

Preble County Board of Developmental Disabilities  
Board Meeting Minutes  
January 29, 2026

**BOARD IN-SERVICE:** WestCON- Lynn Wolters; WestCON Executive Director

The Preble County Board of Developmental Disabilities held their monthly Meeting on Thursday January 29, 2026 at 112 W. Main Street; Eaton, Ohio. The meeting was called to order at 6:13 p.m. by Ms. Garrett.

**I. ROLL CALL**

Stephanie Garrett; yes      Jodi Long; yes      Jason Heggs; excused  
Mike Blakeley; yes      Jacob Kovach; yes      Eva Howard; yes

**II. PRAYER**

Stephanie Garrett led the Board in prayer.

**III. PLEDGE OF ALLEGIANCE**

Everyone in attendance joined in by reciting the Pledge of Allegiance, led by Jodi 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 Pettit, H.R. Director and Danielle Denlinger, Administrative Assistant

**V. PRESENTATION BY GUESTS**

None

**VI. REORGANIZATION MEETING**

Ms. Garrett turned the meeting over to Mr. Green, Superintendent, to serve as President pro temper for the purpose of reorganization.

Mr. Green asked for nominations. Ms. Garrett proposed keeping the 2025 officers for 2026, except for replacing the vacant Secretary position, formerly filled by board member Curt McNew. Ms. Garrett nominated Jacob Kovach for the Secretary position:

President- Stephanie Garrett  
Vice President- Jodi Long  
Secretary- Jacob Kovach

Mr. Green asked the members if there were any other nominations. With no further discussion, Mr. Green turned the meeting back over to President, Ms. Garrett.

Ms. Garrett asked for a roll call vote of keeping the officers the same from year 2025 to 2026 except for replacing the vacant Secretary position, formerly filled by board member Curt McNew. All members were in agreeance.

A motion was made by Jodi Long and seconded by Mike Blakeley for a reorganization roll call.

Ms. Garrett asked for a roll call.

Stephanie Garrett; yes	Jodi Long; yes	Jason Heggs; excused
Jacob Kovach; yes	Mike Blakeley; yes	Eva Howard; yes

Motion carried.

Ms. Garrett asked the members of the board which committee's they would like to serve on for the year 2026. Discussion took place, and members agreed to join the following committees.

- Ethics – Mike Blakeley
- Ethics – Stephanie Garrett
- Ethics – Jacob Kovach
- Personnel/Finance – Eva Howard
- Personnel/Finance – Jodi Long
- Personnel/Finance– Jason Heggs

With no further discussion, a motion was made by Jacob Kovach and seconded by Jodi Long to adjourn the reorganization meeting.

Ms. Garrett asked for a roll call.

Stephanie Garrett; yes	Jodi Long; yes	Jason Heggs; excused
Jacob Kovach; yes	Mike Blakeley; yes	Eva Howard; yes

Motion carried.

## VII. PRESENTATION OF MINUTES

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

Ms. Garrett asked for a roll call.

Stephanie Garrett; yes	Jodi Long; yes	Jason Heggs; excused/abstain
Jacob Kovach; yes	Mike Blakeley; yes	Eva Howard; yes

Motion carried.

**VIII. PRESENTATION OF FINANCIAL REPORTS**

Steve McEldowney gave an overview of the monthly financial report for the months of December 2025 and January 2026. A motion was made by Jodi Long and seconded by Mike Blakeley to approve the **December 2025 and January 2026 Financial Report** as presented.

Ms. Garrett asked for a roll call.

Stephanie Garrett; yes      Jodi Long; yes      Jason Heggs; excused  
Jacob Kovach; yes      Mike Blakeley; yes      Eva Howard; yes

Motion carried.

**IX. NEW BUSINESS**

- A. 2026 Superintendent Professional Development Plan:** The Superintendent recommends the Board approve the 2026 Superintendent Professional Development Plan as presented.

A motion was made by Mike Blakeley and seconded by Jodi Long to approve the 2026 Superintendent Professional Development Plan.

Ms. Garrett asked for a roll call.

Stephanie Garrett; yes      Jodi Long; yes      Jason Heggs; excused  
Jacob Kovach; yes      Mike Blakeley; yes      Eva Howard; yes

Motion carried.

- B. Proposal for PCBDD 2026 MCBDD Authorization:** The Board proposes authorizing the Superintendent or his designee on behalf of the Board to approve and authorize MCBDD services and payment for services between January 1, 2026 and December 31, 2026 within the PCBDD approved budget.

A motion was made by Jodi Long and seconded by Mike Blakeley to authorize the Superintendent or his designee on behalf of the Board to approve and authorize MCBDD services and payment for services between January 1, 2026 and December 31, 2026 within the PCBDD approved budget.

Ms. Garrett asked for a roll call.

Stephanie Garrett; yes      Jodi Long; yes      Jason Heggs; excused  
Jacob Kovach; yes      Mike Blakeley; yes      Eva Howard; yes

Motion carried.

- C. Proposal for PCBDD Pre- 2026 MCBDD Authorization:** The Board proposes authorizing the Superintendent or his designee on behalf of the Board to approve and authorize MCBDD services and payment for services between January 18, 2022 and December 31, 2025 within the PCBDD approved budget.

A motion was made by Jodi Long and seconded by Mike Blakeley to authorize the Superintendent or his designee on behalf of the Board to approve and authorize MCBDD services and payment for services between January 18, 2022 and December 31, 2025 within the PCBDD approved budget.

Ms. Garrett asked for a roll call.

Stephanie Garrett; yes	Jodi Long; yes	Jason Heggs; excused
Jacob Kovach; yes	Mike Blakeley; yes	Eva Howard; yes

Motion carried.

- D. Proposal for PCBDD 2026 WestCON Authorization:** The Board proposes authorizing the Superintendent or his designee on behalf of the Board to approve and authorize WestCON services and payment for services between January 1, 2026 and December 31, 2026 within the PCBDD approved budget.

A motion was made by Jacob Kovach and seconded by Jodi Long to authorize the Superintendent or his designee on behalf of the Board to approve and authorize WestCON services and payment for services between January 1, 2026 and December 31, 2026 within the PCBDD approved budget.

Ms. Garrett asked for a roll call.

Stephanie Garrett; yes	Jodi Long; yes	Jason Heggs; excused
Jacob Kovach; yes	Mike Blakeley; yes	Eva Howard; yes

Motion carried.

- E. Proposal for PCBDD Pre- 2026 WestCON Authorization:** The Board proposes authorizing the Superintendent or his designee on behalf of the Board to approve and authorize WestCON services and payment for services between January 18, 2022 and December 31, 2025 within the PCBDD approved budget.

A motion was made by Eva Howard and seconded by Jacob Kovach to authorize the Superintendent or his designee on behalf of the Board to approve and authorize

WestCON services and payment for services between January 18, 2022 and December 31, 2025 within the PCBDD approved budget.

Ms. Garrett asked for a roll call.

Stephanie Garrett; yes	Jodi Long; abstain	Jason Heggs; excused
Jacob Kovach; yes	Mike Blakeley; yes	Eva Howard; yes

Motion carried.

- F. Table of Organization: The Superintendent recommends the board approve the Table of Organization as presented.

A motion was made by Jodi Long and seconded by Mike Blakeley to approve the Table of Organization as presented.

Ms. Garrett asked for a roll call.

Stephanie Garrett; yes	Jodi Long; yes	Jason Heggs; excused
Jacob Kovach; yes	Mike Blakeley; yes	Eva Howard; yes

Motion carried.

- G. Personnel Actions:

**New Hires:**

None

**Resignations:**

None

**Open Positions:**

None

**Promotions/Transfers:**

None

- H. Policies/Procedures:

**Change to Policy**

None

**Policies Rescinded**

None

**New Policy**

None

**Date Change and Reformatting Only**

None

**X. LEADERSHIP REPORTS**

Ms. Pettit provided a Human Resources update. She reported that the Miami County Board of Developmental Disabilities is hosting a Mentor Training, which Developmental Specialist Ashley Fuller will attend. She also noted several upcoming career fairs at the University of Dayton, Central State University, and Miami University, where she will represent both PCBDD and MCBDD. Ms. Pettit shared that she is finalizing the review of contracts with the prosecutor's office. In addition, employee check-ins are ongoing across multiple departments, and she is reviewing Culture Survey results to develop focus groups for further evaluation. Lastly, she stated that she has been working with Administrative Assistant Danielle Denlinger on HR-related tasks to organize files and implement departmental procedures.

Ms. Warren provided an update from the SSA department. She shared that the department has been receiving a high number of Wait List Assessments and noted an increase in young waiver candidates. Ms. Warren reported that a quarterly SSA Provider Training course will be scheduled in the coming months, with a focus on March. The last provider meeting was held last fall but did not have high attendance. In the meantime, the department will continue strengthening relationships with providers and community partners to support the wellbeing of individuals served by the county. She also stated that she is continuing to review SSA expectations from the state, specifically the Department of Developmental Disabilities, to ensure compliance with all guidelines and to update departmental procedures as needed.

Ms. Greenawalt-Cherry provided an update on behalf of the Early Intervention department. She reported that there have been 18 new referrals to Service Coordinator Lauren Fox since December. Ms. Greenawalt-Cherry noted that while Lauren has remained very busy, she continues to be productive and efficient in reaching out to families and coordinating services. She also shared that she is actively working on mid-year reports, with four reports due by the end of February. Additionally, she stated that the newest Developmental Specialist, Denaë Bratton, has begun carrying a caseload and is scheduled to complete her probationary period at the end of March. Lastly, Ms. Greenawalt-Cherry shared that she is working on goal setting with other Early Intervention team members, Ashley Fuller and Lauren Fox.

Ms. Huff provided an update on community activities. She shared that the Resource Fair, originally scheduled for January 27, was postponed, and the new date has not yet been determined. Looking ahead to the February advocacy meeting, the focus will be on the

importance of friendship. Ms. Huff also reported that a *Parents Night Out* respite event will be held in March, allowing parents to drop off their children to enjoy a movie while supported by community volunteers. Additionally, an organized Spirit Week will be celebrated in March in recognition of Developmental Disabilities Awareness, with participation from county board staff and community members. In lieu of the WestCON in-service, Board President Stephanie Garrett suggested that the informational video be posted on the agency's website and social media platforms to continue community education efforts. Lastly, Ms. Huff shared that an additional sensory-friendly movie night will be held at the Star Theatre, offering parents and children free popcorn and a drink. Grant funding received by the Early Intervention department will support this event, and Ms. Huff is working with Ashley Fuller to distribute event flyers.

Mr. McEldowney provided an update from the business office and shared that they have been working to close out 2025 purchase orders while opening new purchase orders for 2026. He noted that Fiscal Specialist Karen McCain has remained very busy during this process. Mr. McEldowney reported that he is currently working on a Title XX funds request and hopes to conclude that soon. He also shared that requested GAAP Information has been submitted to the county auditor's office. Additionally, the 5-year cost projection report is due on April 1. Lastly, Mr. McEldowney stated that he will be reaching out to the auditor's office to schedule a meeting for the first quarter of the year.

Mr. Green provided an update regarding the HOP organization and a property currently in the organization's possession. He noted that there are issues with both the septic system and the well, and as a result, the property will be marketed for sale *as is*. Mr. Green also shared that the Preble County Special Olympics Annual *Cougars vs. Generals* game will be held at Twin Valley Community Schools on March 7. He encouraged board members and staff to attend as their schedules allow. Lastly, he reported that the Preble County Business Expo is scheduled to take place on March 20<sup>th</sup>-21<sup>st</sup>.

**XI. OTHER**

**XII. COMMENTS**

**XIII. NEXT MEETING** – Thursday March 19, 2026 at 6:00 p.m. – MUI/UI In-service at 5:30 p.m.

**XIV. ADJOURNMENT**

A motion was made by Mike Blakeley and seconded by Jacob Kovach to adjourn the meeting at 7:21 p.m.

Ms. Garrett asked for a roll call.

Stephanie Garrett; yes	Jodi Long; abstain	Jason Heggs; excused
Jacob Kovach; yes	Mike Blakeley; yes	Eva Howard; yes

Motion carried. Meeting adjourned.

Minutes approved:

  
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**PRESIDENT**

3/19/26  
**DATE**

  
\_\_\_\_\_  
**RECORDING SECRETARY**

3/19/26  
**DATE**