



Henry County Board of Developmental Disabilities

135 East Maumee Avenue, Napoleon, OH 43545

## HENRY COUNTY BOARD OF DD MEETING MINUTES

November 20, 2024

Board Members Present: Dan Bischoff, Kim Cordes, Greg Heath  
Amy Rosebrock, Nichole Tripp

Superintendent: Kelly Rieke

Staff Present: Keri Bunke, Melinda Camp, Tracy Deblin,  
Jessica Harmon, Heather Obermyer,  
Blake Stambaugh

Visitors: Lisa Owen, Chris Buchhop

The Henry County Board of Developmental Disabilities (HCBDD) Regular Board meeting was held on November 20, 2024 at 135 East Maumee Avenue, Napoleon, Ohio. The meeting was called to order by Greg Heath and roll call was taken. Tim Davis was excused from the meeting.

### Approval of Minutes, Revisions, or Additions to the Agenda

**Resolution 24-71: The HCBDD approve the minutes of the October 16, 2024 regular board meeting.**

A motion was made by Mr. Bischoff and seconded by Mrs. Tripp. Roll call was taken and Resolution 24-71 was unanimously approved.

### New Business from the Board

The Finance Committee gave recommendations on the following resolutions:

**Resolution 24-72: The HCBDD approve the updated job description as presented.**

A motion was made by Ms. Rosebrock and seconded by Mr. Bischoff. Job title was changed from Program Secretary to Community Programs Assistant to align with job responsibilities that are currently being completed and added in compliance responsibilities. Roll call was taken and Resolution 24-72 was unanimously approved.

**Resolution 24-65: The HCBDD approve the compensation level revisions as presented.**

A motion was made by Mr. Bischoff and seconded by Mrs. Cordes. The level description were updated to reflect the compliance component and the SSA/EI degree descriptions were removed. Roll call was taken and Resolution 24-73 was unanimously approved.

**Resolution 24-74: The HCBDD approve a general salary increase of 3% and adjustments to all eligible employees, including superintendent, effective the January 3, 2025 pay date.**

A motion was made by Mr. Bischoff and seconded by Ms. Rosebrock. Roll call was taken and Resolution 24-74 was unanimously approved.

**Resolution 24-75: The HCBDD approve the 2025 Agency Calendar as presented.**

A motion was made by Ms. Rosebrock and seconded by Mrs. Cordes. No changes were made from 2024. Roll call was taken and Resolution 24-75 was unanimously approved.

**Resolution 24-76: The HCBDD approve the revisions to the 2025 fiscal budget as presented.**

A motion was made by Mr. Bischoff and seconded by Mrs. Tripp. Roll call was taken and Resolution 24-76 was unanimously approved.

**Resolution 24-77: The HCBDD approve the 2025 Table of Organization as presented.**

A motion was made by Mr. Bischoff and seconded by Mrs. Tripp. Updates included a job title change of Program Secretary to Community Programs Assistant and the abolishment of the Media Editor position were proposed. Roll call was taken and Resolution 24-77 was unanimously approved.

**Resolution 24-78: The HCBDD approve canceling the December 2024 regular board meeting.**

A motion was made by Mrs. Tripp and seconded by Mr. Bischoff. Kelly Rieke, Superintendent, explained we do not expect anything to need approval in December and could call a special meeting if something should come up. Roll call was taken and Resolution 24-78 was unanimously approved.

### **Updates from the Superintendent:**

Ms. Rieke shared a few updates with the board.

Tracy Deblin and Kelly completed Executive Development through OACB. They have attended all year and graduated early November. This is a requirement for Superintendent Certification.

Tracy and Kelly presented the preliminary budget to the commissioners this month. It was a great opportunity to discuss great things we do in the community.

The Snowflake Gala is December 13 at the Filling Home Community Center. This is a free event for the community and will involve a magician, catered meal, music, and advocacy education. Coordinated by our advocacy group (Voices of HOPE), HARC and funded through ARPA funds.

We have spent \$179,000 of our ARPA funds at this point, we are working hard to use these funds to improve accessibility by the end of the year.

Today is still an opportunity to register for hybrid sessions at the OACB winter conference on December 4, 5 and 6.

Board training - The levy training yesterday was recorded. I will send it out for your review, and you will receive an hour of training. MUI information was also emailed to each of you for another hour of training.

Our newest SSA, Caleb Wiseman, started on November 4.

Early intervention will have a new Service Coordinator who is expected to start on December 2.

We are expecting an intern from Northwest State in January.

### **Business Manager Report**

#### **Resolution 24-79: The HCBDD approve the October 2024 financial reports as presented.**

A motion was made by Mr. Bischoff and seconded by Mrs. Cordes. Roll call was taken and Resolution 24-79 was unanimously approved.

#### **Resolution 24-80: The HCBDD approve the adjustments to the 2024 Non-Federal share of Medicaid Expenditures for 2025.**

A motion was made by Mr. Bischoff and seconded by Mrs. Tripp. Roll call was taken and Resolution 24-80 was unanimously approved.

### **Approval of Contracts and Addendums**

#### **Resolution 24-81: The HCBDD approve the contracts and addendums as presented.**

A motion was made by Mrs. Tripp and seconded by Mr. Bischoff. Amanda Short, Computhink, and NOWAC contracts were all reviewed. Roll call was taken and Resolution 24-81 was unanimously approved.

### **Personnel/Policies**


Greg Heath, Board President thanked the following employees for their years of service:

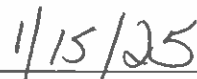
- Tracy Deblin, 2 years
- Heather Obermyer, 16 years
- Sue Hartsworm, 30 years

### **Adjournment**

#### **Resolution 24-82: The HCBDD approve to adjourn the November 20, 2024 Regular Board meeting.**

A motion was made by Mr. Bischoff and seconded by Mrs. Tripp. Roll call was taken and Resolution 24-82 was unanimously approved.

  
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Board Secretary

  
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Date

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