reimbursement Wood Lane School receives from the federal government and the actual cost of the meal.

On a Motion made by John Janas and seconded by Rebecca Ferguson, the Board approved the request to participate in the Community Eligibility Provision, authorizing breakfast and lunch for all students, with an approximate cost to the Board of about $500.00 per month to provide the difference between reimbursement costs and actual costs of meal. All ayes recorded. Motion carried.

**Clean Plate Award**

Superintendent Baer shared with the Board that Wood Lane School, specifically Jan Hehl and Ronda Horner, are recipients of the Clean Plate Award from the Wood County Health Department.

Superintendent Baer stated that obtaining the Clean Plate Award is an accomplishment worth celebrating and congratulated Jan and Ronda for a job well done.

**Budget Commission-Budget Request CY2026**

On a motion made by Marlene North and seconded by John Janas, the Board approved the budget request for 2026 to be submitted to the Wood County Budget Commission. All ayes recorded. Motion carried.

**WCBDD Insurance-Liability/Property/Fleet (Package), Pollution and Cyber Policies**

Mr. Scott McKeown, Health and Safety Coordinator, announced to the Board that the Wood County Board of Developmental Disabilities seeks competitive insurance proposals from the marketplace every three years.

Coverage costs for the 2025-2026 policy year:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Coverage** | **2022-23** | **2023-24** | **2024-25** | **Current Proposal 2025-26** | **Increase % YoY** |
| Property/Liability/Fleet | $42,382.00 | $50,983.00 | $56,855.00 | $62,561.00 | 10.04% |
| Cyber | $5,180.00 | $5,205.00 | $6,540.00 | $5,655.00 | -13.53% |
| Pollution | $278.00 | $316.00 | $416.00 | $440.00 | 5.77% |
| Total Cost | $47,840.00 | $56,504.00 | $63,811.00 | $68,656.00 | 7.59% |

Mr. McKeown announced that the 7.9% total premium increase is the lowest percentage increase that Wood County Board of Developmental Disabilities has witnessed in recent years. Mr. McKeown stated that last year our increase was 12.93%, and the year prior, it was 18.1%.

On a motion made by John Janas and seconded by Marlene North, the Board approved the Property, Liability, Auto, Violence, Cyber, and Pollution insurance package offered by the Ohio School Plan-Hylant Administrative Services at a cost of $68,656.00. All ayes recorded. Motion carried.

**Policy Exploration**

On a motion made by Rebecca Ferguson and seconded by John Janas, the Board approved the update to the Confidential Records Policy as presented. All ayes recorded. Motin carried.

**School Facility Dog**

Ms. Emily Sisco, Wood Lane School Principal, announced that she has researched the School Facility Dog program offered through the Ability Center and feels it is in the best interest of the students to pursue the opportunity. Ms. Sisco announced that School Facility Dogs can encourage movement, increase communication and social skills, and give students a sense of responsibility. Ms. Sisco stated that they can provide a sense of calm and comfort during anxiety-provoking situations and encourage the development of coping skills.

Ms. Sisco announced that the program requires an initial application, commitment by staff members to attend training, and a financial plan to cover the expenses of a School Facility Dog. Ms. Sisco stated that Wood County Board of Developmental Disabilities and WLS are committed to meeting all obligations and responsibilities of a School Facility Dog.

On a motion made by Rebecca Ferguson and seconded by John Janas, the Board approved the Wood Lane School Principal to develop a School Facility Dog Program. All ayes recorded. Motion carried.

# Expenditures and Receipts

On a motion made by Rebecca Ferguson and seconded by John Janas, the Board approved the expenditures and receipts as presented in the Fiscal Report.

**Comments from Guests**

* Members of AKtion Club and People First expressed their appreciation and thanked the Board for their support and approval of the Transportation Exploration.
  + Mike Nuzum – super excited
  + Dennis Miller – Thank you
  + Kristin Fisher – Thank you
  + Mike Stanford – Thank you
* Stacy Cox, Director of Fiscal Services announced the retirement of Lin Hufford, Fiscal Coordinator

**Adjournment**

On a motion made by Rebecca Ferguson and seconded by Marlene North, the Board approved to adjourn the meeting at 3:45pm. All ayes recorded. Motion carried.

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President Secretary