

- I. **Called to Order:** 2025 Board Vice-President, Greg Kamphaus called the meeting to order at 4:30 pm.
- II. **Roll Call:** Kevin Erford, Erica Hermiller, Seth Johnson, Greg Kamphaus, Amber Niese, Jodi Schroeder, and Taylor Siefker were present. In attendance was Michael Boaz, Superintendent.
- III. **Hearing of the Public:** No visitors present.
- IV. **Approval of Minutes from December 9, 2025:** Motion to approve minutes for the meeting was made by Jodi Schroeder; seconded by Kevin Erford. All Ayes recorded. Motion Approved.
- V. **Annual Oath and Eligibility Declaration Board Member Forms:** Forms were distributed and signed.
- VI. **Annual Reorganization:**
  1. **Officers:** The following officers were elected in accordance with Ohio Revised Code 5126.029.
    - A. **President:** Motion was made by Kevin Erford to elect Greg Kamphaus as President; seconded by Erica Hermiller. All Ayes recorded. Motion Approved.
    - B. **Vice-President:** Motion was made by Amber Niese to elect Kevin Erford as Vice-President; seconded by Taylor Siefker. All Ayes recorded. Motion Approved.
    - C. **Secretary:** Motion was made by Kevin Erford to elect Amber Niese as Secretary; seconded by Jodi Schroeder. All Ayes recorded. Motion Approved.

2. **Ethics Council:** The Board President appointed the following members based on Ohio Revised Code 5126.031: Committee Chair: Kevin Erford, Members: Amber Niese and Jodi Schroeder.
3. **Finance Committee:** The Board President appointed the following members based on Ohio Revised Code 5126.031: Committee Chair: Amber Niese, Members: Greg Kamphaus and Taylor Siefker.
4. **Meeting Schedule:** Motion to establish the meeting time of 4:30 pm on the second Tuesday of each month at the Putnam County ESC, located at 124 Putnam Parkway, Ottawa Ohio 45875 was made by Kevin Erford; seconded by Amber Niese. All Ayes recorded. Motion Approved.

VII. **Update on Contracts:**

**NOW Marketing:** Motion made by Jodi Schroeder, second by Kevin Erford to approve the annual contract renewal with NOW Marketing for website maintenance and updates. All Ayes recorded. Motion Approved.

VIII. **Update Capital Projects:** Capital Plan Updates

**Smith-Boughan:** Administration Building Update for HVAC System; Discussed adding a Control Unit in a Classroom.

Discussed Overall Roof quote of approximately \$120,000 for the back end of the building.

The building is old and a lot of updates will be needed.

IX. **Other Old Business:** No report

X. **Policy Updates:** No report

XI. **Program Updates:**

1. **Family Support Services (FSS):** Motion made by Erica Hermiller, second by Taylor Siefker to approve the renewal of the FSS program with an annual limit of

\$1,000 reimbursement for approved expenses. All Ayes recorded. Motion Approved.

2. **Therapy Services Grant:** Motion made by Erica Hermiller, second by Taylor Siefker to approve the renewal of the Therapy Services Grant program with an annual limit of \$2,500 reimbursement for approved expenses. All Ayes recorded. Motion Approved.
3. **Safety & Security Grant (SSG):** Motion made by Erica Hermiller, second by Taylor Siefker to approve the renewal of the Safety & Security Grant program with an annual limit of \$1,500. All Ayes recorded. Motion Approved.
4. **Mileage Rate Reimbursement:** Motion made by Amber Niese, second by Kevin Erford to adopt the IRS Standard Mileage Rate of 72.5 cents per mile for 2026. All Ayes recorded. Motion Approved.

XII. **Expenditures and Receipts:**

1. December financials were reviewed by the Superintendent, Michael Boaz. Kevin Erford made a motion to accept the expenditures and receipts for December as presented; Taylor Siefker seconded the motion. All Ayes recorded. Motion Approved.

XIII. **Board Resolution 2026-01:** Resolution to update the spending authority of the Superintendent to be effective January 1, 2026 was presented for renewal. Motion to approve the resolution as presented was made by Jodi Schroeder; seconded by Erica Hermiller. All Ayes recorded. Motion Approved.

XIV. **Board Resolution 2026-02:** Resolution to transfer funds from Fund 22 to Fund 28 for the purpose of supporting individuals with residential needs. Motion to approve the resolution as presented was made by Kevin Erford; seconded by Jodi Schroeder. All Ayes recorded. Motion Approved.

XV. **Executive Session:** No Executive Session

XVI. **Superintendent Report:**

1. **Personnel:** Job postings and updates; Superintendent stated we are close to hiring a Business Manager.
2. **Welcome New Board Member:** Seth Johnson; Seth introduced himself and was welcomed as the new board member.
3. **Board Member In-Service:** NOWAC Virtual Training Tuesday, February 3, 2026 at 6:30pm.
4. **Board Orientation:** Scheduled for next board meeting, February 10, 2026.
5. **Board Member In-Service:** 2026 Board Member Training in-person at Defiance College on March 11, 2026. RSVP due to Superintendent by February 15, 2026.

XVII. **Other New Business:**

XVIII. **Adjournment:** Erica Hermiller made a motion to adjourn at 5:30 pm; seconded by Taylor Siefker. All Ayes recorded. Motion Approved.

XIX. **Next meeting will be February 10, 2026 at the Putnam County ESC Building.**

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Greg Kamphaus, President

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Kevin Erford, Secretary