

**SANDUSKY COUNTY BOARD
DEVELOPMENTAL DISABILITIES**

August 25, 2025

MINUTES

***Note – Ethics Council met prior to the start of the regular meeting to discuss and approve the Direct Services Contracts and Outside Employment Contracts to be submitted to full Board for approval.*

REGULAR BOARD MEETING

Jody Amor called the regular meeting of the Board to order at **5:15 p.m.** and roll call was taken.

Present: Jody Amor, Jim Fox, Deb Didion, Shane Dyer, Tim Ellenberger, Parker Inks, and Annette Overmyer.

Staff Present: Sarah Zimmerman, Michelle Snyder, and Michele Mong.

WELCOME GUESTS

Representatives from Mosser, Garmann Miller and Great Lakes Building were in attendance and provided an update on the building project. Matt Otermot from Mosser reviewed the GMP document in detail. Mandy Niekamp discussed the drainage concerns in the rear parking lot, which resulted in redesigning the original plans.

I. REVIEW OF MINUTES

The Board approved the minutes of the **June 23, 2025** Regular Board meeting.

Motion by Inks, Second by Ellenberger. Motion carried. **25-08-01**

II. FINANCIAL REPORTS

The Board accepted the **June and July 2025** Financial Reports as submitted.

Motion by Fox, Second by Dyer. Motion carried. **25-08-02**

III. REPORTS AND RESOURCES

- A. Superintendent Report**
- B. Human Resources Report**
- C. Program Report**
- D. Correspondence**

1. SFY25 Timely Receipt of Services Compliance Feedback

E. Educational Resources

1. Report to Commissioners Quarter 3
2. FCFC Oversight Report 4th Quarter
3. Press Release: SCBDD Facility Renovation
4. 2025-2028 Strategic Plan Progress Update

F. Calendar of Events

1. August 26, 2025: Students First Day of School
2. September 1, 2025 – Labor Day – SCBDD Closed
3. **Next Board Meeting: September 22, 2025 at 5:15 p.m.** Regular Board Meeting

IV. OLD BUSINESS

A. Building Updates

1. Award Letters for Concrete and Foundation Work
Sarah explained Mosser was the only company who bid on each project.

B. Hand-N-Hand Contract Addendum

Sarah explained there were no changes to the amount of money for this contract but the addendum combined the service categories into one allocation amount.

C. School of Hope Calendar Revision

V. NEW BUSINESS

A. Contracts

1. Direct Service Contracts / Outside Employment

The Board approved the following contracts:

See attachment for listing of contracts.

Motion by Inks, Second by Ellenberger. Motion carried. **25-08-03**

B. 2026 Non-Federal Share of HCBS Resolution 2025-05

The Board resolved to use up to \$3,500,000.00 in calendar year 2026 to pay for nonfederal share of the home and community-based waiver services as required by Section 5126.059 and Section 5126.0510 of the Ohio Revised Code. *(See Resolution sheet for signatures)*

Motion by Didion, Second by Dyer. Motion carried. **25-08-04**

C. Budget Increase

The Board approved to increase the Sick Leave Fund GL 22520.061.510 by \$8,500.00 and GL 22520.061.511 by \$150.00.

Motion by Overmyer, Second by Didion. Motion carried. **25-08-05**

D. Sick Leave Fund

The Board approved to transfer \$10,000.00 to the Sick Leave Fund (22520) from the Board of DD general fund (22510) for payment of sick leave payouts.

Motion by Inks, Second by Didion. Motion carried. **25-08-06**

E. Waiver Match Transfer

The Board approved to transfer \$3,000,000.00 to West CON Cog for FY26 Waiver Match expenses.

Motion by Inks, Second by Overmyer. Motion carried. **25-08-07**

F. Superintendent Professional Development

The Board reviewed the Superintendent's 2024-2025 professional development and approved the 2025-2026 Professional Development Plan as presented.

Motion by Overmyer, Second by Didion. Motion carried. **25-08-08**

G. Cash Forecast Review

The cash forecast review was tabled due to a discrepancy in the levy amount for revenue.

H. 2026 Budget

The Board approved the 2026 budget as presented.

Motion by Inks, Second by Didion. Motion carried. **25-08-09**

VI. BOARD POLICY REVIEW

A. SCBDD Policies (Revision)

The Board approved the revision of the following SCBDD policies:

- Ch. 5, Section 7.05 Professional Conduct and Working Environment
- Ch. 6, Section 4: Procurement and Accounts Payable

Motion by Fox, Second by Ellenberger. Motion carried. **25-08-10**

VII. **EXECUTIVE SESSION**

The Board entered Executive Session at **6:44 p.m.** to consider compensation for public employees.

Motion by Didion, Second by Fox. Motion carried. **25-08-11**

Present: Jody Amor, Jim Fox, Tim Ellenberger, Deb Didion, Shane Dyer, Parker Inks and Annette Overmyer.

Staff Present: Sarah Zimmerman and Michelle Snyder

The Board moved back into public session at **7:07 p.m.**

RESULTS OF EXECUTIVE SESSION

The Board approved the salary scale wages for SCBDD positions as presented and to be effective on September 1, 2025.

Motion by Didion, Second by Dyer. Motion carried. **25-08-12**

The Board approved a 4% attendance bonus for all eligible full-time employees to be paid over four quarters. The first payment will be in October 2025. To be eligible for this incentive employees must:

- Successfully complete the onboarding period; and
- Be out of the onboarding period the entire previous quarter; and
- Use less than the equivalent of four weeks or 160 hours of paid time off in the previous quarter; and
- Not have any unpaid time off in the previous quarter.

Motion by Inks, Second by Fox. Motion carried. **25-08-13**

VIII. **ADJOURNMENT**

The Board adjourned the meeting of **August 25, 2025** at **7:11 p.m.**

Motion by Inks, Second by Fox. Motion carried. **25-08-14**

James Fox, Recording Secretary of the Board

Michelle Snyder, Clerk to the Board