



Champaign County Board of Developmental Disabilities

Meeting Minutes Thursday, August 28, 2025

Board Members Present: Kerry Brugger, Malia Hughes, Lori Rose, David Sapp, and Amy Wilcoxon

Board Members Absent: Shelly Cushman and Laurie Stickney

Staff Members Present: Jeff Coaty, Leigh Anne Wenning, Sharon Wheeland, and Heather Williams-Rarey

Staff Members Absent: Jennifer Bradford and Tyler Davis

Call To Order

The August Board meeting of the Champaign County Board of Developmental Disabilities was called to order by Mr. Brugger at 4:47 p.m. in the conference room at the Champaign County Board of Developmental Disabilities offices.

Moment of Silence

Mr. Brugger allowed for a moment of silence asking those in attendance to keep the families of Amber Stanhope in their thoughts.

Adoption of Agenda

Ms. Rose motioned to adopt the agenda as presented. Ms. Wilcoxon seconded the motion. Motion carried.

Reading of the Mission Statement

The mission statement was read by all Board members and staff present.

Introductions of the Public

There was no public in attendance.



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Presentation of Minutes

The meeting minutes from the June 2025 board meeting were included in the board packet for review.

Mr. Sapp motioned to approve the June 2025 board meeting minutes as presented. Ms. Rose seconded the motion. Motion carried.

Presentation of Financial Report

The June and July 2025 financials were included in the Board packet for review.

Ms. Hughes motioned to approve the June and July 2025 financials and accounts payable for the Champaign County Board of Developmental Disabilities. Ms. Rose seconded the motion. Motion carried.

Presentation of Administrative Reports

Service and Support Administration

The SSA Director provided department updates to all Board Members and staff present.

Community Education and Outreach

The Community Education and Outreach Director provided department updates to all Board Members and staff present.

Early Intervention

The Superintendent provided department updates to all Board Members and staff present.

Presentation of Superintendent Report

The Superintendent report was included in the board packet.

Presentation of New Business

Proposal for HOP Shared Services Agreement

Housing Opportunities for People (HOP), who manages the 13 homes that the Champaign County Board of Developmental Disabilities has available for people with disabilities, as well as homes in Miami, Preble, and Shelby Counties, has determined that their current staffing and cost structure



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should be adjusted to provide equitable sharing of the costs associated with managing all of the properties. Costs will be based on a per unit fee structure and re-evaluated annually or whenever a significant change takes place.

25-08-01 Ms. Rose made a motion that the Board formally approves to adopt the changes to the 2026 Cost Sharing HOP Shared Services Agreement as presented. Second by Ms. Wilcoxon. Motion carried.

Proposal for Position Changes

Ms. Wenning stated that with the retirement of the HR/Fiscal Support Specialist, it was necessary to adjust the duties, pay range, and titles of the employees who are absorbing the duties of that position. The changes are as follows:

- Eliminate the HR/Fiscal Support Specialist position
- Reclassify the Executive Support Specialist to HR/Executive Support Specialist – no pay range change.
- Reclassify the Data Specialist to Fiscal Support Specialist – pay range change to \$20.11-\$28.50/hour.

25-08-02 Ms. Hughes made a motion to approve the proposed changes to the listed positions as presented. Ms. Rose seconded the motion. Motion carried.

Proposal for Policy

The following policy was included in the board packet.

- Ch. III-G Addressing Major Unusual Incidents and Unusual Incidents to Ensure Health, Welfare, and Continuous Quality Improvement

25-08-03 Ms. Wilcoxon motioned to approve the policy as presented. Mr. Sapp seconded the motion. Motion carried.

Anything for the Good of the Order

Mr. Sapp motioned to excuse Ms. Cushman and Ms. Stickney from the August 2025 board meeting. Ms. Rose seconded the motion. Motion carried.

Comments

No further comments were made.



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Next Meeting Date

The next meeting of the Champaign County Board of Developmental Disabilities is scheduled for 4:30 p.m. on Thursday, September 25, 2025. The meeting will be held in the large conference room.


Adjournment

Ms. Hughes motioned to adjourn the Board meeting at 5:17 p.m. Ms. Wilcoxon seconded the motion. Motion carried.

Respectfully submitted,



Mr. David Sapp, Secretary



Ms. Sharon Wheeland, HR/Executive Support Specialist