Putnam County Board of Developmental Disabilities
Meeting Minutes

September 8, 2026 – 4:30 p.m.

The September 8, 2026, Regular meeting of the Putnam County Board of Developmental Disabilities was called to order at 4:32 p.m. by President, Kevin Erford.

Roll call: Erica Hermiller, Melissa Burnett, Jodi Schroeder, Taylor Siefker, Seth Johnson (via telephone) and Amber Niese(arrived at 4:36 pm)

Excused Absence: none

Guests Present: Andrea Hammond, Interim Superintendent; Tina Knisley, Business & HR Manager; Pat Lammers, Director of Service and Support Administration; and Erin Recker, Service and Support Administration Supervisor

Public Comment
None

Agenda
To approve the September 8, 2026 meeting agenda.
Motion: 090826-01
Motion: Erica Hermiller
Second: Taylor Siefker
Motion approved unanimously.

Outstanding Minutes
To approve the May 12, 2026 meeting minutes with the following corrections; XI.- Entered Executive Session at 5:52pm and Motion to Exit at 6:19pm by Amber Niese, Second by Taylor Siefker. XII.- The motion regarding pay was made by Amber Niese and Second by Taylor Siefker. XIV.- Adjournment occurred at 6:40pm., and the meeting minutes from 5/27/26, 6/3/26, and 6/4/26 as presented.
Motion: 090826-02
Motion: Erica Hermiller
Second: Taylor Siefker
Motion approved unanimously.

Minutes To approve the August 11, 2026 meeting minutes.
Motion: 090826-03
Motion: Jodi Schroder
Second: Melissa Burnett
Motion approved unanimously.

Financial Reports
To approve the August 2026 financial reports.
Motion: 090826-04
Motion: Taylor Siefker
Second: Jodi Schroeder
Motion approved unanimously.

Program Reports: See attached reports
Superintendent
Personnel
Early Intervention & HMG
Service and Support Administration

Capital Project Updates
Interim Superintendent Hammond discussed that the status of the Brookhill Industries Roof project was underway and estimated to be completed within the next few weeks. Ms. Hammond reviewed the history of the NOVAR BAS upgrade that will need to be addressed within the next couple of years. Ms. Hammond stated that a capital budget and forecasting will be important to encompass planning of future projects.

Pond Fencing Quote
To approve the replacement of fencing around the pond at Brookhill for an amount up to $22,000.00.
Motion: 090826-05
Motion: Erica Hermiller
Second: Taylor Siefker
Motion approved unanimously.

Pond Rock Replacement
To approve quote for Ohio Sanitary Solutions for an amount up to $67,360.
Motion: 090826-06
Motion: Amber Niese
Second: Jodi Schroeder
Motion approved unanimously.

New Business:
Interim Superintendent Hammond presented information regarding an opportunity to collaborate with a local park foundation for communication board installation. The communication boards would benefit the community and individuals of all ages. Ms. Hammond also discussed the potential dates for a joint board meeting with Brookhill Industries Board at the Brookhill Campus. November 10, 2026, was determined to be the best date and Ms. Hammond will coordinate the details with Sally Sutter.

Budget Adjustment
To approve the increase in the Contract Services line of the Community Residential Fund(28) as presented.
Motion: 090826-06
Motion: Taylor Siefker
Second: Melissa Burnett
Motion approved unanimously.

Executive Session
To enter into Executive Session to discuss certain confidential I matters.
Motion: 090826-07 Time: 5:27 p.m.
Motion: Erica Hermiller
Second: Jodi Schroeder
Motion approved unanimously.

Exit Executive Session
Exit Executive Session, declaring no action taken. Time: 6:06 p.m.

Adjourn
To adjourn the September 8, 2026, regular Board meeting at 6:06 p.m.
Motion: 090826-08
Motion: Amber Niese
Second: Taylor Siefker
Motion approved unanimously.

Respectfully submitted,

Recording Secretary

Prepared by: Andrea Hammond, Interim-Superintendent