

# FULTON COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

August 19, 2025  
Board Meeting Minutes

## CALL TO ORDER

Anderson called the August 19, 2025 meeting of the Fulton County Board of Developmental Disabilities to order at 4:06 pm.

## ROLL CALL

Scott Anderson, Adam Cook, Sam Denn, Britney Ward, Lynlee Reinking, and Larry Restivo.  
Excused: Mike Oricko.

Guests: Willie Jones, OACB; Shannon Keiser, Community & Medicaid Services Director; Emmi Johnson, Business Manager (NOWAC) [Virtual] and Robin Shepherd, Superintendent.

Anderson announced that Mike Oricko has resigned from the Board, effective immediately. Oricko was originally appointed by the Probate Judge, who will be retiring at the end of August. Once a new Probate Judge is appointed, the Board vacancy will be posted. During his tenure, Oricko served on several committees that will now require new members. To address these needs, Anderson appointed Restivo to the Finance Committee and Ward to the Ethics Council.

## APPROVAL OF AGENDA

*Denn made a motion to approve the agenda as presented. Restivo seconded the motion. Approval by unanimous voice vote.*

## PUBLIC COMMENT

No public comment.

## APPROVAL OF JUNE 17, 2025 BOARD MEETING MINUTES

*Restivo made a motion to approve the June 17, 2025 Board Meeting as presented. Cook seconded the motion. Approval by unanimous voice vote.*

## APPROVAL OF JUNE AND JULY, 2025 EXPENDITURES

*Restivo made a motion to approve the June and July, 2025 Expenditures as presented. Denn seconded the motion. Approval by unanimous voice vote.*

## FINANCE, FACILITIES & PERSONNEL

Ward reviewed the committee meeting minutes.

### FIRE SYSTEM PIPING REPAIR AT LINFOOT ST.

Ward reviewed that the dry sprinkler system at Linfoot Street has developed pin holes in the lines. Viking fire inspections found the holes during an inspection of the lines. Viking provided a quote with the cost to replace all the sections with holes. The cost is \$2,476 which includes Luke assisting with the labor which will help reduce the total cost.

*Ward made a motion to approve the fire system piping repair for the dry sprinkler system at Linfoot Street at the cost of \$2,476. Cook seconded the motion. Approval by unanimous voice vote.*

#### CONFERENCE ROOM TECHNOLOGY

Ward reviewed that to optimize space utilization within the building, the front file room and back conference room were recently swapped. This change provides a larger conference room with improved access for individuals entering the building. Ward noted that the newly designated conference room currently lacks technology for meetings and proposed purchasing a large television along with a heavy-duty universal TV cart. This setup would allow staff to connect their computers for presentations while maintaining portability for use in other areas of the building. The cost of the TV and stand is \$1,210.00.

***Ward made a motion to approve purchasing a 65" television and portable stand for the conference room, not to exceed \$1,210.00. Cook seconded the motion. Approval by unanimous voice vote.***

#### BOARD VEHICLES

Ward reviewed that we have three vehicles and has budgeted to replace two vehicles at \$30,000 each in 2025. The Equinox is out of commission due to a needed catalytic converter replacement, estimated at \$1,840. The committee needs to decide whether to repair or trade it in. All vehicles are heavily used, and there may be a need to consider adding a fourth vehicle. Current vehicles include a 2014 Encore (85,000 miles), a 2016 Trax (83,000 miles), and a 2016 Equinox (79,000 miles). Discussion regarding purchasing new vs. used with low miles. Shepherd would work with the Commissioners on trade-in or auction and the purchases.

***Restivo made a motion to approve the purchase of two vehicles up to \$60,000 as presented. Cook seconded the motion. Approval by unanimous voice vote.***

#### EARLY INTERVENTION PART C CONTRACT, DEFIANCE COUNTY FCFC

The contract for Early Intervention Part C Service Coordination Contract has been released. The Department of Children and Youth (DCY) took over EI, the grant language changed and the format caused some discrepancies and confusion. The grant amount for the SFY 2026 is \$154,345 which will cover expenses for approximately 1.85 employees.

***Ward made a motion to approve the Early Intervention Part C Contract for SFY 2026 at \$154,345 as presented. Restivo seconded the motion. Approval by unanimous voice vote.***

#### OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES CONTRACT

In the past our contract was with the Northwest Ohio Developmental Center (NODC) for behavioral stabilization services. DODD has changed this process and now has a central intake process. Now, the contract is between FCBDD and DODD (Ohio Department of Developmental Disabilities) on behalf of the Developmental Center for the purpose of assessing and providing temporary services to one or more individuals with developmental disabilities who have been or will be voluntarily admitted to the Developmental Center in accordance with R.C. 5123.69.

***Ward made a motion to approve contract between FCBDD and DODD (Ohio Department of Developmental Disabilities) on behalf of the Developmental Center for the purpose of assessing and providing temporary services to one or more individuals with developmental disabilities who have been or will be voluntarily admitted to the Developmental Center in accordance with R.C. 5123.69. as presented. Reinking seconded the motion. Approval by unanimous voice vote.***

#### COPIER CONTRACT

Our copier contract is expiring at the end of the month.

***Ward made a motion to approve the contract with Current Office, for copiers as presented. Cook seconded the motion. Approval by unanimous voice vote.***

#### **SSA POSITION**

Ward reviewed the proposed restructuring of the EI Service Coordinator/Preschool SSA position to function solely as an SSA role. EI caseloads have been slower and can be managed within the current department structure without negatively impacting services. If approved, the table of organization would be updated accordingly.

***Ward made a motion to approve a full time Service and Support Administrator, eliminating the EI Service Coordinator/Preschool SSA as presented. Denn seconded the motion. Approval by unanimous voice vote.***

#### **UPDATED TABLE OF ORGANIZATION**

Eliminated the EI Service Coordinator/Preschool SSA position. Add another SSA.

***Ward made a motion to approve the elimination of the EI Service Coordinator/Preschool SSA and create another SSA position as presented. Restivo seconded the motion. Approval by unanimous voice vote.***

#### **PROGRAM & PUBLICITY**

Cook reviewed the Program and Publicity committee minutes.

#### **PROGRAM POLICY**

##### **SPECIAL OLYMPICS, TITLE XX AND UNUSUAL INCIDENTS AND MAJOR UNUSUAL INCIDENTS**

There are no recommended changes the Special Olympics and Title XX policy. There are some rule changes to the Unusual Incidents and Major Unusual Incidents policy.

***Cook made a motion to approve the Program Policy: Special Olympics, Title XX and Unusual Incidents and Major Unusual Incidents as presented. Reinking seconded the motion. Approval by unanimous voice vote.***

#### **KEEPING FAMILIES TOGETHER GRANT**

Cook shared that this grant funding has been approved in the state budget for SFY26 and SFY27. Shepherd would like to apply for \$20,000 for SFY26 and \$20,000 for SFY27.

***Cook made a motion to approve applying for the Keeping Families Together Grant funding for SFY26 and SFY27 as presented. Restivo seconded the motion. Approval by unanimous voice vote.***

#### **DSP MONTH**

Cook noted that September is recognized as Direct Support Professional (DSP) Month. The Board would like to continue to provide a small token of appreciation to residential and vocational providers. Residential providers would have the option to sign up to receive a \$15 gift card to a local restaurant for use at their discretion. The total estimated cost for this initiative is approximately \$1,200.

***Cook made a motion to approve the residential DSP appreciation gift not to exceed \$1,200. Denn seconded the motion. Approval by unanimous voice vote.***

#### **2026 PROPOSED BOARD CALENDAR**

Cook reviewed the proposed Board Calendar for 2026.

***Cook made a motion to approve the 2026 Board Calendar. Denn seconded the motion. Approval by unanimous voice vote.***

**SURVEY MONKEY, RSVPIFY AND CANVA RENEWAL**

Cook reviewed that the Board maintains annual subscriptions to SurveyMonkey, RSVPify and Canva. These tools are utilized for conducting annual surveys, managing RSVPs for DSP Month, and creating publications throughout the year. The upcoming renewal annual costs are \$372 for SurveyMonkey, \$72 for RSVPify and \$119.99 for Canva.

*Cook made a motion to approve the annual renewal costs of \$372 for SurveyMonkey, \$72 for RSVPify and \$119.99 for Canva as presented. Ward seconded the motion. Approval by unanimous voice vote.*

**OLD BUSINESS**

Nothing new to update.

**NEW BUSINESS**

**ACCEPTANCE OF DONATION**

Anderson shared that a donation of \$750 from the Knights of Columbus, through their Measure Up campaign.

*Restivo made a motion to accept the donation from the Knights of Columbus, \$750.00. Cook seconded the motion. Approval by unanimous voice vote.*

**STATE & ADVOCACY UPDATES**

No updates to report.

**DIRECTOR'S REPORTS**

No questions or comments.

**SUPERINTENDENT'S REPORT**

No questions or comments.

**ADJOURNMENT**

*Restivo made a motion to adjourn the Board Meeting at 4:36 pm. Cook seconded the motion. Approval by unanimous voice vote.*

  
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Secretary

10/21/25  
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Date

  
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Vice President

10-21-2025  
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Date