

# **Meeting Minutes for Brown County Board of Developmental Disabilities**

## **MEETING DETAILS**

Location: Brown County Board of Developmental Disabilities

Meeting Facilitator: Denise Holden

Secretary: Emily Ernst

Date: August 20, 2025 at 12:03 pm

## **ATTENDEES**

Denise Holden      Angie Marlow      Emily Ernst

Sam Schweickart      Patrick Klump      Reggie McKenzie

## **APPROVAL OF AGENDA**

The agenda for this meeting was reviewed and approved. No corrections or changes.

Moved by: Sam Schweickart

Seconded by: Reggie McKenzie

## **PREVIOUS MEETING MINUTES**

The minutes for the July2025 meeting were reviewed. No corrections or changes.

Moved by: Patrick Klump

Seconded by: Emily Ernst

## **GUESTS**

None

## **REPORTS**

**Report #1: Client Services Report**

Details: SSA Director stated that there are currently 267 individuals receiving SSA services. One person is still in a developmental center. As of 8/11/2025, 73 MUI's have been filed. Completing MUI training with all providers on 08/22/25 from 10-12 am. TCM productivity reports are being completed monthly and everyone has met or is above the 50% that is required.

**Report #2: Fiscal Report**

Details: General Fund has a balance of \$2,947,267.33

Residential Fund has a balance of \$483,505.71

Total Cash Balance \$3,430,773.04

These balances do not include the balance held at SOCOG. The overall total balance is \$1,315,753.62.

Board members also received the June and July finance summary report and the vouchers posted report.

Fiscal manager requested that the board approve supplemental funds for Waiver Match and Contract Services.

Supplemental Appropriation from unencumbered funds from the DD General fund 2700 to expense line 2700-7000-52260 Waiver Match in the amount of \$360,000.00

Moved by: Angela Marlow  
Seconded by: Reggie McKenzie

Supplemental Appropriation from unencumbered funds from the DD General Fund 2704 to expense line 2704-7000-52118 Contract Services in the amount \$95,000.00

Moved by: Angela Marlow  
Seconded by: Emily Ernst

**Report #3: Superintendent's Report**

The office participated in National Night Out in Mt. Orab and Georgetown. Upcoming events include the straw bale contest, fair parade, A Day in the Ring on September 25<sup>th</sup>, and DSP Awareness week. In preparation for running a levy, superintendent is gathering information, looking at cost projections and timelines. The commissioner's office has also been informed that we are gathering information and we will present at one of their meetings by the end of 2025. At the federal level, proposed cuts in the fiscal year 2025 budget do not directly target disability services but could have effects due to changes through Medicaid and other programs.

**UNFINISHED BUSINESS**

Item #1: Resolution for Board Meeting Lunches and Food for Required Staff Trainings

Board President reviewed rules regarding resolutions. Discussion was had to rescind Resolution 2025-01 and Resolution 2025-02 in order to do due diligence in passing of afore mentioned resolutions.

Motion to rescind Resolution 2025-01.

Moved by: Angela Marlow

Seconded by: Emily Ernst

Motion to rescind Resolution 2025-02.

Moved by: Angela Marlow

Seconded by: Sam Schweickart

Resolution 2025-01 for Board Meeting Lunches and Resolution 2025-02 Food for Required Staff Trainings were both read aloud.

### **New Business**

Item #1: Watch Status from State

Superintendent and Fiscal Manager received an e-mail from the state that we have been placed in the “Watch” group after fiscal manager sent over cost projections.

### **Policy/Procedure Needing Board Approval**

Item #1: MUI Policy updated to reflect updates from the state

Motion to approve the MUI policy update.

Moved by: Angela Marlow

Seconded by: Reggie McKenzie

Item: #2: Definition of “Immediate Family” in sick leave policy

Motion to update Sick Leave Policy 14.03, strike immediate family from section A1, A3 and remove section B.

Moved by: Sam Schweickart

Seconded by: Angela Marlow

### **ADJOURNMENT**

Motion to adjourn the meeting was made by Sam Schweickart.

The meeting was adjourned at 1:12 pm.

Minutes submitted by: \_\_\_\_\_ Print Name: Denise Holden

Approved by: \_\_\_\_\_ Print Name: Emily Ernst