

Preble County Board of Developmental Disabilities  
Board Meeting Minutes  
April 17, 2025

**BOARD IN-SERVICE:** MUI/UI -Jason Winterrowd, WestCON IA

The Preble County Board of Developmental Disabilities held their monthly Meeting on Thursday April 17, 2025 at 112 W. Main Street; Eaton, Ohio. The meeting was called to order at 5:58 p.m. by Eva Howard, Board Member. Stephanie Garrett gave notice she would be late. Jodi Long and Curt McNew gave prior notice of absence.

**I. ROLL CALL**

Stephanie Garrett; abs    Jodi Long; abs            Angela Wilson; yes    Eva Howard; yes  
Curt McNew; abs            Jacob Kovach; yes       Mike Blakeley; yes

**II. PRAYER**

Mr. Kovach led the Board in prayer.

**III. PLEDGE OF ALLEGIANCE**

Everyone in attendance joined in by reciting the Pledge of Allegiance, led by Mr. Blakeley.

**IV. INTRODUCTION OF STAFF/GUESTS**

Brian Green, Superintendent; Kathy Greenawalt-Cherry, EI Director; Melissa Nichols, Communications Manager; Stacy Pettit, HR Director, Steve McEldowney, Business Director and Hollie Morgan, Executive Assistant.

**V. PRESENTATION BY GUESTS**

None

**VI. PRESENTATION OF MINUTES**

The minutes of March 20, 2025 Board Meeting were reviewed. A motion was made by Mike Blakeley and seconded by Angela Wilson to approve the **Regular Board Meeting Minutes of the March 20, 2025 meeting** as presented.

Ms. Howard asked for a voice vote. Motion carried.

Ms. Garrett arrived at 6:03 p.m. and assumed her position of President, over the meeting.

**VII. PRESENTATION OF FINANCIAL REPORTS**

Steve McEldowney gave an overview of the monthly financial report for March 2025. A motion was made by Mike Blakeley and seconded by Angela Wilson to approve the **March 2025 Financial Report** as presented.

Ms. Garrett asked for roll call.

Stephanie Garrett; yes    Jodi Long; abs            Angela Wilson; yes    Eva Howard; yes  
Curt McNew; abs            Jacob Kovach; yes       Mike Blakeley; yes

Motion carried.

**VIII. OLD BUSINESS**

Mr. Green shared the following update on the ASK Playground Restroom project.

- Ribbon cutting was held; several in attendance
- Restrooms available for automated use during the hours of 8:00 a.m.- 8:00 p.m.
- Final checks have been cut to close the project

**IX. NEW BUSINESS**

**A. Table of Organization**

A motion was made by Mike Blakeley and seconded by Eva Howard approving the Table of Organization as presented.

Ms. Garrett asked for roll call.

Stephanie Garrett; yes	Jodi Long; abs	Angela Wilson; yes	Eva Howard; yes
Curt McNew; abs	Jacob Kovach; yes	Mike Blakeley; yes	

Motion carried.

**B. Ethics**

None

**C. Personnel Actions**

**New Hires:**

Amy Salyers	Full-Time Administrative Assistant	04/24/2025 PENDING
Danielle Denlinger	Intermittent Administrative Assistant	04/24/2025 PENDING

**Open Positions:**

Behavior Support Coordinator	Full-Time	New
Community Relations Manager	Full-Time	New
Developmental Specialist	Full-Time	Replace- Kneisley
Early Intervention Manager	Full-Time	Replace – Fuller- HOLD
SSA	Full-Time	Replace – Engel- HOLD
SSA	Full-Time	Replace – Abner- HOLD

**Promotions/Transfers:**

None

**Resignations/Contract Non-Renewal/Retirement/Termination**

Amy Kneisley	Full-Time Developmental Specialist	04/30/2025
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**X. LEADERSHIP REPORTS**

Ms. Pettit shared her focus has been on recruiting and onboarding with several interviews being held over the last couple of weeks and hoping to make another offer to a candidate for employment. She and Kathy will be scheduling interviews for the Developmental Specialist opening as well.

Ms. Pettit also mentioned she had a nice meeting with Allison Sears from Miami University where they discussed future Internships.

Ms. Warren shared the SSA department met with Housing Opportunities for People Inc. (HOP) team regarding the management of the homes. They are currently getting leases signed and learning their Emergency/Maintenance on call reporting system to share with residential providers.

The department will have 2 SSA's going out on maternity leave in May. Kristy Hudson, SUB SSA from WestCON, will be joining us for 12 weeks during their leave.

The SSA's have been completing waiting list assessments with waivers being put into place and the SSA's that are working with the Advocacy group are looking to recruit new individuals to join.

Mr. Green shared members from HOP will be closing on the homes tomorrow and RSSI will sign next Wednesday. He also shared we are expecting some "clean up" where RSSI did not complete tasks of painting and installing kitchen cabinetry along with some other minor expenses we will need to cover.

Mr. McEldowney shared he continues to train with Sandy as well as learning new reports within the systems. He also has been busy with cost reporting that is due in June and working on EI funds requests along with Title XX reporting that is coming due.

Ms. Nichols shared she has been involved with interviews for the Community Relations Manager position along with pre and post publicity on behalf of grand opening at ASK Playground.

She will be working on a transition/communication plan for her replacement as well as putting together an "Annual Report" to share our story with the community.

Ms. Greenawalt-Cherry reported EI has been shifting caseloads due to Amy's departure April 30. EI received 7 referrals this week and they are troubleshooting to ensure all needs are captured for the children and families.

She has been working on the Interagency agreement that includes EI, Part B Special Ed Preschool collaborative and attended the interagency meeting to discuss the upcoming "Parents Night Out" event and planning for the "Party in the Park" hosted annually by Early Childhood that is scheduled for May 1 from 5p.m. - 7p.m. at Seven Mile Park.

#### **XI. COMMENTS**

Mr. Green shared the Montondo trailer unit schedule regarding upcoming fairs and festivals. Ms. Garrett recommended we secure our booths for these sooner versus later. Ms. Garrett brought/dispersed "2025 Visitor Guide" booklets.

**XII. NEXT MEETING:** Thursday, June 26, 2025 at 6:00 p.m. – EI In-Service at 5:30 p.m.

#### **XIII. ADJOURNMENT**

A motion was made by Mr. Blakeley and seconded by Ms. Wilson to adjourn the meeting at 6:46 p.m.

Ms. Garrett asked for a voice vote. Motion carried.