



# Vinton County Board of Developmental Disabilities

## REGULAR BOARD MEETING

**November 25, 2025**

The Vinton County Board of Developmental Disabilities regular session was called to order by Vice-President Karen Hauck at 5:38 p.m. on Tuesday, November 25, 2025.

### Attendance:

Member	Present	Absent	Prior notice
Tammy Hopkins	x		
Sharon Chaney	x		
Tiffany Pierce			x
Karen Hauck	x		
Ruben Garcia			x
Tracie Dearing	x		

### Public Comment:

None.

### Approval of October Board Minutes:

51-25 Moved by Tammy Hopkins, seconded by Tracie Dearing, to accept the Minutes for the October Board Meeting, as presented. Motion carried unanimously.

Roll Call	Yes	No	Abstain
Tammy Hopkins	x		
Sharon Chaney	x		
Tiffany Pierce			
Karen Hauck	x		
Ruben Garcia			
Tracie Dearing	x		

### Ratification of Paid Expenditures:

Karon Fisher presented the October Expenses and Financial Statements to the Board.

52-25 Moved by Sharon Chaney, seconded by Tracie Dearing, to approve the October Expenses, as presented. Motion carried unanimously.

Roll Call	Yes	No	Abstain
Tammy Hopkins	x		
Sharon Chaney	x		
Tiffany Pierce			
Karen Hauck	x		
Ruben Garcia			
Tracie Dearing	x		

**Superintendents Report:**

1. Happiest of the Holiday Season to all of you! Tonight’s Superintendent Report is brought to you in the form of a handout. There are just a handful of items for your information tonight.
2. In the course of the year, it has become apparent that some minor adjustments are needed in our Family Assistance Program procedure. I want the board to know that I have added a section explaining how to utilize the funding for mileage, meals and lodging reimbursement for continuity of care. The addition of this section allows families or those who provide transportation outside of the waiver to be reimbursed for their mileage, lodging and meal expenses. For example, if a family needs to take their child to Columbus or Cincinnati to see a specialist, we can reimburse them for their miles and if they had any meals or had to spend the night while they were there. I believe this will be a welcome addition to our Family Assistance Program.
3. After our board meeting this evening, I am looking forward to having many of our providers here to share a little information to the board members about their services. This is a great opportunity to connect with the providers in our county and put faces with names. I am happy to facilitate the conversation, and I am hopeful that all parties will gain a little extra knowledge and insight this evening.
4. I have been to the commissioners’ meeting to request permission to proceed with putting our levy on the ballot in the spring of 2026. They advised that they will review it once the county auditor has provided the fiscal information to them. I will stay actively involved in this process and will advise the board of all updates as they come.
5. I am also providing you with my updated Superintendent Development plan. Within the plan, you will note that there are some future dates of attendance at meetings. I do intend to attend the meetings in December, provided good health and the meetings are not cancelled. If anything changes, I will be sure to let the board know. If there are other items, I

should focus on in the next calendar year, please reach out and let me know. I am working on my plan for next year and will have it for you in January.

**SSA Report:**

None.

**Old Business:**

None.

**Informational Items:**

None.

**Administrative Approvals**

None.

**Personnel Items:**

None.

**New Business:**

**Approval of Invoice Resolution #2025-11-01:**

53-25 Moved by Tammy Hopkins, seconded by Tracie Dearing to approve Invoice Resolution #2025-11-01, as presented. Motion carried unanimously.

Roll Call	Yes	No	Abstain
Tammy Hopkins	x		
Sharon Chaney	x		
Tiffany Pierce			
Karen Hauck	x		
Ruben Garcia			
Tracie Dearing	x		

**Approval of Agreement for Services between VCBDD and Clearwater Council of Governments (Attachment) – Action Required:**

54-25 Moved by Tracie Dearing, seconded by Sharon Chaney to approve the Agreement for Services between VCBDD and Clearwater Council of Governments, as presented. Motion carried unanimously.

Roll Call	Yes	No	Abstain
Tammy Hopkins	x		
Sharon Chaney	x		

Tiffany Pierce			
Karen Hauck	x		
Ruben Garcia			
Tracie Dearing	x		

**Approval of Superintendent’s Professional Development Plan:**

55-25 Moved by Tracie Dearing, seconded by Karen Hauck to approve the Superintendent’s Professional Development Plan, as presented. Motion carried unanimously.

Roll Call	Yes	No	Abstain
Tammy Hopkins	x		
Sharon Chaney	x		
Tiffany Pierce			
Karen Hauck	x		
Ruben Garcia			
Tracie Dearing	x		

**Approval of Software Maintenance Agreement with Primary Solutions:**

56-25 Moved by Sharon Chaney, seconded by Tammy Hopkins to approve the Software Maintenance Agreement with Primary Solutions, as presented. Motion carried unanimously.

Roll Call	Yes	No	Abstain
Tammy Hopkins	x		
Sharon Chaney	x		
Tiffany Pierce			
Karen Hauck	x		
Ruben Garcia			
Tracie Dearing	x		

**Adjournment:**

57-25 Moved by Tracie Dearing, seconded by Tammy Hopkins, to adjourn the meeting. Motion carried unanimously.

Roll Call	Yes	No	Abstain
Tammy Hopkins	x		
Sharon Chaney	x		
Tiffany Pierce			
Karen Hauck	x		
Ruben Garcia			
Tracie Dearing	x		

The meeting was adjourned at 5:52 p.m.

The next Board meeting is scheduled for January 27, 2026 at 5:30 p.m.

Respectfully submitted:

Approved as to form:

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Tracie Dearing, Secretary

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Tiffany Pierce, President