

FULTON COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

November 18, 2025
Board Meeting Minutes

CALL TO ORDER

Anderson called the November 18, 2025 meeting of the Fulton County Board of Developmental Disabilities to order at 4:02 pm.

ROLL CALL: Scott Anderson, Adam Cook, Sam Denn, Lynlee Reinking, Larry Restivo and Britney Ward

Guests: Robin Shepherd, Superintendent, Lindsey Deering, Children Services Director, Shannon Keiser, Community & Medicaid Services Director and Emmi Johnson, Business Manager (NOWAC)

APPROVAL OF AGENDA

ADD: VII.A.5. Infal/Finex

Denn made a motion to approve the agenda as amended. Cook seconded the motion. Approval by unanimous voice vote.

PUBLIC COMMENT

No public comment.

APPROVAL OF OCTOBER 21, 2025 BOARD MEETING MINUTES

Change to minutes, Denn made the motion to approve the agenda, not Cook.

Restivo made a motion to approve the October 21, 2025 Board Meeting Minutes as amended. Cook seconded the motion. Approval by unanimous voice vote.

APPROVAL OF OCTOBER, 2025 EXPENDITURES

Denn made a motion to approve the October, 2025 Expenditures as presented. Reinking seconded the motion. Approval by unanimous voice vote.

FACILITIES, FINANCE AND PERSONNEL

NORTHWEST OHIO WAIVER ADMINISTRATIVE COUNCIL (NOWAC) CONTRACT WITH BOLTON TO FOR A MARKET-BASED REVIEW AND COMPETITIVE EVALUATION OF BASE PAY ANALYSIS

Ward reviewed that this contract would be to conduct a compensation and position review for the seven participating counties, at a cost of \$5,000 per county. The review will include an analysis of job descriptions, Board pay scales, and comparisons to community job markets. Representatives from each county will meet with Bolton to identify benchmarks, after which Bolton will provide results and recommendations.

Ward made a motion to approve the Northwest Ohio Waiver Administrative Council (NOWAC) Contract with Bolton to for a Market-Based Review and Competitive Evaluation of Base Pay Analysis as presented. Restivo seconded the motion. Approval by unanimous voice vote.

2026 CONTRACTS

PRIVATE DUTY NURSING INC., QUADCO, 4A HOUSING, WE ARE LIMITLESS, AND FILLING HOME OF MERCY NON-MEDICAID SERVICES CONTRACTS

Ward reviewed that there are no recommended changes to contracts other than updating the dates.

Ward made a motion to approve the Private Duty Nursing Inc., Quadco, 4A Housing, We are Limitless, and Filling Home of Mercy Non-Medicaid Services Contracts as presented. Cook seconded the motion. Approval by unanimous voice vote.

TRIANGULAR PROCESSING CONTRACTS: NON-MEDICAID SERVICES, SPECIAL OLYMPICS, CLEANING AND RECREATION

Shepherd reported that the Non-Medicaid Services contract remains unchanged from the previous year aside from updated dates. She then reviewed the proposed Special Olympics contract, noting that Kathy Shaw of Triangular Processing is requesting an increase from \$4,820 per month to \$5,234.66 per month for salary and benefits which is a change representing approximately an 8% increase. Shepherd shared that Shaw indicated the increase reflects the coordinator's eligibility for student loan reimbursement, consistent with what TP intends to offer other employees. Committee members discussed the proposed increase and noted that Board employees typically receive a 3% increase. Regarding the Cleaning contract, Shepherd noted that TP is requesting an increase from \$2,500 to \$3,000 per month. Shaw explained that the increase would cover the cost of bringing in an outside cleaning company two days per week to improve service quality, which has been an ongoing concern. Shepherd emphasized that cleaning performance has been inconsistent and that improvements are necessary. The committee suggested including clearly defined cleaning tasks within the contract and utilizing a six-month contract term to allow for evaluation of progress. For the Recreation contract, Shepherd noted a proposed increase from \$14,000 to \$14,700. This reflects the transition of bowling from a Special Olympics activity to a recreation program.

Ward made a motion to approve the Non-Medicaid Services Contract with Triangular Processing as presented. Denn seconded the motion. Approval by unanimous voice vote.

Denn made a motion to approve the Special Olympics Contract with Triangular Processing with a 3% increase for the Special Olympics Coordinator, assistant coordinator and a bus driver; admin fee and mileage rate remains the same as previous contract. Restivo seconded the motion. Approval by unanimous voice vote.

Reinking made a motion to approve a Cleaning Services contract with Triangular Processing for six months at \$3,000 per month. Cook seconded the motion. Approval by unanimous voice vote.

Reinking made a motion to approve a contract for Recreation Services with Triangular Processing in the amount of \$14,700 as presented. Ward seconded the motion. Approval by unanimous voice vote.

2026 NORTHWEST OHIO WAIVER ADMINISTRATIVE COUNCIL (NOWAC) CONTRACT

Shepherd reviewed the proposed 2026 contract with NOWAC, comparing 2025 and 2026 rates for different services NOWAC provides.

Ward made a motion to approve the contract with 2026 Northwest Ohio Waiver Administrative Council (NOWAC) Contract as presented. Denn seconded the motion. Approval by unanimous voice vote.

PERSONNEL POLICY, SECTIONS 11 & 14

Ward shared that there were no changes to Section 11 and 14.

Ward made a motion to approve the Personnel Policy, Sections 11 & 14 as presented. Reinking seconded the motion. Approval by unanimous voice vote.

2026 SUPERINTENDENT PROFESSIONAL DEVELOPMENT PLAN

Shepherd presented the 2026 Superintendent Professional Development Plan.

Cook made a motion to approve the 2026 Superintendent Professional Development Plan as presented. Denn seconded the motion. Approval by unanimous voice vote.

2026 INFAL/FINEX

Shepherd reviewed that this is our accounting and time clock software. No rate change at this time.

Restivo made a motion to approve the 2026 Infal/Finex contract as presented. Ward seconded the motion. Approval by unanimous voice vote.

PROGRAM & PUBLICITY

PROGRAM POLICY: PASRR

Reinking reviewed that there are no recommended changes this policy.

Reinking made a motion to approve Program Policy: PASRR as presented. Cook seconded the motion. Approval by unanimous voice vote.

2025 ANNUAL REPORT COSTS

Reinking reviewed the proposed costs associated with printing, addressing and mailing of the 2025 Annual report.

Reinking made a motion to approve the costs associated with printing, addressing and mailing the 2025 Annual Report not to exceed \$9,118.65 as presented. Denn seconded the motion. Approval by unanimous voice vote.

MOVIE THEATER ANNUAL AGREEMENT

Reinking reviewed that our renewal for advertising at the local movie theater will expire this month. The cost is \$1,595 which has not changed in several years.

Reinking made a motion to approve the annual advertising at Skye Cinema, \$1,595 as presented. Ward seconded the motion. Approval by unanimous voice vote.

2026 EMPLOYMENT BANQUET

Cook reviewed the recommendation of hosting the Employment Banquet in 2026 at the cost of \$2,000.

Reinking made a motion to approve hosting the Employment Banquet in 2026 at the cost of \$2,000 as presented. Cook seconded the motion. Approval by unanimous voice vote.

OLD BUSINESS

Nothing to revisit.

NEW BUSINESS

DRAFT STRATEGIC PLAN

Shepherd reviewed the plan should have been in their folders. It was omitted from folders; Shepherd will email it to Board members.

INTERPRETER CONTRACT

Shepherd reviewed that there are no changes to contract with interpreter Amanda Short, except for dates.

Reinking made a motion to approve the contract with Amanda Short for interpreter services as presented. Cook seconded the motion. Approval by unanimous voice vote.

NIGHT TO SHINE

Shepherd inquired if the Board would like to sponsor the Night to Shine event again. Discussion regarding amount of sponsorship and other counties involved.

Restivo made a motion to approve the sponsorship of Night to Shine for \$500 as presented. Denn seconded the motion. Approval by unanimous voice vote.

STATE & ADVOCACY UPDATES

Nothing to report.

DIRECTOR'S REPORTS

No questions or comments.

SUPERINTENDENT'S REPORT

No questions or comments.

EXECUTIVE SESSION TO DISCUSS THE COMPENSATION OF PUBLIC EMPLOYEES.

Reinking made a motion to enter executive session at 4:34 pm. Restivo seconded the motion. Approval by roll call vote: Anderson-yes; Cook-yes; Denn-yes; Reinking-yes; Restivo-yes and Ward-yes.

Restivo made a motion to exit executive session at 4:45 pm. Cook seconded the motion. Approval by roll call vote: Anderson-yes; Cook-yes; Denn-yes; Reinking-yes; Restivo-yes and Ward-yes.

Ward left meeting at 4:45pm.

Cook made a motion to approve continuing with longevity pay and clothing allowance at the same rates as calendar year 2025 for all regular non-contract staff for calendar year 2026. Denn seconded the motion. Approval by unanimous voice vote.

Restivo made a motion to approve the 2026 SSA On-Call compensation of \$75 per week and an extra \$50 over a holiday. Denn seconded the motion. Approval by unanimous voice vote.

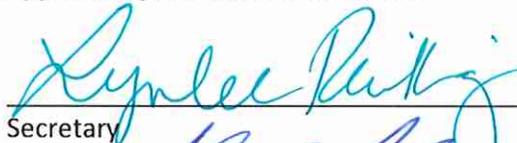
Cook made a motion to approve the following compensation for all non-contract staff for calendar year 2026: 3% increase for each employee. Reinking seconded the motion. Approval by unanimous voice vote.

Restivo made a motion to continue the current salary scales as presented for 2026. Reinking seconded the motion. Approval by unanimous voice vote.

Denn made a motion to approve the three-year contract for Superintendent Robin Shepherd effective January 1, 2026, with a 3% increase for the 1st year of the contract and a wage re-opener for the subsequent years. Cook seconded the motion. Approval by unanimous voice vote.

ADJOURNMENT

Restivo made a motion to adjourn the Board Meeting at 4:50 pm. Reinking seconded the motion. Approval by unanimous voice vote.


Secretary


Vice President


Date


Date