

**MEETING: GUARDIANSHIP SERVICES BOARD**

**Date/Time:** January 14, 2026 12:30 p.m.

**Location:** Guardianship Services Board Conference Room

**Board Members in Attendance:** Tim Hamman, Angie Herzog, Beca Sheidler, Melanie Woods

**Board Members in Attendance via ZOOM:** N/A

**Board Members Absent:** Dr. Susan Kaufman, Denise Cook

**Staff in Attendance:** Elizabeth Schaefer, Amy Donnelly

**Guests in Attendance:** Judge Todd Kohlreiser, Katie Campbell, Ryn Wolfe Farmer

**APPROVAL OF AGENDA:** Tim moved to approve the agenda but noted we may need to move section 5.c. to the top of the agenda to allow Judge Kohlreiser to be dismissed. Melanie seconded. Motion carried.

**MINUTES:** Tim had some proposed corrections to the October 8<sup>th</sup> meeting minutes. As drafted, the proposed minutes from the 10/8/25 Board meeting includes a section captioned: “Election of GSB 2025-2026 Officers” for a one-year term beginning January 2026-December 2026”. Tim moves to amend the caption to read: “Election of GSB 2026 officers: 1 year term beginning January 1, 2026 – December 31, 2026”. Tim also moves to amend the wording of that section of the Minutes to clarify that a vote on each position was held and the sole nominee was unanimously elected. Tim believes the current wording of the minutes only shows that motions to close each of the nominations were approved, not the actual election results. Tim moves to amend the language of the election section of the minutes to add the following language at the end of the current “election” minutes: “The election of officers followed with the sole nominee for each office being elected by unanimous voice vote”. Angie seconded. Motion carries.

**VOLUNTEER PROGRAM:** Katie Campbell and Rhyn Farmer provided some history on how their volunteer program was developed and that due to lack of funding along with not wanting to duplicate services it would make the most sense to do a warm handoff to the GSB once an additional GSB staff person is hired. Currently, Crime Victims Services has 8 cases and 7 volunteers. The goal would be to fully transition to GSB by the end of the year. A joint announcement will be made when the time comes.

**APPROVAL OF 2025 FINAL BUDGET:** Elizabeth shared that staff were able to be more creative with bringing in donations of clothing, etc. Elizabeth also shared she will be invoicing Lima Memorial hospital for their traditional donation of \$20,000.

**APPROVAL OF 2026 NEW BUDGET:** Elizabeth reported that there will be a change to projected spending due to Pangle increasing rent by 5% which equates to an additional \$340 for the year. Elizabeth noted this is still below market rate. Elizabeth reported meeting with Berlin Carroll/Probate Court Administrator, and the commissioners will not be providing any funding to GSB unless it becomes an absolute necessity. Elizabeth provided the actual cost to serve a client was \$3,335 in 2024 but dropped to \$2,385 in 2025 due to serving more clients- the cost divided by the number of clients was less. Adding an additional staff will increase expenses therefore increasing the cost per person. There was discussion of including in-kind as a budget line item. Elizabeth discussed that the 2026 budget does reflect hiring an additional staff to support the increased referrals. The MOU with the county for insurance was discussed- GSB would pay the first \$25,000 which would need to be pulled from the cash on hand and made an identified budget line item. Angie moved to approve the 2026 budget with the \$25,000 reflected as its own line item, Melanie seconded. Motion carries.

**EXECUTIVE DIRECTOR REPORT:**

109 referrals

71 total guardianships current

92 guardianships granted

2 guardianship hearings pending

22 emergency guardianships granted

15 wards have deceased

89% have mental health issues

64% with medical conditions

28% with developmental disabilities—11% eligible for DD services

15% with substance abuse issues

42% have a Case Manager/SSA

50% live in long-term/assisted living

10% live in group homes

32% live in the community

8% are homeless  
51% out of county placement  
Average age--52

Guardianships in 2022—25  
Guardianships in 2023—17  
Guardianships in 2024—34  
Guardianships in 2025—15

Elizabeth shared a success story in which a 58-year-old DD ward is married to a man who is homosexual and has seven or eight other men in the home. She is paying all the bills and is diabetic. Home health staff are afraid of coming into the house due to so many people being there and the home being cluttered. GSB staff were able to move her into a home in Kalida and get new services in place. She also has a payee now. Her health is on track and GSB will continue to be involved in ensuring her health and safety.

**OLD BUSINESS:**

1. **VIRTUAL MEETING POLICY:** Tim discussed that he had been waiting for formal approval from John Willamowski's office but had not heard back. Tim redrafted the GSB policy to meet verbiage that was shared at a meeting with John Willamowski. There was discussion about whether the meeting link would need to be shared on the website for public access. It was agreed that a link would be sent to all Board members and if a guest or member of the public requested to join virtually a link would be sent to them individually. Angie made a motion to approve the Virtual Meeting Policy that was attached to the board packet with an effective date of January 14<sup>th</sup>, 2026, Beca seconded. Motion carries.
2. **HIRING CASE MANAGER:** Elizabeth shared she is ready to proceed with hiring an additional full-time case manager. This would allow Elizabeth to absorb the volunteer components. Job Description is ready and will contact JFS/Ohio Means Jobs to post the position.

**NEW BUSINESS:**

1. **501C3:** This is still in very early discussions and Elizabeth is researching the process to apply for 501C3 status.

**2026 MEETING SCHEDULE:**

January 14  
April 8  
July 8  
October 14

**Next Meeting:** April 8th, 2026, at 12:30 p.m.

Respectfully submitted by: Beca Sheidler, Secretary