



*"The mission of the Erie County Board of Developmental Disabilities is to:  
Inspire, empower, and support individuals and their families."*

**ERIE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**  
4405 Galloway Road, Sandusky, Ohio 44870

**BOARD MEETING MINUTES**  
**November 20, 2025**

**PRESENT**

Board Members: David Danhoff, Mark Harrington, Katelyn Miller, and Mary Peters.

ECBDD Staff: Carrie Beier and Michelle Kelley.

**VISITORS SIGNED IN**

Diane Corso, Megan Etzel, and Mike Riggle.

**I. CALL TO ORDER**

The November 20, 2025, Board Meeting was called to order at 6:00 p.m. by Vice President, Mr. Dave Danhoff.

**II. ROLL CALL**

Roll Call was taken. Mr. Eric Kibler and Mrs. Stacie Schmid were absent excused. All other Board Members were present.

**III. PLEDGE OF ALLEGIANCE**

**IV. PUBLIC COMMENT**

There was no Public Comment.

**V. APPROVAL OF OCTOBER 16, 2025, MEETING MINUTES**

Mr. Mark Harrington made a motion to approve the October 16, 2025, Board Meeting minutes as submitted. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

## **VI. BOARD ACTION ITEMS**

### **A. Ethics Committee Report:** The Ethics Committee met and reviewed a contract.

#### **Approval of Provider Contract**

##### **Resolution #: 11-13-2025**

The following provider has been selected by an individual and their family to provide services through an Individual Budget. The provider listed below has a signed 2026 contract. The contract listed below will result in payment by the Board to an immediate family member of an individual eligible for county board services or immediate family member of a county board employee. This resolution authorizes the Superintendent to sign the service contract on behalf of the Board. Services may be provided to this and any other individual that they may select them to provide services.

Mr. Mark Harrington made a motion to authorize the Superintendent to approve the following contracts:

- a. Cassel Care, LLC

Mrs. Mary Peters seconded the motion. With all members in favor, the motion passed.

### **B. Finance Committee**

#### **1. Finance Committee Report**

The October financials were received and reviewed by the Finance Committee.

The Finance Committee discussed the following:

- Revenue and expenses are on target for YTD.
- The revised 2026 Draft Budget.

#### **2. Fiscal Report**

The Fiscal Report for Month Ending October 31, 2025, was provided for review and approval (handout). Mrs. Katelyn Miller made a motion to approve the October Fiscal Report as submitted. Mrs. Mary Peters seconded the motion. With all members in favor, the motion passed.

#### **3. 2026 Draft Budget**

The revised 2026 Draft Budget was distributed to Board Members (handout). The revised budget reflects the **Erie County Budget Commission** approving the full 3.0 mill levy collection approved on 11/14/25. Mr. Dave Danhoff made a motion to approve the 2026 Draft Budget. Mrs. Mary Peters seconded the motion. With all members in favor, the motion passed.

#### 4. Approval of 2026 Service Contracts

##### Resolution #: 11-07-2025

According to the Board's fiscal policy, any program and professional contracts over \$25,000 must be approved by the Board before it is encumbered. This resolution authorizes the Superintendent to approve the following contracts upon receipt of a certificate of available funds from the Erie County Auditor:

- Great Lakes Computer (IT support)
- NOMS (occupational therapy)
- Medical Mutual of Ohio (health insurance)
- Ability Works (family directed resources)
- BizWit (HIPAA/IT security services)
- Haynes, Kessler, Myers & Postalakis, Inc. (legal services)
- Clearwater COG (various services)
- Ohio Association of County Boards of DD (various services)
- Fisher Titus (physical Therapy)
- Delta Dental (dental/vision insurance)
- Medicaid Billing Solutions (Medicaid and Title XX billing and monitoring)
- R & K Technologies (copier)
- R.J. Beck (building security)
- Ninke (lawn and snow removal services)
- Summit Housing Authority (housing management)

Mr. Mark Harrington made a motion to authorize the Superintendent to approve the 2026 Service Contracts. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

#### 5. Approval of 2026 Provider Contracts

##### Resolution #: 11-08-2025

The providers listed below have been selected by an individual and their family to provide services through an individual budget. These providers have a signed 2026 contract. The contracts listed below will result in payment by the Board greater than \$25,000 in CY2026. This resolution authorizes the superintendent to sign the service contract on behalf of the board. Services may be provided to this and any other individual that may select them to provide services.

- Ability Works, Inc
- A Brighter Vision Home Care
- ACC Adult Home Care of Milan
- A Sandusky Taxi
- We R All Around LLC (dba AM/PM 24/7 Taxi)
- First Choice of Ohio
- Goodwill Industries
- Life Out Loud
- Lucy Idol Center
- Majestic Taxi
- Partners in Community

- Renaissance House
- REM, OHIO
- Rising Sun Centers
- Riverview Industries, Inc.
- City of Sandusky
- Speedway Enterprises
- Wynn Reeth
- Cassel Care

Mr. Mark Harrington made a motion to authorize the Superintendent to approve the 2026 Provider Contracts. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

**6. Annual Financial Resolutions**

**a. Medicaid Waiver Match**

**Resolution #: 11-09-2025**

Each year the Erie County Board of DD is required to pass a resolution setting the amount of non-federal share for Medicaid waiver match the Board is willing and/or able to commit.

Mr. Dave Danhoff made a motion to approve the use of up to \$2,500,000 of the calendar year 2026 budget and funds appropriated under Section 5123.0413 of the Ohio Revised Code to pay the non-federal share of the services required by section 5126.0511 of the Ohio Revised Code for Medicaid expenditures to assure the services will be available in a manner that conforms to all applicable state and federal laws. It is fully understood that the payment of the non-federal share represents an ongoing financial commitment of the Erie County Board of DD. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

**b. Mileage Reimbursement Rate**

**Resolution #: 11-10-2025**

Each year, according to policy, the Erie County Board of DD sets the mileage reimbursement rate for all non-bargaining unit employees in January. Our negotiated rate for bargaining unit members is \$0.55 per mile. The county rate is \$0.70. The IRS rate is \$0.70 per mile. It is recommended that all non-bargaining unit members are to be reimbursed at a rate of \$0.55 per mile.

Mr. Mark Harrington made a motion to approve the non-bargaining mileage rate of \$0.55 per mile for calendar year 2026. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

**c. Donated Funds Expenditures**

**Resolution #: 11-11-2025**

Each year, according to policy, the Erie County Board of DD sets an annual ceiling for donated fund expenditures in January. Our cash balance in the donation fund is \$87,256. It is recommended that the calendar year 2026 expenditure ceiling for donated funds is set at \$25,000.

Mrs. Katelyn Miller made a motion to approve the donated fund expenditure ceiling of \$25,000 for calendar year 2026. Mrs. Mary Peters seconded the motion. With all members in favor, the motion passed.

d. **Administration of Family Directed Resource (FDR) Program**  
**Resolution #: 11-12-2025**

Each year the Erie County Board of DD is required to pass a resolution for the administration of the Family Directed Resource (FDR) Program.

Mrs. Mary Peters made a motion to authorize the Superintendent to enter into a contract/ agreement with Ability Works for the administration of the Family Directed Resources (FDR) Program for calendar year 2026. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

7. **Approval of 2026 Authorized Employee Positions**

The 2026 Authorized Employee Positions document was provided for review and approval (handout). All positions have been budgeted for in the 2026 Draft Budget. Mr. Dave Danhoff made a motion to approve the 2026 Authorized Employee Positions. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

C. **Policy Committee Report:**

Mrs. Katelyn Miller reported that the Policy Committee reviewed the following policies in November:

- Administration of Social Networking Policy (reviewed and revised)
- Independent Provider Overtime Policy (reviewed and revised)

Both policies were reviewed and revised, and the Policy Committee recommended Board approval. Mrs. Katelyn Miller made a motion to approve these policies as revised. Mrs. Mary Peters seconded the motion. With all members in favor, the motion passed.

**VII. OLD BUSINESS**

A. **ORC 5126.021 Membership of County Boards**

Carrie Beier continues to reach out to the **Erie County Commissioners'** office to check on the status of the three Board Member applications we received to fill our vacant seat with someone who receives our services, per ORC 5162.021.

B. **Erie County Budget Commission Request Update**

Carrie Beier reported that the **Erie County Budget Commission** held a hearing for a revote, per our request, to consider the full 3.0 mill levy collection for calendar year 2026. Carrie Beier shared the packet of information presented to the Commissioners and the letters of support (handout). On 11/14/25, the Budget Commission hearing was held and voted to approve the full voter approved levy collection of 3.0 mill.

## **VIII. NEW BUSINESS**

### **A. Board Member Reappointments**

Board Members, Mark Harrington and Katelyn Miller, have terms that will expire on 12/31/25 and both wish to continue their service on the Board for another term. These seats are **Erie County Commissioner** appointed and Carrie has reached out to their office requesting reappointments for another term. Carrie will continue to follow up with the Commissioner's office regarding the status of these reappointments.

### **B. Shared Service Agreement for Business Services**

Mr. Mark Harrington made a motion to approve the contract for Shared Services with the Crawford County Board of Developmental Disabilities for Business Services. This agreement shall be effective from January 1, 2026 to December 31, 2027. This motion would authorize the Superintendent to execute the agreement. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

### **C. 2026 ECBDD Holiday Calendar**

The 2026 ECBDD Holiday Calendar (handout) was distributed for review and approval. Mrs. Mary Peters made a motion to approve the 2026 ECBDD Holiday Calendar. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

### **D. Table of Organization**

The ECBDD Table of Organization (handout) was distributed for annual review and approval. Mr. Mark Harrington made a motion to approve the Table of Organization. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

### **E. 2026 Board Meeting Schedule**

The 2026 Board Meeting Schedule was distributed for review and approval (handout). Mr. Mark Harrington made a motion to approve the 2026 Board Meeting Schedule. Mrs. Mary Peters seconded the motion. With all members in favor, the motion passed.

### **F. 2026 Board Member Training & Report Schedule**

The Board Member Training & Report Schedule for 2026 was distributed for informational purposes (handout).

### **G. 2026 Officers & Committee Appointments**

Carrie Beier reported that Officer Elections and Committee Appointments will take place at the January 2026 Board Meeting. Documents were distributed as reference (handout) and discussion took place on proposed 2026 Officers and Committee Appointments in 2026.

### **H. December Board Meeting**

Mrs. Mary Peters made a motion to cancel the December 18, 2025, Board Meeting. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

## **IX. SUPERINTENDENT REPORT**

- Carrie attended the following in-person/virtual/remote meetings, training, and activities: Ohio Provider Resource Association Provider Friday Five's virtual, Erie County FCFC, Superintendent OACB Committee, OACB Annual Conference, DODD Accreditation County Bd. Office Hours, Waiver Modernization Town Hall, Superintendent SEC meeting and DODD Adults with Intensive Needs meeting.
- **Media/Public Relations:**
  - Sandusky Register articles (handout):
    - *Notice of Public Hearing 10/24/25-11/4/25*
    - *Local leader named to state council 10/25-10/26/25*
    - *Foundation gives out \$159K in grants 11/12/25*
    - *Powering the pantry 11/13/25*
- **Personnel:**
  - The SSA Assistant position and SSA position have been filled.
  - Awareness Committee:
    - Power up the Pantry – Employees collected food donations for OHgo to support those who may be affected by SNAP program freeze.
    - Penny Wars – Employees formed teams and had a competition to collect pennies and other change which will be used brighten up the holidays for local families and seniors.
- **OACB:** Below are the results of the November elections:  
Ashtabula: 2.0-mill renewal (10 years) - **PASS** (58.0% / 40.43%)  
Athens: 1.8-mill renewal (5 years) - **PASS** (67.13% / 32.87%)  
Huron: 1-mill renewal (10 years) - **PASS** (63.15% / 36.85%)  
Jackson: 1-mill renewal (10 years) - **PASS** (62.65% / 34.87%)  
Lawrence: 2.5-mill new (Continuing) - **FAIL** (45.81% / 54.19%)  
Mahoning: 3-mill renewal (Continuing) - **PASS** (65.22% / 34.78%)  
Marion: 3-mill replacement (10 years) - **FAIL** (48.09% / 51.91%)  
Miami: 2.5-mill renewal (10 years) - **PASS** (66.26% / 33.74%)  
Montgomery: 6.03-mill renewal (8 years)\* - **PASS** (69.22% / 30.78%)  
Morrow: 3-mill (with .25-mill reduction) replacement (Continuing) - **PASS** (50.8% / 49.2%)  
Perry: 1.5-mill additional (Continuing) - **NOT YET REPORTED**  
Pike: 0.8-mill renewal (10 years) - **PASS** (62.0% / 38.0%)  
Sandusky: 2.0-mill renewal (5 years) - **PASS** (65.81% / 34.19%)  
Stark: 1.6-mill additional (Continuing) - **PASS** (57.35% / 42.65%)  
Union: 3.8-mill renewal (5 years) - **PASS** (60.88% / 39.12%)  
Washington: 3.6-mill replacement (Continuing) - **FAIL** (47.13% / 52.87%)  
Wayne: 1-mill renewal (5 years) - **PASS** (66.82% / 33.18%)  
(Montgomery County has a 6.03-mill renewal that is not a single purpose levy for the county board, but part of a combined Human Services Levy that funds multiple health and human service agencies across the county.)
- **Legislative update:** See attached on HB 309 (handout).
- **Misc:** Sara Lawson has been chosen to serve as Executive Director for Clearwater COG. Sara brings 30 plus years of experience in the DD system at both the local and state level. Sarah will begin her role with the Clearwater COG on December 1<sup>st</sup>. Nancy Richards will assist with the transition in December.

## X. EXECUTIVE SESSION

Mr. Mark Harrington made a motion to enter into executive session for personnel matters, to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official. Mrs. Mary Peters seconded the motion. Roll call vote followed:

David Danhoff	AYE
Mark Harrington	AYE
Katelyn Miller	AYE
Mary Peters	AYE

With all members in favor, the motion passed.

At 6:36 p.m. the Board entered Executive Session.

At 6:45 p.m. the Board exited Executive Session.

Mr. Mark Harrington made a motion to approve the annual Superintendent Performance Evaluation Report. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

## XI. ADJOURNMENT

Mr. Mark Harrington made a motion to adjourn the Board meeting at 6:46 p.m. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed and the November Board meeting was adjourned.

  
Recording Secretary

1-22-26  
Date