May 2026 Brown County Board of Developmental Disabilities

Regular Meeting Minutes

Wednesday, May 20, 2026 Time: 12:01 p.m. Location: Board Office

I. Pledge of Allegiance

II. Prayer

III. Call to Order

IV. Roll Call of Member

Angie Marlow	Emily Ernst	Sam Schweickart	
Reggie McKenzie	Patrick Klump	Marty Paeltz	Brad Cannon

V. Additions/Corrections to the Agenda: No Changes

VI. Approval of April Meeting Minutes
Motioned by: Emily Ernst
Seconded by: Sam Schweickart

VII. Guests
None

VIII. Reports:

a. Client Services Report

There are currently 261 individuals receiving SSA services with multiple ongoing referrals contributing to program growth. Referrals are coming from different places, several transfers coming from different counties. 173 waivers that include IO, LV1 and SELF, and one individual in a developmental center. TCM productivity has always been 50% and that has been increased to 75%. That is to support improved daily productivity and accountability. Multiple documents needed to be submitted to MEORC for accreditation review. Those documents were submitted however, one person is transferring to Adams County so there is now a different list with one person replacing the person that is transferring. A new hire was supposed to start on 5/18 but due to hold up on paperwork and receiving documents, she has not started yet. SSA's are transitioning from Sales Force to Brittco as a platform for writing the OHISP. There was a training with Brittco and some plans have been written. This will be a first step to becoming paperless. Brittco is assisting in this process. SSA's are continuing to work hard to prepare for Accreditation and keep up with daily operations. Success Story: A young lady that is served: has a fiancé, two children and lives in her own home. The young lady is deaf. Remote supports were added such as smoke detectors with strobe lights and smart watch to alert her, water sensors in case water is left on, thermal sensors in case the stove is left on, bed shaker in case of fire, cameras outside both front and back doors of home for protection and that she can see everything outside from her phone. She also has financial help with food assistance and JFS streamlining and she is taking financial classes online. The SSA incorporated a communication app on her phone to help with communication while at doctor's visits so that she does not need her parents. She is very happy with all the changes and is becoming more independent every day. Jenny Bohrer stated that Tracy and one of the SSA's presented to the Brown County Democratic club that Jenny was unable to attend. Jenny shared a thank you note with members. Patrick asked Tracy about people moving into the county and asked if there is something that is contributing to people moving. Tracy replied that they are moving from Clinton, Hamilton and Clermont counties but is unsure of why they are moving. Jenny stated that it could be due to the fact that Brown County has multiple low income housing options and lower rent, and the drive to another county is not bad. One person moved to the county to live with a sister. Emily asked if an assessment is done when someone moves. Tracy stated only is there is questionable circumstances.

b. Fiscal Report

Tammie is taking minutes today because Shayla took another position.
For the month of April, revenue received totaled $406,838.44. The Board was informed last month that we would be receiving waiver reconciliation and we did receive that. It was paid in to the Non Revenue / Other Receipts line in the amount of $266,861.60. Property tax rollbacks were received, PreETS, MAC and TCM were also received. Expenses totaled $205,520.53. Total fund balance is $2,514,958.40. That does not include the Medicaid Reserve fund held at SOCOG. SOCOG is in a transition period currently. The business manager suddenly resigned and they are contracting with Gallia County business manager to complete the financial piece. She is trying to juggle both positions and has not gotten the report completed yet. The monthly report is not available. The average interest earned is approximately $800 per month. The balance is probably around $1.3 million. Interest earned on that account is about $83,000.00. No confirmation on when the monthly reports will be completed. As Tracy stated, everyone is busy getting documents sent to MEORC for accreditation review. At the last board meeting, Angie had asked about the Alternative Energy Solar receipts. Tammie was instructed to reach out to Jill Hall for more clarification on those funds. Members reviewed

the report that was sent to Tammie and shared with members. Discussion amongst members on the review of the report provided. Members instructed Tammie to reach out to Jill Hall for more information on Alternative Energy. This will be used for future financial budgeting, specifically by reviewing the agreements to determine the length of time for these monies as well as the amount to be received annually.

c. Superintendents Report

Jenny shared that Special Olympics held the annual fundraiser "Donut Sale" They made more than usual. The board of elections requested that the Political Action Committee (PAC) have a zero balance in the account. The remaining money could be donated to 501c3. That was donated to Special Olympics. A letter was sent out to the community about the levy. The letter was attached. Jenny thanked staff, board members and community for helping with the levy at polling locations. Staff used their own vacation time to help and it was greatly appreciated. Reed's last day is June 5th. July 15th is the scheduled day for staff professional development day. It will be at the boardroom and the educational service center. If board members want to attend to get their member hours, they are welcome. Jenny spoke of her day at the largest polling location in Brown County and some statistics that she has. Larry updated the board that the state reached out to Larry for regionalization for services. This will make COG's basically oversee Medicaid administration piece, which is our largest expense. The state would oversee the waiver costs across the state so that all counties will have the same services available. State will work on this for the next year and begin next July. This will be trial and legislation discussions. Medicaid has had a 12% growth. Larry talked about the benefits of shared services. And for clarification, the regionalization would be for the Medicaid piece only. Intakes would still be completed at the local level. COG will be a central location for regionalization. The goal is to put local dollars back into local services.

IX. Unfinished Business

a. Business Manager's Contract – MOTION

A copy of the business manager's contract was provided. Due to the shared services of the superintendent, the agency needs to have someone to oversee the daily operations and the table of organization updated. The contract was shared with members. The contract will be for a three year term and needs board approval. The superintendent can only enter into one year contracts. The current contract comes due July 1, but Jenny is only in office for a partial month in June. The new responsibilities will start June 1.

Motioned by: Marty Paeltz
Seconded by: Sam Schweickart
Roll Call Vote: Angie Marlow yes, Emily Ernst yes, Sam Schweickart yes, Reggie McKenzie yes, Patrick Klump yes, Marty Paeltz yes, Brad Cannon yes.

b. Personnel Payouts – MOTION
At the April board meeting, Tammie was directed to create an expense line item for personnel payouts. That expense line was created at the Auditor's office. The expense line is 2700-7000-52138 and is titled Personnel Payout. Tammie looked at the next three years and the expected payout of employees. We have four employees that will be retiring within that time. Based upon accrued leave hours for those four employees, as of April, the payout will be approximately $105,000.00. This amount will grow as time goes forward. Angie would also recommend an annual review of this expense line and amount needed. The review time would be in April. Motion to appropriate unappropriated funds from the 2700 General Fund to expense line 2700-7000-52138 in the amount of $105,000.00 for the purpose of personnel payout.
Motioned by: Marty Paeltz
Seconded by: Reggie McKenzie
Roll Call: Angie Marlow yes, Emily Ernst yes, Sam Schweickart yes, Reggie McKenzie yes, Patrick Klump yes, Marty Paeltz yes, Brad Cannon yes.

X. New Business

a. Finance Committee Update on Levy Outcome and Next Steps – MOTION
Marty Paeltz deferred to Jennifer Bohrer for discussion. Jenny discussed the levy outcome and next steps. Jenny stated that there is enough money to get through 2026 and 2027. The finance committee agreed that another levy will be needed within the next year but not in November of 2026, most likely spring 2027. This would also be at the approval of the Commissioners. Jenny shared with the Finance Committee that sooner rather than later some of the non required services will need to be looked at. Some of the non required services are Family Support Services, Supported Living, County Board funded two days per week day program and transportation and Early Intervention. Family Support Services cycle ends on June 30th. Early Intervention could be looked at getting funded differently. Also, some of the other things that DD sponsors. It is not as easy as ending services. Ending services requires notification and rights to appeal, rights to a hearing, etc. Jenny recommended starting cuts in phases. There are thirty families using Family Support Services, mostly for respite. School age could get services

through Cluster. Family Support Services program ends on June 30, 2026 and this will be the start of cuts in this phase. After Accreditation in July, the next set of cuts would begin. Jenny will send individual emails or letters to families detailing the cuts and effective dates. All cuts will be addressed and families, guardians, providers, and community members will be notified by the end of August and at the discretion of the Superintendent. Phase I would be Family Support Services, Supported Living, County Board funded two days per week program and transportation services, starting with Family Support Services. Recommended that Family Support Services (FSS), Supported Living, and county board funded two days per week day program and transportation are involved in the first phase of cuts, to be notified by the end of August.
Motioned by: Sam Schweickart
Seconded by: Patrick Klump
Roll Call: Angie Marlow yes, Emily Ernst yes, Sam Schweickart yes, Reggie McKenzie yes, Patrick Klump yes, Marty Paeltz yes, Brad Cannon yes.

b. Residential Room & Board - MOTION
Tammie explained that ORC requires county boards to have contracts with providers for licensed home room and board. Brown County has four. Typically we follow COLA for increases. This year the COLA is 2.8%. With the fiscal situation does the board want to continue with COLA increase or hold? Angie Marlow clarified that the board annually would review the room and board contracts and increases. Tammie clarified that the providers would still receive room and board but not an increase, if the board so chooses. Motion to freeze the cost of living increase for residential room and board contracts from this day forward and indefinitely.
Motioned by: Marty Paeltz
Seconded by: Reggie McKenzie
Roll Call: Angie Marlow yes, Emily Ernst yes, Sam Schweickart yes, Reggie McKenzie yes, Patrick Klump yes, Marty Paeltz yes, Brad Cannon yes.

c. Table of Organization – Advocacy & Community Integration Position - MOTION
Jenny stated that Reed is leaving on June 5 and has done a fantastic job. The Pre-ETS service that is offered in the schools will still be offered through Highland CBDD and Venture Productions. The school districts will still get those services, just not offered through Brown DD. The other things such as advocacy is huge and has grown from 15 people to over 100. Those tasks will be added to the Admin Clerk position, due to some of the tasks on the Admin Clerk position being cut. The Self Advocacy position is still there and will fall

under the Admin Clerk. DD still needs to be out in the community. Recommendation to remove the position of Advocacy and Integration Coordinator position from the Table of Organization and move the Self Advocate position under the Administrative Clerk.
Motioned by: Emily Ernst
Seconded by: Sam Schweickart
All yes

d. Special Olympics Coordinator Stipend – MOTION
Jenny explained that another piece of Reed's job was the Special Olympics Coordinator. It took a long time to get it going for it to be dropped. This program means a lot to the athletes and families and bowling is where we shine. We want to keep Special Olympics going but it includes weekends and evenings. We cannot force someone in the office to do this.
Recommendation to keep Special Olympics bowling going and to offer a stipend to a parent to keep this going. DD contributes annually $2,000.00 to this program and that would be the stipend amount. This would cover training costs for the coordinator, to do fundraisers, scheduling and organizing for bowling. This would be a contract entered into with the Brown CBDD. In the future, if Special Olympics expands, the contract will be reviewed at that time.
Motioned by: Emily Ernst
Seconded by: Sam Schweickart
All yes

e. Transition Letter to Individauls served, families, providers, community members. Jenny informed the board of the letter that she intends to send out those folks. She wants to be very transparent about leadership changes and services. The letter details Jenny's retirement, shared services, cuts, etc.

XI. Policy/Procedure Needing Board Approval – MOTION
Jenny explained that there was a rule change at the end of March. This change coincides with the cuts in services. Recommended to adopt 3.05 Resolution of Complaints and Appeals of Proposed or Initiated Adverse Action Involving the BCBDD.
Motioned by: Reggie McKenzie
Seconded by: Patrick Klump
All yes

Next Meeting will be June 17th. There will be lunch with Jenny and staff. This will be Jenny's last day. Jenny will be treating staff to lunch sandwiches and staff will bring sides. This will be attending before the board meeting. It is just a small gathering for Jenny's retirement.

XII. Adjournment

Motioned by: Sam Schweickart

Seconded by: Emily Ernst

All yes.

Meeting adjourned at 1:30 pm.

Tammie Keller informed board members that she has updated the board member roster with the correct terms. Those were distributed to board members.

Respectfully Submitted,

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Emily Ernst, Recording Secretary Date

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Angela Marlow, President Date