



Champaign County Board of Developmental Disabilities

Organizational Board Meeting Minutes Thursday, January 15, 2026

Board Members Present: Shelly Cushman, David Sapp, Laurie Stickney, and Amy Wilcoxon

Board Members Absent: Adam Angles, Malia Hughes, and Lori Rose

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

Call to Order

The 2026 organizational meeting of the Champaign County Board of Developmental Disabilities was called to order by Ms. Wenning at 4:36 p.m. in the conference room at the Champaign County Board of Developmental Disabilities offices.

Oath of Office

Ms. Wheeland swore in Board Member Amy Wilcoxon with the Oath of Office. Ms. Wilcoxon was re-appointed. Ms. Wilcoxon will serve a term of 4 years commencing January 1, 2026, and ending December 31, 2029.

Election of Officers

26-01-01 Ms. Cushman motioned to approve the slate of board officers for 2026 as follows: Ms. Laurie Stickney, President. Mr. Sapp seconded the motion. Motion carried.

26-01-02 Ms. Cushman motioned to approve the slate of board officers for 2026 as follows: Mr. David Sapp, Vice President and Ms. Amy Wilcoxon, Secretary. Ms. Stickney seconded the motion. Motion carried.

Appointment of Standing Committees

The standing committees are as follows:

Finance: Ms. Shelly Cushman, Ms. Lori Rose, and Ms. Laurie Stickney

Personnel/Policy: Mr. Adam Angles, Ms. Laurie Stickney, and Ms. Amy Wilcoxon

Ethics: Ms. Shelly Cushman, Ms. Malia Hughes, and Mr. David Sapp



Champaign County Board of Developmental Disabilities

Approval of the 2026 Board Meeting Calendar

The 2026 board meeting calendar was included in the board packet for review. The Board approved eleven (11) meeting dates with the ability to cancel as needed, as well as the ability to change how and where meetings will take place.

Ms. Wenning stated that she would like to have a shared meeting with the Shelby County Board of Developmental Disabilities in May 2026.

26-01-03 Mr. Sapp motioned to approve the 2026 meeting dates, times, number of meetings and shared meetings as presented. Ms. Stickney seconded the motion. Motion carried.

Adjournment

Ms. Cushman motioned to adjourn the organizational meeting at 4:42 p.m. Ms. Wilcoxon seconded the motion. Motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Amy Wilcoxon', written over a horizontal line.

Ms. Amy Wilcoxon, Secretary

A handwritten signature in blue ink, appearing to read 'Sharon Wheeland', written over a horizontal line.

Mrs. Sharon Wheeland, Executive Support Specialist



Champaign County Board of Developmental Disabilities

Meeting Minutes Thursday, January 15, 2026

Board Members Present: Shelly Cushman, David Sapp, Laurie Stickney, and Amy Wilcoxon

Board Members Absent: Adam Angles, Malia Hughes, and Lori Rose

Guests Present: Kerry Brugger

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

Call To Order

The January Board meeting of the Champaign County Board of Developmental Disabilities was called to order by Ms. Stickney at 4:43 p.m. in the conference room at the Champaign County Board of Developmental Disabilities offices.

Moment of Silence

Ms. Stickney allowed for a moment of silence.

Adoption of Agenda

Ms. Wilcoxon motioned to adopt the agenda as presented. Mr. Sapp 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

Mr. Kerry Brugger was in attendance.

Presentation of Minutes

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



Champaign County Board of Developmental Disabilities

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

Presentation of Financial Report

The October, November and December 2025 financials were included in the Board packet for review.

Mr. Brown noted that the board ended the year with 98% of revenue compared to the budget. On the expenditure side, the board came in at 92% compared to the budget.

Ms. Wenning led a discussion with the board members regarding the building plans. The leadership team discussed and it was decided that the items from the tech hub will be relocated to the front lobby for display. The leadership team reviewed and reached a consensus to discontinue leasing the tech hub space. Ms. Wenning asked the board members if they agreed with the decision to stop leasing the tech hub space. All members confirmed their agreement with this course of action.

Ms. Wilcoxon motioned to approve the October, November and December 2025 financials and accounts payable for the Champaign County Board of Developmental Disabilities. Ms. Cushman 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.



Champaign County Board of Developmental Disabilities

The Annual Action Plan goal summary report was distributed at the meeting and Ms. Wenning reviewed it with the board members.

Presentation of New Business

Proposal of Superintendent's Spending Authority

Annually the board authorizes the superintendent to approve and authorize monthly expenditures within the approved annual budget under the amount of \$20,000 per item, and to submit those expenditures to the county auditor for payment. The superintendent may also authorize payment of utilities, board approved contracts, health insurance premiums, Targeted Case Management and Medicaid Waiver related invoices over the amount of \$20,000, as billed by the company or the Ohio Department of Developmental Disabilities. The superintendent has the authority to approve the payment of invoices, as well as staff attendance at professional meetings and expenditures for that attendance, within the approved budget.

26-01-04 Mr. Sapp motioned to approve to authorize the Superintendent, Leigh Anne Wenning, to approve and authorize monthly expenditures within the approved annual budget under the amount of \$20,000 per item, and to submit those expenditures to the county auditor for payment. The Superintendent may also authorize payment of utilities, board approved contracts, health insurance premiums, Targeted Case Management and Medicaid Waiver related invoices over the amount of \$20,000, as billed by the company or the Ohio Department of Developmental Disabilities. The Superintendent has the authority to approve the payment of invoices, as well as staff attendance at professional meetings and expenditures for that attendance, within the approved budget. Ms. Cushman seconded the motion. Motion carried.

Proposal for Table of Organization

The Table of Organization was included in the Board packet.

26-01-05 Ms. Wilcoxon motioned to approve the Table of Organization as presented. Mr. Sapp seconded the motion. Motion carried.

Proposal for Policy Update

The following policy was included in the board packet.



Champaign County Board of Developmental Disabilities

5.7.15 Cybersecurity Program

26-01-06 Ms. Cushman motioned to approve the policy as presented. Ms. Wilcoxon seconded the motion. Motion carried.

Proposal for Leave Conversion

Our strategic plan contains a goal that focuses on retaining and rewarding employees. An annual conversion plan allows all qualifying staff to convert unused vacation and sick leave into cash. For earnable salary purposes, the Ohio Public Employees Retirement System (OPERS) must approve annual conversion plans each year by March 31. The Champaign County Board of Developmental Disabilities has approved such an annual conversion plan since 2023.

26-01-07 Ms. Cushman motioned to approve the annual conversion plan as presented. Ms. Wilcoxon seconded the motion. Motion carried.

Proposal for Superintendent Professional Development Plan

The Superintendent Professional Development Plan was included in the board packet.

26-01-08 Mr. Sapp motioned to approve the superintendent professional development plan as presented. Ms. Cushman seconded the motion. Motion carried.

Proposal for Annual Contracts

All contracts were presented to an approved by the Prosecutor's office.

There were no changes to the contract with Lawnview Industries, Inc. for janitorial services. This contract will run January 1, 2026, through December 31, 2026.

There were no changes to the contract for Preferred Pediatric Therapy, LLC for occupational therapy services provided by a licensed Occupational Therapist. This contract will run January 1, 2026, through December 31, 2026.

There was a rate increase with the contract for Madison County Board of Developmental Disabilities for nursing services provided by a Registered Nurse. This contract will run January 1, 2026, through December 31, 2026.



Champaign County Board of Developmental Disabilities

There were no changes with the contract for Let's Talk!, LLC for speech therapy services provided by a licensed Speech Therapist. This contract will run January 1, 2026, through December 31, 2026.

26-01-09 Ms. Wilcoxon motioned to approve the annual business contracts as presented. Ms. Cushman seconded the motion. Motion carried.

Proposal for Shared Services

To be clear regarding what staff members are being shared with Shelby County Board of Developmental Disabilities and how payments across the counties occur, a list of shared positions and shared services was presented to the board for approval.

26-01-10 Mr. Sapp motioned to approve the shared services agreement as presented. Ms. Wilcoxon seconded the motion. Motion carried.

Proposal for 2026-2028 Strategic Plan

The 2026-2028 draft Strategic Plan was included in the board packet. The goals were based off the stakeholder, community, and culture surveys.

26-01-11 Ms. Wilcoxon motioned to approve the 2026-2028 Strategic Plan as presented. Ms. Cushman seconded the motion. Motion carried.

Proposal for Levy

Ms. Wenning stated that the Champaign County Board of Developmental Disabilities will require additional revenue to continue to operate all current programs and maintain positions. The need for additional revenue has been projected for several years due to devaluation of our continuing levies and increased cost of mandated Medicaid match for funding of Home and Community Based waivers. It is anticipated that a 1.5 mill, limited term 5-year levy will be needed to continue board operations.

26-01-12 Mr. Sapp motioned to request the Champaign County Commissioners and Champaign County Auditor place a 1.5 mill, 5-year levy on the ballot in May 2026 for the operations of programs and services for persons with developmental disabilities in Champaign County as presented. Ms. Cushman seconded the motion. A roll call vote was taken as follows: Shelly Cushman – Yes; Amy Wilcoxon – Yes; Laurie Stickney – Yes; and David Sapp – Yes; Motion carried.



Champaign County Board of Developmental Disabilities

Anything for the Good of the Order

Ms. Cushman motioned to excuse Ms. Hughes, Ms. Rose, and Mr. Angles from the January 2026 board meeting. Mr. Sapp seconded the motion. Motion carried.

Ms. Wenning thanked Mr. Kerry Brugger for his years of service to the Board. Ms. Wenning presented Mr. Brugger a clock for his service.

Comments

No further comments were made.

Next Meeting Date

The next meeting of the Champaign County Board of Developmental Disabilities is scheduled for 4:30 p.m. on Thursday, February 26, 2026. The meeting will be held in the large conference room.

Adjournment

Ms. Wilcoxon motioned to adjourn the Board meeting at 5:31 p.m. Mr. Sapp seconded the motion. Motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Amy Wilcoxon', written over a horizontal line.

Ms. Amy Wilcoxon, Secretary

A handwritten signature in blue ink, appearing to read 'Sharon Wheeland', written over a horizontal line.

Mrs. Sharon Wheeland, HR/Executive Support Specialist