

Preble County Board of Developmental Disabilities  
Board Meeting Minutes  
June 26, 2025

**BOARD IN-SERVICE:** Early Intervention, Kathy Greenawalt-Cherry; El Director

The Preble County Board of Developmental Disabilities held their monthly Meeting on Thursday June 26, 2025, at 112 W. Main Street, Eaton, Ohio. The meeting was called to order at 5:56 p.m. by Ms. Garrett. Jacob Kovach attended via Zoom. Jodi Long gave prior notice of absence.

**I. ROLL CALL**

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

**II. PRAYER**

Mr. McNew led the Board in prayer.

**III. PLEDGE OF ALLEGIANCE**

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

**IV. INTRODUCTION OF STAFF/GUESTS**

Brian Green, Superintendent; Brooke Warren, SSA Manager; Kathy Greenawalt-Cherry; El Director; Avery Huff, Community Relations Manager; Melissa Nichols, Communications Manager; Steve McEldowney, Business Director; Stacy Pettit, HR Director and Danielle Denlinger, Intermittent Administrative Assistant.

**V. PRESENTATION BY GUESTS**

None

**VI. PRESENTATION OF MINUTES**

The minutes of April 17, 2025, Board Meeting were reviewed. A motion was made by Angela Wilson and seconded by Eva Howard to approve the **Regular Board Meeting Minutes of the April 17, 2025, meeting** as presented.

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

**VII. PRESENTATION OF FINANCIAL REPORTS**

Steve McEldowney gave an overview of the monthly financial report for the months of May and June 2025. A motion was made by Curt McNew and seconded by Mike Blakely to approve the **May and June 2025 Financial Reports** as presented.

Ms. Garrett asked for a roll call.

Stephanie Garrett; yes    Jodi Long; abs            Angela Wilson; yes    Eva Howard; yes

Curt McNew; yes          Jacob Kovach; yes          Mike Blakely; yes

Motion carried.

## **VIII. NEW BUSINESS**

**A.** Ethics Approvals: The Ethics Counsel will meet as needed prior to the Board meeting. Statute requires that the Board adopt the recommendations of the Ethics Counsel.

**B.** Personnel Actions:

### **New Hires:**

Amy Salyers, Full-Time Administrative Assistant- 4.24.2025

Danielle Denlinger, Intermittent Administrative Assistant- 4.24.2025

Avery Huff, Full-Time Community Relations Manager- 6.18.2025

### **Resignations:**

Martika Armstead, Full-Time SSA- 5.14.2025

Veronica Forney, Full-Time SSA- 5.16.2025

### **Open Positions:**

Behavior Support Coordinator, Full-Time- New

Developmental Specialist, Full-Time; Replace- Kneisley

Early Intervention Manager, Full-Time; Replace- Fuller HOLD

SSA, Full-Time; Replace- Engel

SSA, Full-Time; Replace- Abner

SSA, Full-Time; Replace- Armstead HOLD

SSA, Full-Time; Replace- Forney HOLD

### **Promotions/Transfers:**

None

## **IX. 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 offers to additional candidates for employment. She has upcoming interviews for the Developmental Specialist and SSA openings.

Ms. Warren shared that the department is still short staffed, so they are finding a balance with the higher caseloads. Bailie Frazier and Savannah Thompson are continuing to work with the Advocacy group and producing newsletters each month. Ms. Warren shared that the department is continuing to complete interviews in hopes of getting new staff onboard.

Ms. Greenawalt-Cherry shared that the EI team received a 100% score rating on the Compliance Indicator. She also shared about connecting families to the Imagination Library resource by sharing a flyer with a QR code. This provides a free book every month until the

child turns 5. Ms. Greenawalt-Cherry also shared about wrapping up the 2025 fiscal year and beginning the 2026 year in July.

Ms. Nichols shared about transitioning her responsibilities to Ms. Huff as she transitions out of Preble County. She shared a physical copy with board members of the annual report draft. Ms. Nichols also shared that Jenna, an employee with Miami County, is training Avery with support for the advocacy newsletter.

Mr. McEldowney stated that he finalized and submitted the cost report, with support from Sandy Landers. He also shared the new camera system is being installed which requires visitors to be buzzed up to the second floor. A panic button is also being installed in the instance of any emergency, which notifies the police immediately.

Mr. Green shared an update regarding the shift to Microsoft 365. He expressed that there have been several technical issues, but all staff are continuing to work with VC3 to resolve those issues.

**X. COMMENTS**

None

**XI. NEXT MEETING:** Thursday, August 21, 2025, at 6:00 p.m.- Housing Opportunities for People In-Service at 5:30 p.m.

**XII. ADJOURNMENT**

A motion was made by Mr. Blakely and seconded by Ms. Wilson to adjourn the meeting at 6:37 p.m.

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