

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: November 19, 2025 at 12:25 pm

ATTENDEES

Denise Holden Emily Ernst Sam Schweickart Angie Marlow Marty Paeltz

APPROVAL OF AGENDA

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

Moved by: Angie Marlow

Seconded by: Emily Ernst

PREVIOUS MEETING MINUTES

The minutes for the October 2025 meeting were reviewed. No corrections or changes.

Moved by: Emily Ernst

Seconded by: Sam Schweickart

GUESTS

None

REPORTS

Report #1: Client Services Report

Details: SSA Director stated that there are currently 267 individuals receiving SSA services. And we continue to have referrals weekly. At this time, we have 6 people that are new clients or transfers from other County Boards. The SSA's and Bevin were able to complete a list of food banks and churches to assist families if needed with food based upon issues with food stamps. 1 person will be going to SODC on 11/20/2025 and had 1 person move from GDC. Currently have 174 waivers. New SSA will be starting on 12/01/2025. Drive-thru flu vaccine clinic took place on 11/10/2025. Have an individual that secured a new position with UPS. Have another individual who is starting a new business renting inflatables and was just able to purchase his first inflatable. SSAs are continuing to work hard.

Report #2: Fiscal Report

Details: General Fund has a balance of \$1,950,329.66

Residential Fund has a balance of \$442,331.97

Total Cash Balance \$2,392,661.63

These balances do not include the balance held at SOCOG. The overall total balance is \$1,327,466.91

Fiscal Manager was notified that mid-December will be the cut-off to pay invoices for 2025.

Fiscal Manager requested that the board approve supplemental appropriation of unappropriated funds from the 2700 DD General Fund to 2700-7000-51111 Salaries in the amount of \$35,000.

Moved by: Angie Marlow

Seconded by: Marty Paeltz

Report #3: Superintendent's Report

We participated in the Farm Bureau's Trunk or Treat and placed in the top 3 for our display. Special Olympics Basketball started on November 9th, at Hamersville. We participated in Night to Shine registration on November 13th. Friendsgiving is November 20th from 11 to 1 in Rhonemus Hall. On December 11th, we will be watching National Lampoon's Christmas Vacation at RJ Cinema in Eastgate. The office will be closed on Thanksgiving. The fair board will be replacing the door by the superintendent's office and we will be paying them to put up an awning over that door. All of the board members who were up for reappointment for terms beginning January 1, 2026 and ending December 31, 2030 were approved by the commissioners.

UNFINISHED BUSINESS

Item #1: Finance Committee Update

The Finance Committee met prior to the regular board meeting. A copy of the meeting minutes from last month's meeting was included in this month's packet.

EXECUTIVE SESSION:

Moved by: Angie Marlow

Seconded by: Emily Ernst

Time: 12:59pm – 1:04pm

ATTENDEES:

Denise Holden Emily Ernst Sam Schweickart Angie Marlow Marty Paeltz

Item #1: Staff Raises

All staff, except Superintendent to receive 4% raise beginning with first full pay period in January 2026.

Moved by: Angie Marlow
Seconded by: Emily Ernst

NEW BUSINESS

Item: #2: Contract with Encompass Therapeutic Services (Keeping Families Together Grant)

Reviewed the proposed contract terms for Encompass Therapeutic Services. Contract is set for two years.

Moved by: Angie Marlow
Seconded by: Marty Paeltz

Item: #3: Employment First-Transition Coordinator/Part-Time SSA Position

Current organizational chart has an employment first-transition coordinator/part-time SSA position. It was agreed that a Full-time SSA position would better meet service needs.

Moved by: Angie Marlow
Seconded by: Emily Ernst

ADJOURNMENT

Motion to adjourn the meeting was made by Sam Schweickart. Seconded by Emily Ernst.

The meeting was adjourned at 1:11 pm.

Minutes submitted by: _____ Print Name: Denise Holden

Approved by: _____ Print Name: Emily Ernst