

Preble County Board of Developmental Disabilities
Board Meeting Minutes
August 21, 2025

BOARD IN-SERVICE: Housing Opportunities for People INC, Mara Braun, HOP Executive Director; Heather Brandenburg, Housing Coordinator

The Preble County Board of Developmental Disabilities held their monthly Meeting on Thursday August 21, 2025 at 112 W. Main Street; Eaton, Ohio. The meeting was called to order at 6:00 p.m. by Ms. Garrett. Jacob Kovach and Eva Howard attended via Zoom. Angela Wilson gave prior notice of absence.

I. ROLL CALL

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

II. PRAYER

Mr. Blakely led the Board in prayer.

III. PLEDGE OF ALLEGIANCE

Everyone in attendance joined in by reciting the Pledge of Allegiance, led by Ms. Long.

IV. INTRODUCTION OF STAFF/GUESTS

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

V. PRESENTATION BY GUESTS

None

VI. PRESENTATION OF MINUTES

The minutes of June 26, 2025 Board Meeting were reviewed. A motion was made by Mike Blakely and seconded by Jacob Kovach to approve the **Regular Board Meeting Minutes of the June 26, 2025 meeting** as presented.

Ms. Garrett asked for a roll call.

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

Motion carried.

VII. PRESENTATION OF FINANCIAL REPORTS

Steve McEldowney gave an overview of the monthly financial report for the months of July and August 2025. A motion was made by Jacob Kovach and seconded by Mike Blakely to approve the **July and August 2025 Financial Reports** as presented.

Ms. Garrett asked for a roll call.

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

Motion carried.

VIII. **NEW BUSINESS**

A. Table of Organization: Superintendent recommends the Board approve the Table of Organization as presented.

A motion was made by Jodi Long and seconded by Mike Blakely approving the Table of Organization as presented.

Ms. Garrett asked for a roll call.

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

Motion carried.

B. Ethics

None

C. Personnel Actions:

New Hires:

Tara Carroll, Full- Time SSA- 8.18.2025

Denae Bratton, Full- Time Developmental Specialist 9.19.2025 PENDING

Open Positions:

Behavior Support Coordinator, Full-Time- New

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

SSA, Full-Time; Replace- HOLD

SSA, Full-Time; Replace- Armstead HOLD

SSA, Full-Time; Replace- Forney HOLD

Promotions/Transfers:

None

Resignations/Contract Non-Renewal/Retirement/Termination:

None

IX. LEADERSHIP REPORTS

Ms. Petit shared that she is continuing with the recruiting process and onboarding new employees. She shared that the Annual Talent Review will be shared with the leadership team to identify any weaknesses and strengths from each team. She also shared that Danielle has been helping with some of the recruiting and onboarding process and will continue to train her in that. Lastly, she talked about her collaboration with the business office and sending out the Strategic Plan surveys.

Ms. Greenawalt-Cherry provides an update from the Early Intervention department and shared that all 5 grant reports have been submitted for the fiscal year. She shared that currently the physical therapy services are placed on hold due to decisions being made at the state level based on contract reviews within the Department of Children and Youth. She went on to share that the team is beginning to organize their shared files within SharePoint for them all to have access to. Lastly, she said the team is excited and preparing to onboard a new Developmental Specialist that will start in September.

Ms. Warren shared that the SSA department now has a full team and how excited they are. She shared that their new hire, Tara Carroll, is adjusting into her new role as an SSA. Next, she shared that Kristy Hudson, a sub SSA from WestCON is here with the board until the end of September and has been assisting Ms. Warren with her caseload.

Ms. Huff shared several updates from the community side. She shared that the advocacy group met on August 21 for their monthly meeting. Ms. Huff has been working closely with SSA's Bailie Frazier and Savannah Thompson. They are prepping materials for the regional meeting on Tuesday, August 26 in which the PCBDD is hosting at the YMCA. She shared that she and the two SSA's are planning for the SYNERGY conference in October and will be attending along with several individuals. Ms. Huff finished her update with sharing that she attended the community picnic at Twin Valley Community Local School District and will also be attending the rotary luncheon on September 8th to continue to get her name out into the community.

Mr. McEldowney shared that the Annual report is being sent out to the public. He shared that he was working alongside the EI department to wrap up the billings for the fiscal year 2025 and beginning 2026. He also said he has been working with Karen McCain, Fiscal Specialist, in discussion about the budget for the upcoming year. Lastly, he shared that he will be attending a statewide conference on September 11-12.

Mr. Green recommended that the Personnel and Finance team needed to determine a date to discuss the budget for 2026. The date and time were determined. Furthermore, he also shared that there was a vacancy on the board and they were actively working to fill that position.

X. COMMENTS

None

XI. NEXT MEETING

Thursday September 18, 2025 at 6:00 p.m. - Budgeting and Cash Projections In-service at 5:30 p.m.

XII. ADJOURNMENT

A motion was made by Ms. Long and seconded by Mr. Blakely to adjourn the meeting at 6:35 p.m.

Ms. Garrett asked for a roll call.

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

Motion carried.