

RICHLAND COUNTY BOARD
OF
DEVELOPMENTAL DISABILITIES
AGENDA

MEETING DATE: May 27, 2026
MEETING TIME: 11:45 a.m.
MEETING LOCATION: Administration Building

- I. ROLL CALL.
- II. APPROVE AGENDA OF MAY 27, 2026—MOTION.
- III. CONSENT AGENDA—MOTION.
 - A. Board.
 1. Minutes of April 22, 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.
 6. COG Revenue and Expense.
 7. Tax Levy Revenue Comparison to Prior Year (Graph).
 - B. Strategic Plan Update (Enclosure).
- VI. POLICY DISCUSSION.
 - A. Board Self-Assessment Against Board Means Policies (according to the monitoring schedule).
 1. No Report Due.
- VII. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE—MOTION FOR COMPLIANCE.
 - A. Receipt of Monitoring Report—Global Ends—Policy 1.0 (April); Challenges Monitoring (if any).
 - B. New Operational Worries (if any).
 - C. Next Monitoring Report.
 1. Ends Focus of Grants or Contracts—Policy 2.6.
- VIII. COMMUNITY LINKAGE.
 - A. Early Intervention/Therapy Overview with Julie Litt, Director of Education and Therapy.
- IX. ANNOUNCEMENTS.
 - A. June's board meeting will be held at Raintree.
- X. ITEMS FOR NEXT AGENDA.
 - A. Residential Overview with Jessica Winans, Director of Residential Services.
- XI. COMMENTS FROM FLOOR.
- XII. EXECUTIVE SESSION.
- XIII. ADJOURNMENT—MOTION.

JUNE MEETING DATES:

- Ethics Council—June 24, 2026, 11:25 a.m.—Raintree
- Board Meeting—June 24, 2026, 11:45 a.m.—Raintree

RICHLAND COUNTY BOARD
OF
DEVELOPMENTAL DISABILITIES
MINUTES
APRIL 22, 2026

Minutes of the Richland County Board of Developmental Disabilities held Wednesday, April 22, 2026, at 11:45 a.m. at the Administration Building, 314 Cleveland Avenue, Mansfield, Ohio.

ROLL CALL

The following Board Members were present:

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

Also in attendance:

Mrs. Michele Giess, Superintendent
Mrs. Alicia Bailey, Director of HR and Fiscal
Mr. Rodney Willis, Director of Medicaid Services
Mrs. Julie Litt, Director of Education and Therapy Services
Mr. Kevyn Morehead, Director of Finance
Mrs. Tracy Miner, Manager of Service and Support Administration
Mrs. Melissa Cole, Director of Operations and Board Administration

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

APPROVE AGENDA OF APRIL 22, 2026

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

CONSENT AGENDA

There being no changes to the consent agenda, Mrs. Wagner made a motion to approve; Mrs. Tommelleo seconded. Motion carried unanimously.

A. Board.

- 1. Minutes of March 25, 2026.**
- 2. Ethics Council.**
- 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 April 22, 2026 meeting, hereby approves the following expense and revenue contracts, MOU agreements and addendum agreements:

CONTRACTS < \$75,000:

- Richland County Youth and Family Council (JFS), Pooled Funding to Support Youth and Families Involved in Multiple County Systems to Coordinate Services to Meet Their Needs, 07/01/2026—06/30/2027, Not to Exceed: \$20,000.

REVENUE:

- The Richland County Foundation, Summertime Kids Grant; Funding for Safe, Creative, and Educational Summer Activities, 04/01/2026—12/31/2026, Not to Exceed: \$2,500.

- Ohio Department of Children and Youth, Funds to Provide Service Coordination, Evaluation, and Assessment for Children Birth to Age 3, 07/01/2026—06/30/2027, Not to Exceed: \$417,693.

ADDENDUM:

- Clearwater COG, Add "Provider Support Services" to Current Contract, 05/01/2026—12/31/2026, Not to Exceed: \$31,759.

MOU AGREEMENT:

- Ohio Heartland Community Action Commission, Outline Procedures for Referrals, Evaluations, IFSP/IEP, Development, Placement, and Transition, 07/01/2026—06/30/2027.

REGULAR AGENDA

There were no items on the regular agenda.

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.**
 5. **History of Quarterly Revenue & Expense.**
 6. **Gift Fund.**

The financial reports were reviewed and discussed. Mrs. Bailey reported we are below target on revenue and that this is consistent with the annual trend. The total fund balance as of March 31, 2025 was \$24,485,811. Revenue was at 11.11% and expenditures were at 22.57% with a target of 25%.

STATE ADVOCACY WORK GROUP UPDATES

Mr. Treiber updated the board of Next Level Leaders, and shared that they are setting goals. Next Level Leaders hosted a meeting in Tiffin, and there is another meeting next Wednesday that will be a training session. The last Zoom meeting was held for Partners in Policy. Project STIR is being taught at RNI and Open Arms day programs.

POLICY DISCUSSION

- A. Board Self-Assessment Against Board Means Policies (according to the monitoring schedule).**
1. **Communication & Support to the Board—Policy 2.10.**
 2. **Board Code of Conduct—Policy 3.3.**

The policies were reviewed and there were no concerns.

ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

- A. Receipt of Monitoring Report—Treatment of Staff—Policy 2.2 (March): Challenges to Monitoring (if any); Vote on Compliance.**

Mrs. Giess' monitoring report was received on time. Mrs. Giess provided an overview of Treatment of Staff and explained that if there are changes in a job description as it relates to job duties, then the employee will sign their job description again. If there is only a language change the staff is not required to sign again. Mr. Barwick moved that Policy 2.2: Treatment of Staff is in compliance, Mrs. Tagg seconded, and the motion carried unanimously.

- B. New Operational Worries.**

Mrs. Giess provided an update that this is a busy time of year, particularly for the fiscal department, as staff are currently working on this year's cost report. Mrs. Giess noted that she anticipates the agency will be audited this year, as it has been several years since the last audit.

Mrs. Giess reported that the flooring projects at the Administration and SSA buildings have been completed. Work is now underway on the front entrance of the SSA building due to deterioration of the accessible ramp.

Mrs. Giess shared that preparations have begun for this year's accreditation review, which is scheduled to take place in December. She explained that additional information will be provided to the Board as the review date approaches, as reviewers will be contacting some Board members during the process.

Mrs. Giess also shared a document regarding Richland County property taxes, which included a breakdown of property tax allocations. RCBDD's portion accounts for approximately 4-5% of the Richland County allocation and generates approximately \$10 million annually for the agency.

Mrs. Giess additionally shared the agency's 2025 Annual Report, which included agency statistics and highlights.

C. Next Monitoring Report.
1. Ends—Policy 1.0.

COMMUNITY LINKAGE

There were no items in community linkage.

ANNOUNCEMENTS

Mrs. Litt invited the board to attend an event at Sterkel Park on May 12th from 4-6 PM. The event is for children and families up to age 5.

The Bowling event will be held at Lex Lanes on May 20th at 10:00 AM.

ITEMS FOR NEXT AGENDA

- A. EI/Therapy Overview with Julie Litt, Director of Education and Therapy Services.
- B. Quarterly Strategic Plan Update.

COMMENTS FROM FLOOR

There were no comments from the floor.

ADJOURNMENT

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

Respectfully submitted,

Melissa Cole
Secretary Pro Tem