

RICHLAND COUNTY BOARD
OF
DEVELOPMENTAL DISABILITIES
AGENDA

MEETING DATE: February 25, 2026
MEETING TIME: 11:45 a.m.
MEETING LOCATION: Administration Building

- I. ROLL CALL.
- II. APPROVE AGENDA OF FEBRUARY 25, 2026—MOTION.
- III. CONSENT AGENDA—MOTION.
 - A. Operations.
 - B. Board.
 1. Minutes of January 28, 2026.
 2. Ethics Council:
 - a. Contracts—Resolution.
- IV. REGULAR AGENDA.
- V. BOARD EDUCATION.
 - A. Financial Reports.
 1. Cash Balance.
 2. Summary of Revenue and Expenditures.
 3. Expenditures: Month/YTD vs. Budget.
 4. Revenue: Month/YTD vs. Budget.
 - B. Ethics Training with Steve Postalakis Following Today's Meeting.
- VI. POLICY DISCUSSION.
 - A. Board Self-Assessment Against Board Means Policies (according to the monitoring schedule).
 1. Global Governance Commitment—Policy 3.0.
 - a. Discuss Governing Style (a) for clarification.
 2. Governing Style—Policy 3.1.
- VII. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE.
 - A. Receipt of Monitoring Report—No Report Due.
 - B. New Operational Worries (if any).
 - C. Next Monitoring Report.
 1. Treatment of Individuals—Policy 2.1.
- VIII. ANNOUNCEMENTS.
 - A. March Awareness Dates
 1. 2/26/26 @ 9:30 am Proclamation with County Commissioners, County Building.
 2. 3/3/26 @ 7:00 pm Proclamation with Mansfield City Council, City Building.
 3. 3/12/26 9:00 am-1:00 pm Community Awareness Day with Leadership Unlimited, Raintree.
 4. 3/18/26 10:00 am-12:00 pm Step Into Spring in Collaboration with Area Agency on Aging, Richland Mall.
 5. 3/19/26 10:00 am-4:00 pm Business Expo, Richland County Fairgrounds.
 6. 3/25/26 12:30 pm Accessible Trailer Ribbon-Cutting Ceremony, Administration Building.
 7. May 2026 10:00 am-12:15 pm Junior High Bowling Event, Lex Lanes.
- IX. ITEMS FOR NEXT AGENDA.
 - A. Strategic Plan and Operations Department Overview with Melissa Cole.
- X. COMMENTS FROM FLOOR.
- XI. EXECUTIVE SESSION.
- XII. ADJOURNMENT—MOTION.

MARCH MEETING DATES:

- Ethics Council—March 25, 2026, 11:25 a.m., Administration Building
- Board Meeting—March 25, 2026, 11:45 a.m., Administration Building

RICHLAND COUNTY BOARD
OF
DEVELOPMENTAL DISABILITIES
MINUTES
JANUARY 28, 2026

Minutes of the Richland County Board of Developmental Disabilities held Wednesday, January 28, 2026, at 11:45 a.m. at the Administration Building, 314 Cleveland Avenue, Mansfield, Ohio.

ORGANIZATIONAL MEETING

ROLL CALL

The following Board Members were present:

Mrs. Jennifer Wagner
Mrs. Angela Tagg
Mr. Mike Ziegelhofer
Mrs. Melissa Tommelleo
Mr. Luke Trieber
Mr. Mike Bichsel
Mr. Dan Barwick

Also in attendance:

Mrs. Michele Giess, Superintendent
Mrs. Alicia Bailey, Director of Human Resources and Finance
Mr. Kevyn Morehead, Manager of Finance
Mrs. Nikki Kepple, Community Education Associate
Mr. Rodney Willis, Director of Medicaid Services
Mrs. Melissa Cole, Director of Operations and Board Administration
Mrs. Juanita Shenberger, Director of Service and Support Administration
Mrs. Julie Litt, Director of Education and Therapy

Mr. Ziegelhofer welcomed everyone and called the organizational meeting to order.

ELECTION OF OFFICERS—MOTION

A. Michael Ziegelhofer, President.

B. Dan Barwick, Vice-President.

C. Jennifer Wagner, Secretary.

Mr. Bichsel made a motion to accept the slate of officers for 2026: Michael Ziegelhofer-President, Dan Barwick-Vice-President, and Jennifer Wagner-Secretary. Mrs. Tommelleo seconded. Motion carried unanimously.

COMMITTEE APPOINTMENTS (COPY OF 2025 ENCLOSED)

The following committee appointments were made:

- Ethics Committee—Jennifer Wagner, Melissa Tommelleo, Mike Ziegelhofer.
- Audit Committee—Dan Barwick, Melissa Tommelleo, Mike Ziegelhofer.
- Nominating Committee—Mike Bichsel, Dan Barwick, Luke Trieber.

PROPOSED 2025 BOARD MEETING DATES AND TIME (ENCLOSURE)

Mrs. Tommelleo made a motion to approve the following meeting dates at 11:45 a.m.; Mrs. Tagg seconded. Motion carried unanimously.

January 28, 2026
February 25, 2026
March 25, 2026
April 22, 2026
May 27, 2026
June 24, 2026

July, 2026—no meeting
August 26, 2026
September 23, 2026
October 28, 2026
November 18, 2026
December 2026—no meeting

ADJOURNMENT

Mr. Trieber made a motion to adjourn the organizational meeting; Mrs. Tommelleo seconded. Motion carried unanimously and the meeting was adjourned.

REGULAR MEETING

ROLL CALL

The following Board Members were present:

Mrs. Angela Tagg
Mrs. Jennifer Wagner
Mrs. Melissa Tommelleo
Mr. Mike Ziegelhofer
Mr. Dan Barwick
Mr. Luke Trieber
Mr. Mike Bichsel

Also in attendance:

Mrs. Michele Giess, Superintendent
Mrs. Alicia Bailey, Director of Human Resources and Finance
Mr. Kevyn Morehead, Manager of Finance
Mrs. Nikki Kepple, Community Education Associate
Mr. Rodney Willis, Director of Medicaid Services
Mrs. Melissa Cole, Director of Operations and Board Administration
Mrs. Juanita Shenberger, Director of Service and Support Administration
Mrs. Julie Litt, Director of Education and Therapy

Mr. Ziegelhofer welcomed everyone and called the regular meeting to order.

APPROVE AGENDA OF January 28, 2026

Mrs. Wagner made a motion to approve the agenda; seconded by Mr. Bichsel. Motion carried unanimously.

INTRODUCTION OF NEW BOARD MEMBERS

Mrs. Giess introduced new board members Angela Tagg, Melissa Tommelleo, Dan Barwick, and Mike Bichsel.

CONSENT AGENDA

There being no changes to the consent agenda, Mr. Barwick made a motion to approve; Mr. Trieber seconded. Motion carried unanimously.

A. Operations.

1. **Bid-Standards Committee.**
 - a. **Janitorial Products—Friendly Wholesale.**
 - b. **Copy Paper—Ritter's Office Outfitters.**
2. **Contracts > \$75,000.**

- a. **Pediatric Development Center, Inc., Lease for Raintree and Justine Home, 01/01/2026—12/31/2028, \$60,416.67 Per Month, Not to Exceed: \$725,000 Per Year.**

B. Board.

1. **Minutes of November 12, 2025.**
2. **Board Refreshments—Resolution.**

The Richland County Board of Developmental Disabilities, as witnessed by the signatures below, by a clear majority of the Board Members present for the January 28, 2026, Board meeting, hereby resolves, in accordance with Ohio Attorney General Opinion No. 82-006, that Board funds may be expressly utilized for the purchase of coffee, meals, refreshments, and other amenities for its officers, employees, or volunteers in the completion of their assigned duties or responsibilities. Such expenditures are necessary, on occasion, to further a public purpose in the general operation of Richland County Board of Developmental Disabilities. A public purpose may include, but not be limited to, employee development activities, employee recognition events, and certain routine meetings for employees or others that may be enhanced by such amenities.

3. **Contracts—Resolution.**

The Richland County Board of Developmental Disabilities, as witnessed by the signatures below, by a clear majority of the Board members present for the January 28, 2026 meeting, hereby approve the following expense and revenue contracts:

CONTRACTS < \$75,000.00:

- Hopeful Haven Services, LLC, Adult Day Programming, 02/02/2026—12/31/2026, Not to Exceed: \$23,640.

REVENUE:

- Mansfield City School District, Employment Navigation Services, 02/02/2026—05/31/2026, \$51.61 Per Day, 3x Per Week, Not to Exceed: \$2632.11.

REGULAR AGENDA

Mrs. Cole reviewed the 2025 Strategic Plan progress report and encouraged the board members to review and reach out if they had any questions.

BOARD EDUCATION

B. Financial Reports.

1. **November.**
 - a. **Cash Balance.**
 - b. **Summary of Revenue and Expenditures.**
 - c. **Expenditures: Month/YTD vs Budget.**
 - d. **Revenue: Month/YTD vs Budget.**
2. **December.**
 - a. **Cash Balance.**
 - b. **Summary of Revenue and Expenditures.**
 - c. **Expenditures: Month/YTD vs Budget.**
 - d. **Revenue: Month/YTD vs Budget.**

The financial reports were reviewed and discussed. Mrs. Bailey reported the total fund balance as of November 30, 2025 was \$27,329,564. Revenue was at 92.55% and Expenditures were at 79.68% with targets for both at 91.66%.

Mrs. Bailey reported the total fund balance as of December 31, 2025 was \$26,603,644. Revenue was at 101.69% and Expenditures were at 88.51% with targets for both at 100%.

POLICY DISCUSSION

A. Board Self-Assessment Against Board Means Policies (according to the monitoring schedule).

- 1. Accountability of the Superintendent—Policy 4.2.**
- 2. Global Executive Constraint—Policy 2.0.**

The policies were reviewed and there were no concerns.

ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

A. Receipt of Monitoring Report—Financial Planning/Budgeting—Policy 2.4 (Nov) and Emergency Superintendent Succession—Policy 2.9 (Dec), Challenges Monitoring (if any); Vote on Compliance.

Mrs. Giess' monitoring report was received on time. Mrs. Tomelleo moved that Policies 2.4: Financial Planning/Budgeting and 2.9: Emergency Superintendent Succession are in compliance; seconded by Mrs. Wagner. Motion carried unanimously.

B. New Operational Worries.

Mrs. Giess presented the OACB policy brief and reviewed recent increases in legislative activity. She noted that with the election of a new Governor this year, there has been significant planning activity. Discussions regarding property taxes remain ongoing. Mrs. Giess reported that the superintendent group has met more frequently over the past month to discuss the long-term sustainability of the DD system. The group's efforts are focused on education and strategic planning to ensure continued system sustainability. She will share the developed plan with the Board, after which it will be distributed through OACBDD.

The Board was informed that the IT security risk assessment has been completed with no significant findings. The 2020 assessment had identified multiple areas of concern; however, the current assessment reflects substantial improvement.

Construction of the personal care trailer has been completed. A ribbon-cutting ceremony for the personal care trailer will be held at the March board meeting. The Raintree Maintenance Garage is complete and will be part of a tour.

C. Next Monitoring Report.

- 1. No report due.**

COMMUNITY LINKAGE

A. Topics for Board Education.

The topics for 2026 were provided to the Board for information.

ANNOUNCEMENTS

Mrs. Kepple discussed upcoming March Awareness activities and invited the Board Members to attend the events.

ITEMS FOR NEXT AGENDA

Ethics with Steve Postalakis.

COMMENTS FROM FLOOR

There were no comments from the floor.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

Mr. Trieber made a motion to adjourn the meeting; Mrs. Tagg seconded. Motion carried unanimously.

Respectfully submitted,

Melissa Cole
Secretary Pro Tem