RICHLAND COUNTY BOARD
OF
DEVELOPMENTAL DISABILITIES
AGENDA

MEETING DATE: September 23, 2026
MEETING TIME: 11:45 a.m.
MEETING LOCATION: Administration Building

I. ROLL CALL.
II. APPROVE AGENDA OF SEPTEMBER 23, 2026—MOTION.
III. CONSENT AGENDA—MOTION.
   A. Board.
      1. Minutes of August 26, 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 to Date Actual to Budget.
      4. Revenue Month to Date Actual to Budget.
      5. Year to Date Levy Comparison
   B. State Advocacy Work Group Updates—Luke Trieber.
VI. POLICY DISCUSSION.
   A. Board Self-Assessment Against Board Means Policies (according to the monitoring schedule).
      1. Agenda Planning—Policy 3.4.
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. Compensation & Benefits—Policy 2.3.
VIII. COMMUNITY LINKAGE.
   A. 2026 Board Expenditures (Enclosure). 2027 Board Budget to be Reviewed in October.
   B. Agency Accomplishments with Troy Smith, Manager of Community Education and Special Projects following the board meeting.
IX. ANNOUNCEMENTS.
X. ITEMS FOR NEXT AGENDA.
   A. 2027 Proposed Board Budget.
XI. COMMENTS FROM FLOOR.
XII. EXECUTIVE SESSION.
XIII. ADJOURNMENT—MOTION.

OCTOBER/NOVEMBER MEETING DATES:

- Planning/Budget Retreat—November 6, 2026, 11:30 a.m.-1:30 p.m.—Administration Building
- Ethics Council—October 28, 2026, 11:25 a.m.—Administration Building
- Board Meeting—October 28, 2026, 11:45 a.m.—Administration Building
- Ethics Council—November 18, 2026, 11:25 a.m.—Administration Building
- Board Meeting—November 18, 2026, 11:45 a.m.—Administration Building

RICHLAND COUNTY BOARD
OF
DEVELOPMENTAL DISABILITIES
MINUTES
August 26, 2026

Minutes of the Richland County Board of Developmental Disabilities held Wednesday, August 26, 2026, at 11:45 a.m. at the Administration Building, 314 Cleveland Avenue, Mansfield, Ohio.

ROLL CALL
The following Board Members were present:
Mrs. Melissa Tommelleo
Mr. Mike Bichsel
Mrs. Jennifer Wagner
Mr. Luke Trieber
Mr. Mike Ziegelhofer

The following Board Members were absent and excused:
Mr. Dan Barwick
Mrs. Angela Tagg

Also in attendance:
Mrs. Alicia Bailey, Director of HR and Finance
Mr. Rodney Willis, Director of Medicaid Services
Mrs. Julie Litt, Director of Education and Therapy Services
Mr. Kevyn Morehead, Manager of Finance
Mrs. Tracy Miner, Manager of Service and Support Administration
Mrs. Melissa Cole, Director of Operations and Administrative Services
Mr. Troy Smith, Manager of Community Education and Special Projects

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

APPROVE AGENDA OF AUGUST 26, 2026
Mr. Trieber made a motion to approve the agenda; seconded by Mr. Bichsel. Motion carried unanimously.

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

A. Operations.
- **1. Bids—Agency.**
  - **a. Trash Removal—Rumpke, Ohio.**

B. Board.
- **1. Minutes of June 24, 2026.**
- **2. Ethics Council:**
  - **a. Contracts—Resolution.**
    CONTRACTS < $75,000.00:
    - Richland County Youth and Family Council, Funding to Enhance the Well-Being of Richland County Children and Their Families, 07/01/2026—06/30/2027, Not to Exceed: $20,000.

- Volunteers Insurance Service Association, Inc., Volunteer Liability Coverage for Accidents-Coverage for 21 Volunteers, 07/01/2026—06/30/2027, Not to Exceed: $240 Annually.

SERVICE AGREEMENT:

- Buckeye Imagination Museum, Admission for Employees, Individuals, and Their Families During Business Hours for EI Visits and One After Hours Event, 10/01/2026—09/30/2027, Not to Exceed: $1,800.

ADDENDUM AGREEMENT:

- Amergis Healthcare Staffing, Additional Funding Request Temp to Hire Nursing Staff, 09/01/2026—03/31/2027, Requesting an Additional $35,000: Total Contract Not to Exceed: $85,000.

BOARD EDUCATION

A. Financial Reports.

1. **June:**
   a. **Cash Balance.**
   b. **Summary of Revenue and Expenditures.**
   c. **Expenditures: Month/YTD vs. Budget.**
   d. **Revenue: Month/YTD vs. Budget.**
   e. **Gift Fund.**

2. **July:**
   a. **Cash Balance.**
   b. **Summary of Revenue and Expenditures.**
   c. **Expenditures: Month/YTD vs. Budget.**
   d. **Revenue: Month/YTD vs. Budget.**
   e. **COG Revenue & Expense.**

The financial reports were reviewed and discussed. Mrs. Bailey reported the total fund balance as of June 30, 2026 was $28,144,757. Revenue was at 53.75% with a target of 50% and expenditures were at 46.38% with a target of 50%. Mrs. Bailey reported the total fund balance as of July 31, 2026 was $25,917,837. Revenue was at 57.41% with a target of 58.33% and expenditures were at 51.32% with a target of 58.33%.

B. State Advocacy Work Group Updates—Luke Trieber.

1. Next Level Leaders are working on a presentation, Project Smile and Digital Safety. Five people went to Tiffin College for advocacy education; the next advocacy meeting is at RNI. Take Roots Farm is hosting Project STIR (Steps Toward Independence and Responsibility) for the people who attend there.

POLICY DISCUSSION.

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

1. **Board Committee Principles—Policy 3.6.**
2. **Board Committee Structure—Policy 3.7.**
3. **Monitoring Superintendent—Policy 4.4.**

ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE.

A. Receipt of Monitoring Report—Asset Protection—Policy 2.7 (June): and Financial Condition & Activities —Policy 2.5 (July): Challenges to Monitoring (if any); Vote on Compliance.

Mrs. Giess' monitoring reports were received on time. Mrs. Bailey provided some additional details about the payroll process after receiving a question regarding the monitoring report for policy 2.5 by Mr. Barwick. Mr. Bichsel moved that Policy 2.7: Asset Protection and Policy 2.5 Financial Condition & Activities are in compliance; seconded by Mr. Trieber. Motion carried unanimously.

B. New Operational Worries.

Mrs. Bailey will review information regarding potential property tax legislation. The Residential department is currently undergoing their recertification process. Mr. Bichsel shared that he was impressed with the tour of Raintree and said that it was obvious how much staff care about the residents.

C. Next Monitoring Report.

1. No Monitoring Due in August.

COMMUNITY LINKAGE

A. Alicia Bailey, Director of HR and the Fiscal Department will be presenting a Mid-Year Budget Review following today's board meeting.

ANNOUNCEMENTS

The Newhope charities Golf Outing is on September 11, 2026. Mr. Smith invited the board members to stop out and have lunch.

Mrs. Bailey shared that the accessible trailer was at the Crawford and Richland County Fairs.

ITEMS FOR NEXT AGENDA

There were no items for the next agenda.

COMMENTS FROM FLOOR

There were no comments from the floor.

EXECUTIVE SESSION

Executive Session to discuss certain personnel and legal matters. Mr. Bichsel moved to enter into Executive Session and Mr. Trieber seconded, motion carried unanimously. Roll call vote was taken and is as follows: Mr. Trieber-yes, Mrs. Wagner-yes, Mr. Bichsel-yes, Mrs. Tommelleo-yes, Mr. Ziegelhofer-yes.

ADJOURNMENT

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

Respectfully submitted,

Melissa Cole
Secretary Pro Tem