



**CITY OF HUBER HEIGHTS  
STATE OF OHIO**

**City Council Work Session**

**September 2, 2025  
6:00 P.M.**

**City Hall - Council Chambers - 6131 Taylorsville Road - Huber Heights, Ohio**

1. **Call Meeting To Order/Roll Call**
2. **Approval Of Minutes**
  - A. August 19, 2025
3. **Work Session Topics Of Discussion**
  - A. City Manager Report
  - B. OPWC Application - Water Main Installation - Taylorsville Road
  - C. Purchase Of Snowplow Dump Trucks
  - D. Increase Not To Exceed Amount/Contract Extension - GreenTech
  - E. Increase Not To Exceed Amount - 911 Fleet And Management
  - F. Increase Not To Exceed Amount - Atlantic Emergency Solutions
  - G. Supplemental Appropriations

H. Work Rules/Policies/Personnel Regulations

I. Opioid Settlement Participation

J. City Code - Amendments - Citizen Complaint Review Board

K. Board And Commission Appointments

\* Citizen Complaint Review Board - Appointments

4. **Adjournment**

**AI-11069**

**Topics Of Discussion**    A.

**Council Work Session**

**Meeting Date:**                      09/02/2025

City Manager Report

**Submitted By:**                      Anthony Rodgers

**Department:**                        City Council

**Council Committee Review?:** Council Work    **Date(s) of Committee Review:** 09/02/2025  
Session

**Audio-Visual Needs:**              SmartBoard            **Legal Review:**                      Not Needed

**Emergency Legislation?:**        No                        **Motion/Ordinance/  
Resolution No.:**                      N/A

---

**Agenda Item Description or Legislation Title**

City Manager Report

**Purpose and Background**

A copy of the presentation given with the City Manager Report has been attached (see attached).

---

**Fiscal Impact**

**Source of Funds:**                      N/A

**Cost:**                                        N/A

**Recurring Cost? (Yes/No):**            N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

---

**Attachments**

*No file(s) attached.*

---

AI-11062

Topics Of Discussion B.

**Council Work Session**

**Meeting Date:** 09/02/2025

OPWC Application - Water Main Installation - Taylorsville Road

**Submitted By:** Stephanie Wunderlich

**Department:** Assistant City Manager - Public Services

**Council Committee Review?:** Council Work Session

**Audio-Visual Needs:** None

**Emergency Legislation?:** No

**Division:** Engineering

**Date(s) of Committee Review:** 09/02/2025

**Legal Review:** Not Needed

**Motion/Ordinance/  
Resolution No.:**

---

**Agenda Item Description or Legislation Title**

OPWC Application - Water Main Installation - Taylorsville Road

**Purpose and Background**

This legislation authorizes an application to the Ohio Public Works Commission (OPWC) District IV Integrating Committee for funding to construct the Taylorsville Road 24" Water Main Project. It is necessary to secure funding to construct this project; and the OPWC funds are an appropriate source for the City to seek funding for this project.

---

**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

---

**Attachments**

Map

Resolution

---



**Legend**

- Proposed Water Main
- Existing Water Main
- Huber City Corporation

Proposed 5,400' of  
24" Water Main

Rip Rap Water  
Treatment Plant

Taylorsville Rd

Wildcat Rd

Rip Rap Rd



City of Huber Heights, OH

**PROPOSED 24"  
WATER MAIN**

Date: 8/8/2025





CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2025-R-

AUTHORIZING THE CITY MANAGER TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED FOR THE TAYLORSVILLE ROAD 24" WATER MAIN PROJECT.

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure; and

WHEREAS, the City of Huber Heights is planning to make capital improvements to Install a new 24" water main on Taylorsville Road; and

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the Ohio Public Works Commission (OPWC) programs.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huber Heights, Ohio that:

Section 1. The City Manager and/or the City Engineer is hereby authorized to apply to the Ohio Public Works Commission for funds as described above.

Section 2. The City Manager is further authorized to enter into any agreements as may be necessary and appropriate with the Ohio Public Works Commission to obtain this financial assistance for the Taylorsville Road 24" Water Main Project.

Section 3. This legislation shall serve to authorize the transmittal and submission of an application for funding under the OPWC Funds. The application authorized by this Resolution shall be for the Taylorsville Road 24" Water Main Project.

Section 4. This legislation shall also authorize the provision on any additional information which may be requested during the review of this application conducted by the District IV Public Works Integrating Committee ("Committee") or any other appropriate committee or State of Ohio agency.

Section 5. The City of Huber Heights hereby commits to the local contribution for the project as identified in the project application as pertains to the improvement located within the corporate boundaries of the City of Huber Heights and further commits to those costs exceeding the estimate and which, therefore, exceed the grant amount.

Section 6. The City of Huber Heights hereby agrees to voluntarily contribute up to one (1) percent of the approved grant amount for the funds spent within the City of Huber Heights to help pay for expenses of the Committee.

Section 7. The City of Huber Heights also commits to additional reporting requirements by the Committee as part of the funding process.

Section 8. The City Manager is authorized to execute and enter into any agreements as may be necessary and appropriate with the Ohio Public Works Commission for the Taylorsville Road 24" Water Main Project.

Section 9. It is hereby determined that all formal actions of this Council concerning and relating to the passage of this Resolution were taken in an open meeting of this Council and that all deliberations of this Council and any of its Committees that resulted in such formal actions were conducted in meetings open to the public in compliance with all legal

requirements, including Section 121.22 of the Ohio Revised Code.

Section 10. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2025;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

AI-11072

Topics Of Discussion C.

**Council Work Session**

**Meeting Date:** 09/02/2025

Purchase Of Snowplow Dump Trucks

**Submitted By:** Linda Garrett

**Department:** Assistant City Manager - Public Services

**Council Committee Review?:** Council Work Session

**Audio-Visual Needs:** None

**Emergency Legislation?:** No

**Division:** Public Works

**Date(s) of Committee Review:** 09/02/2025

**Legal Review:** Not Needed

**Motion/Ordinance/  
Resolution No.:**

---

**Agenda Item Description or Legislation Title**

Purchase Of Snowplow Dump Trucks

**Purpose and Background**

This legislation authorizes a contract to purchase two (2) Class 7 snowplow dump trucks, and appurtenant equipment thereto, for the Public Works Division, and waiving competitive bidding requirements.

---

**Fiscal Impact**

**Source of Funds:** Public Works Division Budget

**Cost:** \$350,000

**Recurring Cost? (Yes/No):** No

**Funds Available in Current Budget? (Yes/No):** Yes

**Financial Implications:**

---

**Attachments**

Resolution

---



CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2025-R-

AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT TO PURCHASE TWO (2) CLASS 7 SNOWPLOW DUMP TRUCKS AND APPURTENANT EQUIPMENT THERETO FOR THE PUBLIC WORKS DIVISION AND WAIVING THE COMPETITIVE BIDDING REQUIREMENTS.

WHEREAS, the need exists in the Public Works Division for two (2) Class 7 snowplow dump trucks to assist in snow removal and overall duties; and

WHEREAS, pricing for two (2) Class 7 snowplow dump trucks cab and chassis meeting the specifications of the Public Works Division is available through the State of Ohio Department of Administrative Service Cooperative Purchasing Program; and

WHEREAS, only one source of the necessary appurtenant equipment compatible with the two (2) Class 7 snowplow dump truck is reasonably available; and

WHEREAS, the funds for this purchase have been appropriated for the Public Works Division as part of the approved 2026 Public Works Division Budget.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huber Heights, Ohio that:

Section 1. In accordance with Huber Heights Codified Ordinances, Council hereby waives the requirements to formally bid the purchase of two (2) Class 7 snowplow dump trucks through the State of Ohio Department of Administrative Service Cooperative Purchasing Program provided the aggregate price, with the necessary appurtenant equipment, does not exceed \$350,000.00. In accordance with Section 171.12(a)(1) of the Huber Heights Codified Ordinances, Council hereby waives the requirements to formally bid the necessary equipment appurtenant to said two (2) Class 7 snowplow dump trucks and awards the purchase and installation of the appurtenant equipment to K.E. Rose as the sole source provider.

Section 2. The City Manager is hereby authorized to contract for the purchase of two (2) Class 7 snowplow dump trucks for the Public Works Division with the vendor providing the lowest and best price as determined by the Public Works Division for Fiscal Year 2026 for an aggregate price, with the necessary appurtenant equipment, in an amount not to exceed \$350,000.00.

Section 3. It is hereby determined that all formal actions of this Council concerning and relating to the passage of this Resolution were taken in an open meeting of this Council and that all deliberations of this Council and any of its Committees that resulted in such formal actions were conducted in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 4. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2025;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

AI-11046

Topics Of Discussion D.

**Council Work Session**

**Meeting Date:** 09/02/2025

Increase Not To Exceed Amount/Contract Extension - GreenTech

**Submitted By:** Linda Garrett

**Department:** Assistant City Manager - Public Services

**Council Committee Review?:** Council Work Session

**Audio-Visual Needs:** None

**Emergency Legislation?:** No

**Division:** Public Works

**Date(s) of Committee Review:** 09/02/2025

**Legal Review:** Not Needed

**Motion/Ordinance/  
Resolution No.:**

---

**Agenda Item Description or Legislation Title**

Increase Not To Exceed Amount/Contract Extension - GreenTech

**Purpose and Background**

This legislation is to amend Resolution No. 2025-R-7561 in order to extend the current agreement with GreenTech Lawn and Irrigation and establish a new not to exceed annual amount of \$550,000 for additional services for the Public Works Division for Fiscal Year 2026.

---

**Fiscal Impact**

**Source of Funds:** Public Works Division Budget

**Cost:** \$550,000

**Recurring Cost? (Yes/No):** Yes

**Funds Available in Current Budget? (Yes/No):** Yes

**Financial Implications:**

---

**Attachments**

Resolution

---



CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2025-R-

TO AMEND RESOLUTION NO. 2025-R-7561 TO EXTEND THE CURRENT AGREEMENT AND TO INCREASE THE NOT TO EXCEED ANNUALLY FOR GREENTECH LAWN AND IRRIGATION FOR ADDITIONAL MOWING, LANDSCAPING, AND IRRIGATION SERVICES FOR THE PUBLIC WORKS DIVISION IN FISCAL YEAR 2026.

WHEREAS, there have been changes to the required services provided from GreenTech Lawn and Irrigation for mowing and landscaping services; and

WHEREAS, the new not to exceed amount for GreenTech Lawn and Irrigation needs be increased to \$550,000.00 annually.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huber Heights, Ohio that:

Section 1. Resolution No. 2025-R-7561, passed by Council on April 15, 2025, is hereby amended to establish a new not to exceed amount of \$550,000.00 annually for GreenTech Lawn and Irrigation for Fiscal Year 2026.

Section 2. The City Manager is hereby authorized to enter a one-year contract extension for services related to the mowing and maintenance of specific properties in the City of Huber Heights to GreenTech Lawn and Irrigation, 2985 Fenner Road, Troy, Ohio for Fiscal Year 2026 at a cost not to exceed \$550,000.00 annually.

Section 3. It is hereby determined that all formal actions of this Council concerning and relating to the passage of this Resolution were taken in an open meeting of this Council and that all deliberations of this Council and any of its Committees that resulted in such formal actions were conducted in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 4. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2025;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

AI-11068

Topics Of Discussion E.

**Council Work Session**

**Meeting Date:** 09/02/2025

Increase Not To Exceed Amount - 911 Fleet And Management

**Submitted By:** Keith Knisley

**Department:** City Manager

**Division:** Fire

**Council Committee Review?:** Council Work Session

**Date(s) of Committee Review:** 09/02/2025

**Audio-Visual Needs:** None

**Legal Review:** Not Needed

**Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

---

**Agenda Item Description or Legislation Title**

Increase Not To Exceed Amount - 911 Fleet And Management

**Purpose and Background**

This item is to increase the not to exceed amount for 911 Fleet and Fire Equipment for the purchase of firefighter personal protective equipment (PPE). Due to an increase in pricing and personnel increases, there is a need to increase the not to exceed spending limit by \$20,000 due to this change. 911 Fleet and Fire Equipment is the designated dealer for Morning Pride gear and offers a price equal to or less than the bidding platform of SourceWell. This legislation authorizes an increase in the not to exceed amount for 911 Fleet and Equipment as established in Resolution No. 2024-R-7197 by \$20,000 to a new not to exceed amount of \$90,000 for Fiscal Year 2025.

---

**Fiscal Impact**

**Source of Funds:** Fire Capital Fund/ Fire Operations Fund

**Cost:** \$20,000

**Recurring Cost? (Yes/No):** No

**Funds Available in Current Budget? (Yes/No):** Yes

**Financial Implications:**

---

**Attachments**

Resolution

---



CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2025-R-

TO INCREASE THE NOT TO EXCEED AMOUNT FOR 911 FLEET AND EQUIPMENT FOR THE PURPOSE OF PURCHASING FIREFIGHTING PERSONAL PROTECTIVE EQUIPMENT FOR FISCAL YEAR 2025.

WHEREAS, vendor 911 Fleet is the approved vendor and offers sales for our current Morning Pride personal protective equipment (PPE) turn out gear within the City with a current spending limit of \$70,000.00; and

WHEREAS, 911 Fleet and Equipment is the approved vendor of Morning Pride turnout gear and is extending pricing at the rate established or less through the competitive bidding site, Sourcwell; and

WHEREAS, there is a need to increase the not to exceed spending limit by \$20,000.00 for replacing PPE and outfitting new employees.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huber Heights, Ohio that:

Section 1. The City Manager is hereby authorized to increase the not to exceed amount for 911 Fleet and Equipment as established in Resolution No. 2024-R-7197 by \$20,000.00 to a new not to exceed amount of \$90,000.00 for Fiscal Year 2025.

Section 2. It is hereby determined that all formal actions of this Council concerning and relating to the passage of this Resolution were taken in an open meeting of this Council and that all deliberations of this Council and any of its Committees that resulted in such formal actions were conducted in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 3. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2025;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

AI-11067

Topics Of Discussion F.

**Council Work Session**

**Meeting Date:** 09/02/2025

Increase Not To Exceed Amount - Atlantic Emergency Solutions

**Submitted By:** Keith Knisley

**Department:** City Manager

**Division:** Fire

**Council Committee Review?:** Council Work Session

**Date(s) of Committee Review:** 09/02/2025

**Audio-Visual Needs:** None

**Legal Review:** Not Needed

**Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

---

**Agenda Item Description or Legislation Title**

Increase Not To Exceed Amount - Atlantic Emergency Solutions

**Purpose and Background**

This item is to increase the not to exceed amount for purchases and services from Atlantic Emergency Solutions. In the spring of 2025, Horton Ambulances named Atlantic Emergency Solutions as the designated repair service center for Horton Emergency Vehicles, which all of the City's ambulances are manufactured by Horton. There is a need to increase the not to exceed spending limit by \$40,000 due to this change, as well as a need to purchase new Self-Contained Breathing Apparatus (SCBA) masks and regulators. This legislation authorizes an increase to the not to exceed amount for Atlantic Emergency Solutions as established in Resolution No. 2024-R-7197 by \$40,000 to a new not to exceed amount of \$60,000 for Fiscal Year 2025.

---

**Fiscal Impact**

**Source of Funds:** Fire Capital Fund/ Fire Operations Fund

**Cost:** \$40,000

**Recurring Cost? (Yes/No):** No

**Funds Available in Current Budget? (Yes/No):** Yes

**Financial Implications:**

---

**Attachments**

Resolution

---



CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2025-R-

TO INCREASE THE NOT TO EXCEED AMOUNT FOR ATLANTIC EMERGENCY SOLUTIONS FOR THE PURPOSE OF PURCHASING FIRE AND EMS APPARATUS MAINTENANCE AND PARTS FOR FISCAL YEAR 2025.

WHEREAS, vendor Atlantic Emergency Solutions offers services for parts and maintenance of the City's fire apparatus, medic units, as well as parts for the City's Self-Contained Breathing Apparatus (SCBA); and

WHEREAS, Atlantic Emergency Solutions recently became the Fire Division's primary authorized service provider for its Horton ambulances; and

WHEREAS, there is a need to increase the not to exceed amount for Atlantic Emergency Solutions by \$40,000.00 to assist in outfitting new employees and purchasing spare SCBA masks and regulators.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huber Heights, Ohio that:

Section 1. The City Manager is hereby authorized to increase the not to exceed amount for Atlantic Emergency Solutions as established in Resolution No. 2024-R-7197 by \$40,000.00 to a new not to exceed amount of \$60,000.00 for Fiscal Year 2025.

Section 2. It is hereby determined that all formal actions of this Council concerning and relating to the passage of this Resolution were taken in an open meeting of this Council and that all deliberations of this Council and any of its Committees that resulted in such formal actions were conducted in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 3. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2025;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**AI-11065**

**Topics Of Discussion** G.

**Council Work Session**

**Meeting Date:** 09/02/2025

Supplemental Appropriations

**Submitted By:** Jim Bell

**Department:** Assistant City Manager - Finance/ED

**Division:** Finance/Tax

**Council Committee Review?:** Council Work Session

**Date(s) of Committee Review:** 09/02/2025

**Audio-Visual Needs:** None

**Legal Review:** Not Needed

**Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

---

**Agenda Item Description or Legislation Title**

Supplemental Appropriations

**Purpose and Background**

The supplemental appropriations are for the following purposes:

- \$20,455 for purchase of Fire Division equipment (matched by two grants received).
- \$122,944 for issuance costs and arbitrage rebates from the June note issues (matched by note proceeds premiums).
- \$40,392.64 return of deposit for fire damage to two residents' houses (insurance check previously received).

---

**Fiscal Impact**

**Source of Funds:** Various Funds

**Cost:** \$0.00

**Recurring Cost? (Yes/No):** No

**Funds Available in Current Budget? (Yes/No):** Yes

**Financial Implications:**

The net increase to the 2025 City Budget is \$0.00 for these proposed changes because the increases to the budget are covered by matching grants, note proceeds, and Fire Division insurance deposits.

---

**Attachments**

Ordinance

---

CITY OF HUBER HEIGHTS  
STATE OF OHIO

ORDINANCE NO. 2025-O-

AMENDING ORDINANCE NO. 2024-O-2676 BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR EXPENSES OF THE CITY OF HUBER HEIGHTS, OHIO FOR THE PERIOD BEGINNING JANUARY 1, 2025 AND ENDING DECEMBER 31, 2025.

WHEREAS, supplemental appropriations for expenses of the City of Huber Heights must be made for appropriations of funds for various 2025 operating and project funding.

NOW, THEREFORE, BE IT ORDAINED by the City Council of Huber Heights, Ohio that:

Section 1. Ordinance No. 2024-O-2676 is hereby amended as shown in Exhibit A of this Ordinance.

Section 2. It is hereby determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council and that all deliberations of this Council and any of its Committees that resulted in such formal actions were conducted in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 3. This Ordinance shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2025;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**EXHIBIT A**

AMENDING ORDINANCE NO. 2024-O-2676 BY MAKING APPROPRIATIONS FOR EXPENSES OF THE CITY OF HUBER HEIGHTS, OHIO FOR THE PERIOD BEGINNING JANUARY 1, 2025 AND ENDING DECEMBER 31, 2025.

- 1) Section 6 of Ordinance No. 2024-O-2676 is hereby added to reflect an increase in the appropriations of the 210 Fire Fund, as follows:
  - a. Subsection a) Fire, Operations and Capital of \$20,455.00
- 2) Section 35 of Ordinance No. 2024-O-2676 is hereby added to reflect an increase in the appropriations of the 410 Transformative Economic Development Fund, as follows:
  - a. Subsection b) Non-Departmental, Debt Service of \$26,000.00
- 3) Section 44 of Ordinance No. 2024-O-2676 is hereby added to reflect an increase in the appropriations of the 501 Water Fund, as follows:
  - a. Subsection f) Non-Departmental, Debt Service of \$44,444.00
- 4) Section 46 of Ordinance No. 2024-O-2676 is hereby added to reflect an increase in the appropriations of the 504 Water Utility Reserve Fund, as follows:
  - a. Subsection b) Non-Departmental, Debt Service of \$52,500.00
- 5) Section 52 of Ordinance No. 2024-O-2676 is hereby added to reflect an increase in the appropriations of the 723 Fire Insurance Fund, as follows:
  - a. Subsection a) Capital, Operations and Capital of \$40,392.64

Fire Fund	\$20,455.00
Local Street Operating Fund	\$26,000.00
Water Fund	\$44,444.00
Water Utility Reserve Fund	\$52,500.00
Fire Insurance Fund	\$40,392.64

AI-11075

Topics Of Discussion H.

**Council Work Session**

**Meeting Date:** 09/02/2025

Work Rules/Policies/Personnel Regulations

**Submitted By:** Katie Knisley

**Department:** City Manager

**Division:** Human Resources

**Council Committee Review?:** Council Work Session

**Date(s) of Committee Review:** 09/02/2025

**Audio-Visual Needs:** None

**Legal Review:** Completed

**Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

---

**Agenda Item Description or Legislation Title**

Work Rules/Policies/Personnel Regulations

**Purpose and Background**

This legislation authorizes amended policies and establishes procedures for implementing personnel regulations within the Employee Personnel Manual and other work rules or policies that the City Manager deems necessary. This legislation will also allow the City Manager to regulate the day-to-day policies and keep these policies up to date with current federal and state law and to adopt temporary policies in the event of emergencies to ensure the safety of the City's employees. Amendments to personnel-related City Charter provisions will be brought to Council for recommendation for approval.

---

**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

---

**Attachments**

Resolution

---

CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2025-R-

AUTHORIZING THE CITY MANAGER TO AMEND WORK RULES AND POLICIES AND ESTABLISHING PROCEDURES FOR IMPLEMENTING PERSONNEL REGULATIONS.

WHEREAS, the City Charter and relevant personnel legislation provide for the establishment of standards and procedures to govern the employment practices within the City; and

WHEREAS, it is the purpose of these Personnel Regulations to implement the provisions of the City Charter and personnel legislation by establishing standards and procedures that provide detail to existing personnel-related City Charter provisions or personnel legislation; and

WHEREAS, these regulations serve as a guideline to be followed in situations not specifically addressed in the City Charter or modified by an applicable labor contract; and

WHEREAS, the City Council acknowledges the need for flexibility in enabling the City Manager to modify work rules and policies in response to changes in federal law, state law, and case law, to ensure legal compliance and effective governance.; and

WHEREAS, the City Council recognizes that natural and man-made disasters, including weather events, pandemics, and cyber-attacks, may necessitate the immediate modification of work rules and policies to ensure the safety, health, and effective functioning of the City's workforce; and

WHEREAS, the City Council recognizes the necessity for flexibility in adapting to changing circumstances and the need for the City Manager to have the authority to amend work rules and policies as required to ensure the effective management of the City's workforce; and

WHEREAS, it is essential that all employees of the City understand their obligation to comply with and be familiar with these regulations, as well as any amendments thereto.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huber Heights, Ohio that:

Section 1. Authority to Amend Work Rules and Policies: The City Manager is hereby authorized to amend, establish, or rescind work rules and policies as necessary to ensure the efficient operation of the City's personnel regulations, while adhering to the City Charter, applicable laws, and any in force labor contracts. The City Manager shall bring any amendments to the following rules and regulations before the City Council for review and approval prior to implementation:

**Merit and Personnel System Rules**  
**Personnel Appeals Board**  
**Employee Fringe Benefits**  
**Hours of Work**  
**Discipline**  
**Compensation Plan and Staffing Levels**

Section 2. Temporary Measures: Any work rules or policy changes made by the City Manager in response to a disaster shall be considered temporary and shall remain in effect only for the duration of the emergency. The City Manager shall inform the City Council of any work rule or policy changes made in response to a disaster as soon as practicable.

Section 3. Employee Notification and Compliance: At the time of appointment, all employees shall be provided with a copy or a digital copy of the Huber Heights Personnel Manual. It shall be the obligation of each employee to sign, in paper or digital form, an acknowledgment that they have read and comprehend any rulings and interpretations that the City Manager's Office may generate. Failure to be familiar with these rules will not excuse any non-compliance with the rules.

Section 4. Non-Contractual Nature of Regulation: Any work rule or policy changes made by the City Manager is a general guide to employment with the City and is not intended to constitute a contract of employment, nor shall it be construed as such. The City Manager reserves the right to

change the contents of the Huber Heights Personnel Manual at any time, with or without notice, and either retroactively or prospectively. The Huber Heights Personnel Manual prohibits any employee in the City from making oral statements that modify the terms and conditions of employment. Any such statements shall be considered unauthorized and without effect.

Section 2. It is hereby determined that all formal actions of this Council concerning and relating to the passage of this Resolution were taken in an open meeting of this Council and that all deliberations of this Council and any of its Committees that resulted in such formal actions were conducted in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 3. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2025;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



AI-11066

Topics Of Discussion I.

**Council Work Session**

**Meeting Date:** 09/02/2025

Opioid Settlement Participation

**Submitted By:** Rachael Dillahunt

**Department:** City Manager **Division:** City Manager

**Council Committee Review?:** Council Work Session **Date(s) of Committee Review:** 09/02/2025

**Audio-Visual Needs:** None **Legal Review:** Not Needed

**Emergency Legislation?:** No **Motion/Ordinance/Resolution No.:**

---

**Agenda Item Description or Legislation Title**

Opioid Settlement Participation

**Purpose and Background**

The OneOhio Opioid Settlement is part of a national agreement with opioid distributors and manufacturers, providing Ohio with significant funds to combat the opioid crisis. Under the OneOhio Memorandum Of Understanding (MOU), settlement proceeds are divided as follows: 55% to the OneOhio Recovery Foundation, 30% directly to local governments, and 15% to the State of Ohio. The local share is distributed annually and must be placed in a dedicated special revenue fund, used only for approved purposes such as prevention, treatment, recovery support, public awareness, and reducing opioid oversupply. Since the program began, the City of Huber Heights has received \$129,840.32, which has been used to support the Police Division's K9 program, an important tool for drug detection and enforcement. The OneOhio Recovery Foundation manages the largest portion of funds through nineteen regional boards. Huber Heights is in Region 8, which, in the 2024 grant cycle, was allocated \$3.86 million for eligible projects. These grants have supported initiatives such as expanding treatment capacity, enhancing prevention programs, supporting recovery housing, and improving coordination among service providers. Due to the additional settlements now being finalized, the purpose of this resolution is to authorize the necessary agreements as each settlement is received. This resolution simply authorizes the receipt and execution of settlement agreements; as additional funds are received, City Staff will return to Council during the budget discussions to determine future expenditures of these funds.

---

**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

---

**Attachments**

Report

Resolution

---

# REGION 8

## 2024 REGIONAL GRANT CYCLE REPORT



Organization	Project Summary	Abatement Strategy	Grant
A Loving Heart Youth Services	ARISE Project of Dayton	Recovery Supports	\$187,500
Ascend Innovations	Crisis Notifications	Intervention & Crisis Support	\$65,000
Boys & Girls Club of Dayton	Prevention Programming	Prevention	\$74,250
Brigid's Path	Growing Support	Treatment & Healthcare Services	\$47,200
Dayton & Montgomery County Community Overdose Action Team (COAT)	ODMAP Expansion	Intervention & Crisis Support	\$50,000
Dayton Children's Hospital	Behavioral Health Dept. Support	Prevention	\$1,770,899
Good Shepherd Ministries	Feed the Streets Sober Seed Bus	Recovery Supports	\$75,000
Kettering Medical Center	Peer Recovery Support	Recovery Supports	\$475,000
Premier Health	Screening, Treatment and Provider Education	Treatment & Healthcare Services	\$423,149
Single Parents Rock	Trauma-Informed Care	Intervention & Crisis Support	\$50,710
St Mary Development Corporation	Seniors Prevention Programming	Prevention	\$134,523
Unite Us	Unite Ohio Program	Intervention & Crisis Support	\$193,250
Wright State University	Dayton Street Medicine	Treatment & Healthcare Services	\$293,968
Wright State University	Behavioral Couple Therapy for SUD	Workforce	\$27,106

For more details about all 2024 cycle grantees, visit:  
[www.OneOhioFoundation.com/GrantAwards](http://www.OneOhioFoundation.com/GrantAwards)



## OneOhio Region 8 Roster (as of June 2025)

Below are the individuals appointed to the OneOhio Region 8 regional board. Those serving on the board are appointed in accordance with the Region's bylaws. Region board members are volunteers of the OneOhio Recovery Foundation.

NAME	TITLE	ORGANIZATION	APPOINTING AUTHORITY	TERM ENDS
Judy Dodge, <i>Chair</i>	Commissioner	Montgomery County Commissioners	Montgomery County Commissioners	6/03/2026
Barbara Doseck	Law Director	City of Dayton	Region's Largest Municipality	3/25/2026
Jeff Mims	Mayor	City of Dayton	Region's Largest Municipality	3/25/2026
Jennifer Wentzel	Health Commissioner	Public Health – Dayton & Montgomery County	Public Health – Dayton & Montgomery County	3/25/2026
Yvette Page	Mayor	City of Trotwood	Greater Dayton Mayors and Managers Association	2/02/2026
Lee Ann Bradfield	Strategic Initiatives Operations Manager	Office of Strategic Initiatives	Office of Strategic Initiatives	11/01/2026
Scott McGohan	Founder	One Morning	Dayton Area Chamber of Commerce	3/25/2026
Marty Larson	COO	Greater Dayton Area Hospital Association	Greater Dayton Area Hospital Association	3/25/2026
Stacey MacDonald	Clerk of Courts Program Manager	Montgomery County Clerk of Courts	Criminal Justice Council	11/01/2026
Helen Jones-Kelley	Executive Director	Montgomery County ADAMHS Board	Montgomery County ADAMHS Board	3/25/2026
Derek Shell	Village Administrator	Village of Farmersville	Village Appointee	5/03/2026

NAME	TITLE	ORGANIZATION	APPOINTING AUTHORITY	TERM ENDS
Joshua Swan	Substance Abuse Counselor	DeCoach Recovery Centre	Individual with Lived Experience	5/02/2027
Georgeann Godsey	Township Trustee	Harrison Township	Township Association	5/02/2027



CITY OF HUBER HEIGHTS  
STATE OF OHIO

RESOLUTION NO. 2025-R-

AUTHORIZING THE CITY MANAGER TO EXECUTE ANY NECESSARY DOCUMENTS OR AGREEMENTS FOR PARTICIPATION AGREEMENTS IN ANY FUTURE OPIOID SETTLEMENTS.

WHEREAS, the people of the State of Ohio and its communities have been harmed by misfeasance, nonfeasance, and malfeasance committed by certain entities related to the use, manufacturing, supply and distribution of opioids; and

WHEREAS, the State of Ohio, through its Attorney General, and certain local governments, through its elected representatives and counsel, have been engaged in litigation seeking to hold such entities accountable for the damage caused by misfeasance, nonfeasance, and malfeasance; and

WHEREAS, the City of Huber Heights shares a common desire to abate and alleviate the impacts of that misfeasance, nonfeasance, and malfeasance throughout the State of Ohio.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huber Heights, Ohio that:

Section 1. Following the Law Director’s review and approval of any future Opioid Settlement Agreement or other documents related to such settlements, the City Council hereby authorizes the City Manager to accept and execute any such Settlement Agreement and/or other necessary documents for the settling of any remaining opioid litigation on behalf of the City of Huber Heights.

Section 2. It is hereby determined that all formal actions of this Council concerning and relating to the passage of this Resolution were taken in an open meeting of this Council and that all deliberations of this Council and any of its Committees that resulted in such formal actions were conducted in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 3. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2025;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**AI-11071**

**Topics Of Discussion** J.

**Council Work Session**

**Meeting Date:** 09/02/2025

City Code - Amendments - Citizen Complaint Review Board

**Submitted By:** Anthony Rodgers

**Department:** City Council

**Council Committee Review?:** Council Work Session **Date(s) of Committee Review:** 09/02/2025

**Audio-Visual Needs:** None **Legal Review:** Not Needed

**Emergency Legislation?:** No **Motion/Ordinance/Resolution No.:**

---

**Agenda Item Description or Legislation Title**

City Code - Amendments - Citizen Complaint Review Board

**Purpose and Background**

The Citizen Complaint Review Board (CCRB) was developed cooperatively between the Culture and Diversity Citizen Action Commission (CDCAC), the Huber Heights Police Division, and City Administration. The CCRB was established by the City Council in October, 2023. City Staff have had significant difficulties in attracting and recruiting members of the Huber Heights Citizen Complaint Review Board due to the narrowly defined membership requirements in the original legislation establishing the CCRB. Only recently, several applicants have expressed an interest in serving as members of the CCRB. After review by City Staff and consultation with the CDCAC, City Staff are recommending that the legislation establishing the CCRB be modified in Section 168.04 - Members, Terms, And Vacancies in the Huber Heights Codified Ordinances to a more general membership criteria using language mirrored from the legislation establishing the CDCAC. These modifications will allow for the ability to attract and recruit a broader membership for the CCRB while maintaining a balance and diversity among the membership of the CCRB. Once the membership of the CCRB is complete, the CCRB will be able to operate and function as intended in the legislation creating the CCRB.

---

**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

---

**Attachments**

Ordinance

Exhibit A

---

CITY OF HUBER HEIGHTS  
STATE OF OHIO

ORDINANCE NO. 2025-O-

~~ESTABLISHING THE CITY OF HUBER HEIGHTS CITIZEN COMPLAINT REVIEW BOARD AND CREATING AMENDING CHAPTER 168 – CITIZEN COMPLAINT REVIEW BOARD OF TO~~ PART ONE – ADMINISTRATIVE CODE, TITLE FIVE – ADMINISTRATIVE OF THE CODIFIED ORDINANCES OF HUBER HEIGHTS, OHIO ~~AND ESTABLISHING THE CITIZEN COMPLAINT REVIEW BOARD PROCEDURE POLICY AND PROCESS.~~

WHEREAS, the ~~City of~~ Huber Heights Culture and Diversity Citizen Action Commission (CDCAC), ~~the~~ City Administration, and the Huber Heights Police Division seek to ensure that City actions are absent undue influence or bias on the basis of race, color, religion, sex, or national origin; and

WHEREAS, the Citizen Complaint Review Board (CCRB) has been developed cooperatively between the CDCAC, the Huber Heights Police Division, and ~~the~~ City Administration; and

WHEREAS, there have been significant difficulties in attracting and recruiting members of the Huber Heights Citizen Complaint Review Board due to the narrowly defined membership requirements in the original legislation establishing the CCRB; and

WHEREAS, ~~the~~ City Council desires to establish certain procedures, processes, and policies for the Citizen Complaint Review Board to facilitate the effectiveness and functionality thereof.

NOW, THEREFORE, BE IT ~~RESOLVED~~ORDAINED by the City Council of Huber Heights, Ohio that:

Section 1. Chapter 168 ~~titled “– Citizen Complaint Review Board”~~ ~~of is hereby created and added to~~ Part One – Administrative Code, Title Five – Administrative of the Codified Ordinances of Huber Heights, Ohio, ~~which shall read~~ is amended as follows:

**168.01 CREATION.**

There is hereby established in and for the City a Board to be known as the Huber Heights Citizen Complaint Review Board (hereinafter “Board”).

**168.02 PURPOSE.**

The Board exists as an additional community resource to help ensure the actions of the City of Huber Heights, Ohio, Division of Police (HHPD) are absent undue influence or bias in matters of race, color, religion, sex, or national origin. The Board may review those complaints involving completed HHPD Internal Affairs investigations where the complainant believes race, color, religion, sex, or national origin were influencing factors in an investigation’s outcome.

**168.03 DUTIES AND RESPONSIBILITIES.**

The Board, subject to the City of Huber Heights Board and Commission Handbook as adopted by the City Council, is limited in its authority to providing recommendations to the Office of the City Manager with respect to HHPD policy and training. In no instance shall the Board be empowered to recommend or effect disciplinary actions on any member of HHPD or review matters regarding the undue influence of race, color, religion, sex, or national origin in any department or division of the City beyond the HHPD.

**168.04 MEMBERS, TERMS AND VACANCIES.**

~~(A) — Members of the Board shall be appointed by the City Council. Board membership shall consist of the following appointment members: One (1) elector-member recommended by the Huber Heights Culture and Diversity Citizen Action Commission; One (1) elector-member recommended by the Greater Dayton Chapter of the National Association for the Advancement of Colored Persons (NAACP); One (1)~~

~~elector member recommended by the City Manager with a law enforcement background, who is not actively employed with the HHPD; One (1) elector member recommended by the City Manager with a legal background; One (1) elector member recommended by the City Manager to represent the City's largest race group as identified in the most recent U.S. Census; One (1) elector member recommended by the City Manager to represent the City's second largest race group as identified in the most recent U.S. Census; One (1) elector member recommended by the City Manager to represent the City's third largest race group as identified in the most recent U.S. Census; and Two (2) ex-officio, non-voting members recommended by virtue of office with the City. These two ex-officio members shall be the Chief of Police (or designee) and the City Manager (or designee) and shall provide technical assistance and respond to additional inquiries but shall serve in a non-voting capacity.~~

(A) The Board membership shall consist of no fewer than five (5) and no more than seven (7) voting elector-members appointed by the City Council. The members of the Board will be balanced to reflect the culture and diversity of the community and should be able to provide in-depth knowledge and understanding of the community issues that create discrimination and the ability to address and make recommendations for the resolution of these issues. The Board's membership shall also consist of two (2) ex-officio, non-voting members recommended by virtue of office with the City. These two ex-officio, non-voting members shall be the Chief of Police (or designee) and the City Manager (or designee) and shall provide technical assistance and respond to additional inquiries but shall serve in a non-voting capacity.

(B) Terms: With exception of the ~~first initial member~~ appointments, each member of the Board shall be appointed ~~and to~~ serve a three (3) year term, with the term expiring on December 31~~\_~~ of each year. The initial members shall be appointed for staggered terms of one (1), two (2), or three (3) years as determined by the City Council at the time of their appointment.

(C) Vacancies: Vacancies shall be filled by a majority vote of the members of the City Council then holding office for the unexpired term of office.

#### **168.05 ORGANIZATION AND QUORUM.**

As permitted by Article IX of the Huber Heights City Charter, appointments may be made by concurrence of the majority of the City Council then in office. Thereafter, at the first board meeting each calendar year, the Board shall elect from amongst its elector-members a Chair~~;~~ and a Vice Chair and appoint a Secretary (which Secretary may be a member of the Board, or who holds other employment with the City, upon approval of the City Manager to serve as Secretary). The Board may select from amongst its elector-members other officers as deemed necessary by the Board. The Chair shall preside at meetings of the Board. The Vice Chair shall, when the Chair is absent, perform the duties of the Chair. A simple majority of the currently appointed members of the Board shall be necessary to constitute a quorum and conduct business at any Board meeting.

#### **168.06 MEETINGS.**

The Board shall meet as necessary when complaints are referred to the Board. All meetings of the Board shall follow the requirements of Ohio Open Meetings Act to allow and promote public participation in the deliberations and decisions of the Board. The Board shall keep minutes and other appropriate written records of its resolutions, proceedings and actions in accordance with the Ohio Open Meetings Act and the Ohio Public Records Law, and the policies, ordinances~~,~~ and laws of the City of Huber Heights.

Section 2. The Citizen Complaint Review Board shall be subject to and governed by certain policies and procedures as established by the City Council and as permitted by the Board, subject to subsequent amendment from time to time. The City Council hereby establishes the Citizen Complaint Review Board Procedure Policy and Process as more specifically set forth in Exhibit A to this ~~Resolution~~Ordinance.

Section 3. It is hereby determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council and that all deliberations of this Council and any of its Committees that resulted in such formal actions



were conducted in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 4. This Ordinance shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2025;  
\_\_\_\_\_ Yeas; \_\_\_\_\_ Nays.

Effective Date:

AUTHENTICATION:

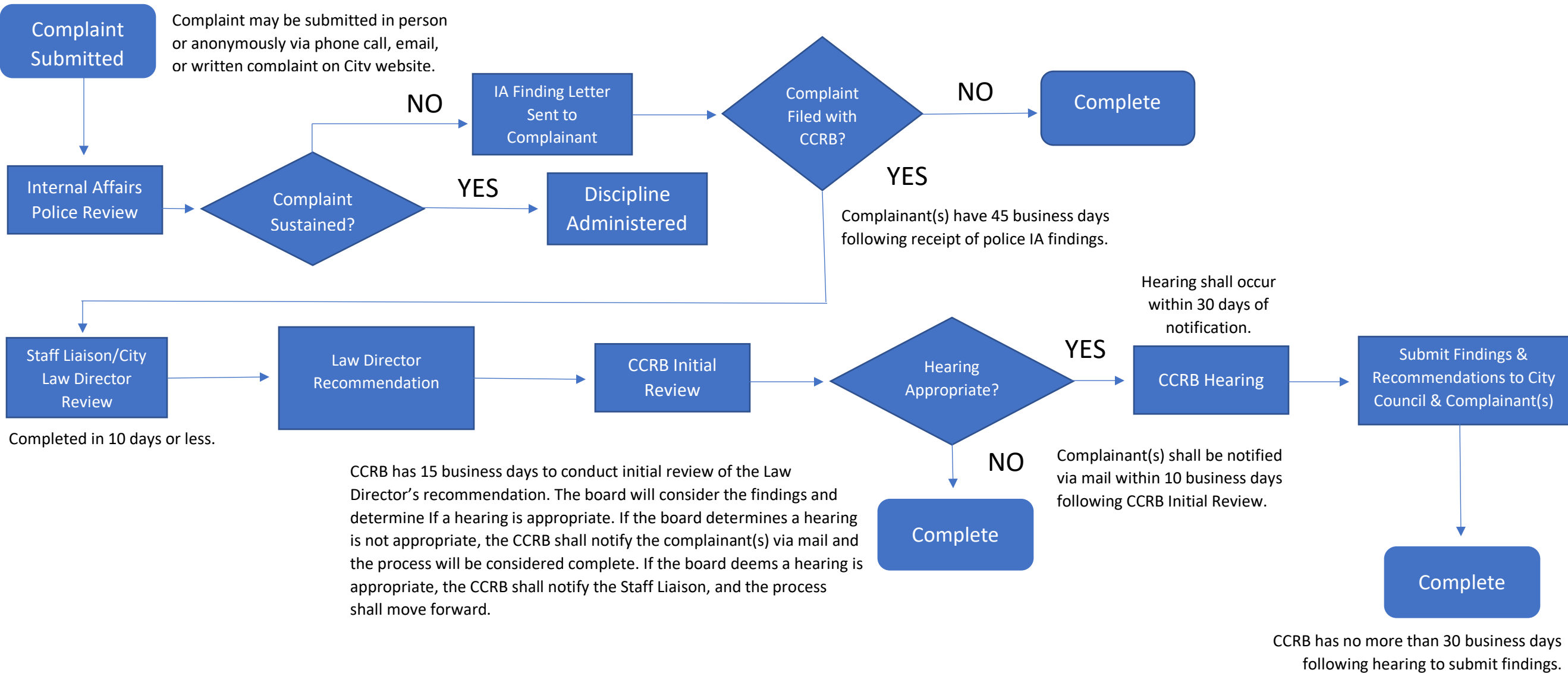
\_\_\_\_\_  
Clerk of Council

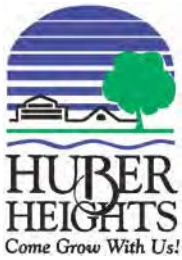
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

EXHIBIT A  
City of Huber Heights CCRB Process





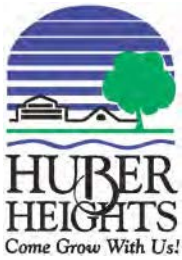
City of Huber Heights  
6131 Taylorsville Rd.  
Huber Heights, OH 45424

937.233.1423  
937.233.1272 fax

[www.hhoh.org](http://www.hhoh.org)

## City of Huber Heights Citizen Complaint Review Board Procedure Policy

- Intent:** The intent of this policy is to provide guidance on the utilization of the Huber Heights Citizen Complaint Review Board (CCRB) to the City's employees, residents, visitors, and volunteers
- Purpose:** The CCRB exists as an additional community resource to help ensure the actions of the City of Huber Heights, Ohio, Division of Police (HHPD) are absent undue influence or bias in matters of race, color, religion, sex, or national origin. The CCRB may review those complaints involving completed HHPD Internal Affairs investigations where the complainant believes race, color, religion, sex, or national origin were influencing factors in an investigation's outcome.
- Authority:** The CCRB is limited in its authority to recommendations with respect to HHPD policy and training. In no instance shall the CCRB be empowered to effect disciplinary actions on any member of the HHPD or review matters of race, color, religion, sex, or national origin in any department or division of the City beyond the HHPD.
- Legitimacy:** The CCRB shall be a Council-established Board, considered a public body, and subject to the City of Huber Heights Board and Commission Handbook.
- Membership:** The CCRB shall be comprised of the following members:
- One (1) elector-member recommended by the Huber Heights Culture and Diversity Citizen Action Commission.
  - One (1) elector-member recommended by the Greater Dayton Chapter of the National Association for the Advancement of Colored Persons (NAACP).
  - One (1) elector-member recommended by the City Manager with a law enforcement background, who is not actively employed with HHPD.
  - One (1) elector-member recommended by the City Manager with a legal background.
  - One (1) elector-member recommended by the City Manager to represent the City's largest race group as identified in the most-recent U.S. Census.
  - One (1) elector-member recommended by the City Manager to represent the City's second-largest race group as identified in the most-recent U.S. Census.
  - One (1) elector-member recommended by the City Manager to represent the City's third-largest race group as identified in the most-recent U.S. Census.
  - Two (2) ex-officio non-voting members by virtue of office with the City. These two ex-officio members shall be the Chief of Police (or designee) and the City Manager (or designee) and shall provide technical assistance and respond to additional inquiries.



City of Huber Heights  
6131 Taylorsville Rd.  
Huber Heights, OH 45424

937.233.1423  
937.233.1272 fax

[www.hhoh.org](http://www.hhoh.org)

All elector-members of the CCRB shall be required to attend the Huber Heights Police Division Citizens Police Academy within twelve (12) months of appointment.

**Procedures:**

In furtherance of its purpose, the CCRB shall utilize the following processes and procedures to accomplish its primary objectives:

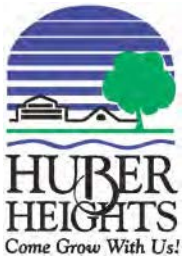
- 1) When an HHPD Internal Affairs Investigation has been completed and such investigation was predicated on a complaint filed external to the City, a letter shall be sent to the complainant(s) notifying them of the investigation's outcome. Such letter, a sample of which is attached hereto, shall inform the recipient of their option to seek further considerations from the CCRB and how to file for said review.

In such instances where an individual has a direct, vested interest in an incident or internal affairs investigation in which they believe race, color, religion, sex, or national origin were influencing factors; and an internal affairs investigation is not underway; such persons may access the appropriate CCRB forms from the City's website, City administrative offices, or by emailing any senior member of the HHPD or City Manager's Office.

- 2) Upon receipt of the internal affairs finding letter, the complainant(s) has forty-five (45) business days to take definitive action by filing a complaint with the CCRB. If no such definitive action is taken by the complainant(s) within forty-five (45) business days, the CCRB process shall be considered closed. Upon completion of the CCRB process, the Staff Liaison shall maintain all official documents related to the case for no less than twelve (12) months from the date of the initial HHPD Internal Affairs investigation.

If a complaint is filed with the CCRB, the Assistant To The City Manager shall assume the role of Staff Liaison, and act as a link to facilitate the CCRB process. As the Staff Liaison, the Assistant To The City Manager shall be responsible for directing communication and information to any party which may have a direct, vested interest in the matter. Staff Liaison communication may be conducted via written correspondence, telephone, and email. Additional responsibilities of the Staff Liaison include, but are not limited to:

- a. Reserve a meeting room.
- b. Make advance public notice of any meeting or meeting change or cancellation. Provide a notice to the Clerk of Council of any meeting date or location changes or cancellations for dissemination to the City Council. Post public notice of any meeting or meeting change or cancellation at the entrance of City Hall and on the City's website. Add the meeting to the Community Calendar on the City's website.
- c. Arrange for a person to take minutes for the meeting,
- d. Set up the meeting room and ensure that the digital audio/video recording system operable (if applicable).



City of Huber Heights  
6131 Taylorsville Rd.  
Huber Heights, OH 45424

937.233.1423  
937.233.1272 fax

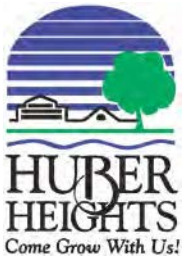
[www.hhoh.org](http://www.hhoh.org)

- e. Ensure that a sign-in sheet is available and that all Board members and guests sign-in. Provide the sign-in sheet to the person taking the minutes before the end of the meeting.
- f. Develop an agenda and a meeting packet for the meeting in consultation with the Board Chair within three (3) business days in advance of a meeting and transmit copies of the agenda and the meeting packet to the Board members. Post the agenda and the meeting packet to the AgendaQuick system.
- g. Ensure that a complete file for each meeting is maintained pursuant to Ohio statutes and City of Huber Heights retention schedules for public records. This includes but is not limited to: (a) agenda for the meeting; (b) sign-in sheet; (c) copies of all materials handed out or displayed during meeting presentations; (d) meeting packet; (e) all agenda materials provided to the Board; and (f) minutes for the meeting.
- h. Advise the City Manager of any topics or recommendations requiring City Staff time and funds beyond reasonable City Staff duties for the Board.

Upon receiving notification that a complaint has been filed with the CCRB, the Staff Liaison shall collect all pertinent information to the incident and forward a notice via written correspondence or email to the City Law Director within two (2) business days from the date the complaint is filed with the CCRB. Upon receipt of the notification and all pertinent documents and information, the Law Director shall conduct a review of the complaint prior to the initial CCRB review. The purpose of the Law Director review is to assess whether the complaint merits the review of the CCRB on the grounds that the complainant(s) was subjected to undue influence or bias in matters of race, color, religion, sex, or national origin. The Law Director's assessment and subsequent recommendation shall be established employing only the information presented, in conjunction with the Law Director's professional opinion and expertise.

- 3) The Law Director's review shall be completed in ten (10) business days or less from the date the notification is received from the Staff Liaison. If the Law Director's review determines that the complaint is not sustained on the grounds that race, color, religion, sex, or national origin were influencing factors in the matter, the Law Director shall submit such recommendation to the Staff Liaison via written communication or email. The Staff Liaison shall subsequently forward the Law Director's recommendation, to include a synopsis of the incident and the Law Director's review and rationale, to the CCRB for review within (10) business days from the date of the Law Director's conclusion. The CCRB shall have fifteen (15) business days to conduct an initial review of the recommendation to determine if the Board concurs with the assessment. If the Board concurs, the CCRB will notify the complainant(s) via mail and the process shall be considered closed. Upon completion of the CCRB process, the Staff Liaison shall maintain all official





City of Huber Heights  
6131 Taylorsville Rd.  
Huber Heights, OH 45424

937.233.1423  
937.233.1272 fax

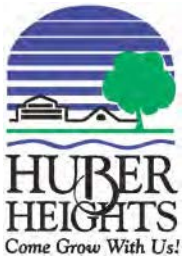
[www.hhoh.org](http://www.hhoh.org)

documents related to the case for no less than twelve (12) months from the date of the initial HHPD Internal Affairs investigation.

If upon completion of the Law Director's review, it is determined that undue influence or bias in matters of race, color, religion, sex, or national origin was present during the incident, the Law Director shall report such recommendation to the Staff Liaison via written correspondence or email. The Staff Liaison shall notify the Board, via written correspondence or email within ten (10) business days from the date of the Law Director's conclusion. The Staff Liaison's notification shall include a synopsis of the incident, the initial findings of the HHPD Internal Affairs investigation, the intent to file with the CCRB, and a summary of the Law Director's review and rational for decision. The Staff Liaison shall also send a separate notification via written correspondence to the complainant(s) within ten (10) business days from the date of the Law Director's conclusion. This notification letter shall advise the complainant(s) that the incident has been recommended to be reviewed by the CCRB. Additionally, the notification letter shall advise the complainant(s) that the CCRB will conduct a review to determine if a hearing is appropriate, and the Staff Liaison will inform them once a decision is made. Lastly, the Staff Liaison will identify themselves as the Point-of-Contact (POC) moving forward and provide the complainant(s) with appropriate contact information, should the complainant(s) need further assistance.

- 4) The CCRB shall conduct an initial review, to include the Law Director's assessment, and the members of the Board shall determine if a hearing is appropriate. If the Board deems a hearing is not appropriate, the CCRB shall submit a report of their recommendation and rational of their decision via written correspondence or email to the Staff Liaison within ten (10) business days following the initial Board review. Subsequently, the Staff Liaison shall notify the complainant(s) of the Board's decision via written correspondence within ten (10) business days following the initial Board review. This notification shall include a synopsis of the incident and a summary of the Board's review and rational. Upon this action, the CCRB Process shall be considered closed, and the Staff Liaison shall maintain all official documents related to the case for no less than twelve (12) months from the date of the initial HHPD Internal Affairs investigation.

If a hearing is deemed appropriate, the CCRB shall report their recommendation to the Staff Liaison via written correspondence or email. The Staff Liaison shall notify the complainant(s) of the hearing via written correspondence within ten (10) business days following the initial review. The Staff Liaison's written correspondence shall include the Board's recommendation to hold a public hearing, the date, time, and location of the hearing (if readily available), and guidelines for public participation in a meeting, as approved by the City Council. Additionally, the Staff Liaison shall ensure that proper notice of the hearing is provided. Board elector-



City of Huber Heights  
6131 Taylorsville Rd.  
Huber Heights, OH 45424

937.233.1423  
937.233.1272 fax

[www.hhoh.org](http://www.hhoh.org)

members shall review the statutes, rules or procedures governing the type of meeting being held and follow the appropriate public notice requirements as outlined in the City of Huber Heights Board and Commission Handbook. The complainant(s), recorded witnesses, and officer(s) involved in the incident are not required to attend the hearing. If the beforementioned decline to attend the hearing, their statements recorded during the internal investigation shall serve as their record of statement during the hearing.

- 5) A CCRB Hearing shall be conducted within thirty (30) business days of issuing the hearing notification letter. In accordance with the purpose of this policy, it is the objective of the CCRB to help ensure the complainant(s) was not subjected to undue influence or bias in matters of race, color, religion, sex, or national origin. The findings and recommendations of the CCRB shall be grounded solely within the purpose of this policy.
- 6) Upon completion of the hearing, the CCRB shall have no more than thirty (30) business days following the hearing to submit findings and recommendations to the City Council, copied to the complainant(s). In accordance with the authority of this policy, the CCRB is limited in its authority to recommendations, and in no instance shall the CCRB be empowered to effect disciplinary actions. Disciplinary action, if applicable, shall be administered by the HHPD.

Upon submission of findings and recommendations, the CCRB Process shall be considered complete. The Assistant To The City Manager shall maintain all official documents related to the case for no less than twelve (12) months from the date of the initial HHPD Internal Affairs investigation.

Effective

Date:

Authorized:

This policy shall take effect upon its passage as provided by law and the Charter of the City of Huber Heights.

---

Richard S. Dzik, MA, PMP  
City Manager

---

Date



# HUBER HEIGHTS POLICE DIVISION

*Integrity, Courage, Honor, Respect, Equality*



Mark E. Lightner  
Chief of Police

6121 Taylorsville Rd. Huber Heights, OH 45424

937-237-5850 937-237-5851 fax

January 1, 2023

John Doe  
123 Sesame Street  
Huber Heights, OH 45424

Dear Mr. Doe,

I have completed the investigation of your complaint you filed with the Huber Heights Police Division concerning (summarize complaint). I have come to the conclusion the allegation of (state complaint) by officer/s involved in this incident is Not Sustained. I appreciate the concerns you have for your well-being and the Huber Heights Police Division will continue to offer our support and assistance when called upon. I hope you are satisfied with the response you received from the Huber Heights Police Division.

Sincerely,

Lt. (Name)  
Administrative Lieutenant

*If you believe issues of race, color, religion, sex or national origin were factors influencing the findings of this complaint, you may request a review of your complaint's outcome by the Citizen's Compliant Review Board.*

*A Request For Review by the Citizen Complaint Review Board can be found on the City of Huber Heights website at [www.hhoh.org](http://www.hhoh.org).*



An Internationally  
Accredited Agency



# HUBER HEIGHTS POLICE DIVISION

*Integrity. Courage. Honor. Respect. Equality*



## Request For Review By Citizen Complaint Review Board

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone number: Click or tap here to enter text.

Email (optional): Click or tap here to enter text.

Internal Affairs case number : Click or tap here to enter text.

Officer(s) involved: Click or tap here to enter text.

Witnesses: Click or tap here to enter text.

# SAMPLE

The Board will make no recommendations concerning the discipline of an employee, which is determined solely by the Chief of Police. Instead, the Board will decide if it concurs or does not concur with the results of the Police Division investigation. The Board's findings may be discussed with City Council and City Staff to discuss the review and potential recommendations. The Board may not change any discipline previously given by the Chief of Police in response to the original complaint.

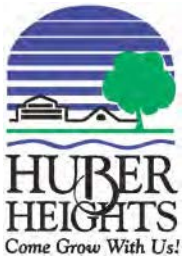
Be advised: under ORC 2921.15: No person shall knowingly file a complaint against a peace officer that alleges that the peace officer engaged in misconduct in the performance of the officer's duties if the person knows the allegation is false. Whoever violates this is guilty of Making a False Allegation of Peace Officer Misconduct – first degree misdemeanor.

Having been advised of the above law, I hereby affirm the facts contained on this information form and my statement of allegation(s) against Huber Heights Police Division officer(s) are true and accurate.

Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.





City of Huber Heights  
6131 Taylorsville Rd.  
Huber Heights, OH 45424

937.233.1423  
937.233.1272 fax

[www.hhoh.org](http://www.hhoh.org)

City of Huber Heights

## LAW REVIEW NOTIFICATION LETTER- NO CCRB REVIEW RECOMMENDED

January 1, 2023

John Doe  
123 Sesame Street  
Huber Heights, OH 45424

SAMPLE

Dear Mr. Doe,

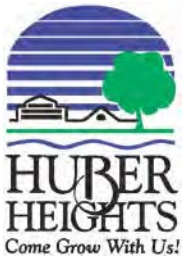
On (date complaint was submitted to Huber Heights Police Division Internal Affairs) you, or someone acting on your behalf, submitted a complaint which was reviewed and investigated by the Huber Heights Police Division Internal Affairs. The results of the investigation yielded that the complaint was not sustained on the grounds that issues of race, color, religion, sex, or national origin were factors influencing the findings of the complaint. On (date requested for CCRB review) you, or someone acting on your behalf, requested a review of the complaint's outcome by the Citizen Complaint Review Board (CCRB).

In accordance with the City of Huber Heights CCRB Procedure Policy, prior to an initial CCRB review, all complaints are first reviewed by the City Law Director for recommendation. The purpose of the Law Director's review is to assess whether the complaint merits the review of the CCRB on the grounds that the investigation's findings were subjected to undue influence or bias in matters of race, color, religion, sex, or national origin. The Law Director's assessment and subsequent recommendation shall be established employing only the information presented, in conjunction with the Law Director's professional opinion and expertise.

Upon review of the complaint, it is recommended that this matter does not merit the review of the CCRB. This recommendation is based on the following:

- (Synopsis of the incident)
- (Summary of the Law Director's findings and rationale)

Upon this recommendation, the complaint is considered closed, and the CCRB process complete. The City of Huber Heights denounces all forms of systemic and institutional racism and discrimination and declares that racism is a public health crisis. If you have any additional questions or concerns, please feel free to contact the Staff Liaison, Jeffrey Adams, at (937) 237-5836 or at [jadams@hhoh.org](mailto:jadams@hhoh.org).



City of Huber Heights  
6131 Taylorsville Rd.  
Huber Heights, OH 45424

937.233.1423  
937.233.1272 fax

[www.hhoh.org](http://www.hhoh.org)

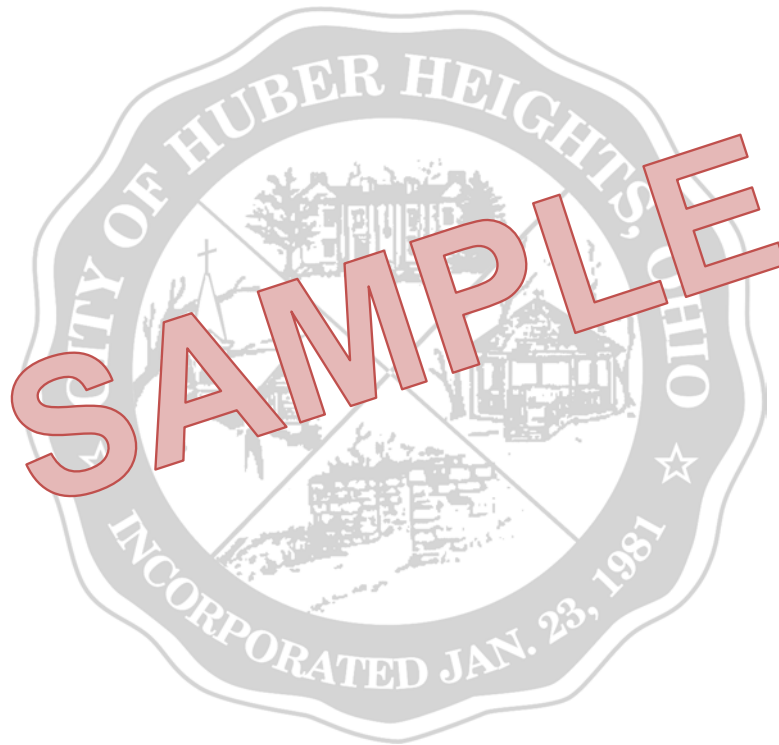
City of Huber Heights

LAW REVIEW NOTIFICATION LETTER- NO CCRB REVIEW RECOMMENDED

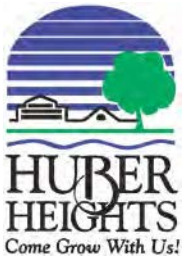
Sincerely,

\_\_\_\_\_  
Jeffrey Adams  
Assistant To The City Manager

\_\_\_\_\_  
Date







City of Huber Heights  
6131 Taylorsville Rd.  
Huber Heights, OH 45424

937.233.1423  
937.233.1272 fax

[www.hhoh.org](http://www.hhoh.org)

City of Huber Heights

## LAW REVIEW NOTIFICATION LETTER- CCRB REVIEW RECOMMENDATION

January 1, 2023

John Doe  
123 Sesame Street  
Huber Heights, OH 45424

SAMPLE

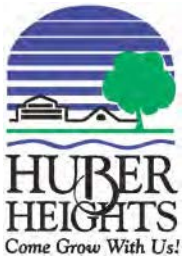
Dear Mr. Doe,

On (date complaint was submitted to Huber Heights Police Division Internal Affairs) you, or someone acting on your behalf, submitted a complaint which was reviewed and investigated by the Huber Heights Police Division Internal Affairs. The results of the investigation yielded that the complaint was not sustained on the grounds that issues of race, color, religion, sex, or national origin were factors influencing the findings of the complaint. On (date requested for CCRB review) you, or someone acting on your behalf, requested a review of the complaint's outcome by the Citizen Complaint Review Board (CCRB).

In accordance with the City of Huber Heights CCRB Procedure Policy, prior to an initial CCRB review, all complaints are first reviewed by the City Law Director for recommendation. The purpose of the Law Director's review is to assess whether the complaint merits the review of the CCRB on the grounds that the investigation's findings were subjected to undue influence or bias in matters of race, color, religion, sex, or national origin. The Law Director's assessment and subsequent recommendation shall be established employing only the information presented, in conjunction with the Law Director's professional opinion and expertise.

Upon review of the complaint, it is recommended that this matter does merit the review of the CCRB.

In accordance with the City of Huber Heights CCRB Procedure Policy, the CCRB shall have no more than fifteen (15) business days from the date of this correspondence to conduct an initial review of the complaint and deem if a public hearing is appropriate. During the CCRB process, I shall act as the Staff Liaison, and I shall notify you via mail of the Board's decision to move forward with a public hearing. If you have any questions or concerns, please feel free to contact me at (937) 237-5836 or at [jadams@hhoh.org](mailto:jadams@hhoh.org).



City of Huber Heights  
6131 Taylorsville Rd.  
Huber Heights, OH 45424

937.233.1423  
937.233.1272 fax

[www.hhoh.org](http://www.hhoh.org)

City of Huber Heights  
LAW REVIEW NOTIFICATION LETTER- CCRB REVIEW RECOMMENDATION

Sincerely,

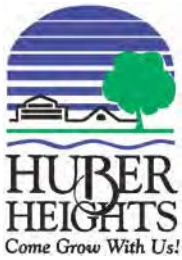
---

Jeffrey Adams  
Assistant To The City Manager

---

Date





City of Huber Heights  
6131 Taylorsville Rd.  
Huber Heights, OH 45424

937.233.1423  
937.233.1272 fax

[www.hhoh.org](http://www.hhoh.org)

City of Huber Heights  
HEARING NOTIFICATION LETTER- HEARING NOT RECOMMENDED

January 1, 2023

John Doe  
123 Sesame Street  
Huber Heights, OH 45424

SAMPLE

Dear Mr. Doe,

On (date requested for CCRB review) you, or someone acting on your behalf, requested a complaint submitted to the Huber Heights Police Division Internal Affairs be reviewed by the Citizen Complaint Review Board (CCRB). In accordance with the City of Huber Heights CCRB Procedure Policy, that request was initially reviewed by the City Law Director, and it was subsequently determined that the complaint warranted a CCRB Initial Review.

Upon further review, the CCRB has determined that the complaint does not merit a public hearing. This recommendation is based on the following:

- (Synopsis of the incident)
- (Summary of the Board's findings and rationale)

Upon this recommendation, the complaint is considered closed, and the CCRB process complete. The City of Huber Heights denounces all forms of systemic and institutional racism and discrimination and declares that racism is a public health crisis. If you have any additional questions or concerns, please feel free to contact me at (937) 237-5836 or at [jadams@hhoh.org](mailto:jadams@hhoh.org).

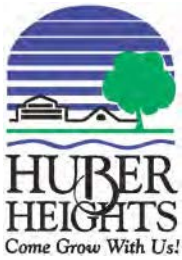
Sincerely,

---

Jeffrey Adams  
Assistant To The City Manager

---

Date



City of Huber Heights  
6131 Taylorsville Rd.  
Huber Heights, OH 45424

937.233.1423  
937.233.1272 fax

[www.hhoh.org](http://www.hhoh.org)

City of Huber Heights  
HEARING NOTIFICATION LETTER- HEARING RECOMMENDATION

January 1, 2023

John Doe  
123 Sesame Street  
Huber Heights, OH 45424

SAMPLE

Dear Mr. Doe,

On (date requested for CCRB review) you, or someone acting on your behalf, requested a complaint submitted to the Huber Heights Police Division Internal Affairs be reviewed by the Citizen Complaint Review Board (CCRB). In accordance with the City of Huber Heights CCRB Procedure Policy, that request was initially reviewed by the City Law Director, and it was subsequently determined that the complaint warranted a CCRB Initial Review.

Upon further review, it is the recommendation of the CCRB that a public hearing regarding this matter is appropriate and warranted.

In accordance with the City of Huber Heights CCRB Procedure Policy, the CCRB has no more than thirty (30) business days from the date of this correspondence to conduct a public hearing. As the Staff Liaison, it shall be my duty to ensure proper notice of the hearing is provided. I shall notify all parties involved via mail no less than two (2) weeks from the date of the hearing with appropriate date, time, and location of the hearing. Please be advised of the guidelines for public participation in a public meeting, as approved by the City Council. If you have any additional questions or concerns, please feel free to contact me at (937) 237-5836 or at [jadams@hhoh.org](mailto:jadams@hhoh.org).

Sincerely,

---

Jeffrey Adams  
Assistant To The City Manager

---

Date

**AI-11070**

**Topics Of Discussion     K.**

**Council Work Session**

**Meeting Date:** 09/02/2025

Citizen Complaint Review Board Appointments - H. Adams/T. Brookshire

**Submitted By:** Anthony Rodgers

**Department:** City Council

**Council Committee Review?:** Council Work  
Session

**Date(s) of Committee Review:** 09/02/2025

**Audio-Visual Needs:** None

**Legal Review:** Not Needed

**Emergency Legislation?:** No

**Motion/Ordinance/  
Resolution No.:**

---

**Agenda Item Description or Legislation Title**

Board And Commission Appointments

\* Citizen Complaint Review Board - Appointments

**Purpose and Background**

The City's interview panel recommends the appointment of Howard Adams and Tiara Brookshire to the Citizen Complaint Review Board for a term ending December 31, 2028. Background checks on Mr. Adams and Ms. Brookshire have been processed through Human Resources.

---

**Fiscal Impact**

**Source of Funds:** N/A

**Cost:** N/A

**Recurring Cost? (Yes/No):** N/A

**Funds Available in Current Budget? (Yes/No):** N/A

**Financial Implications:**

---

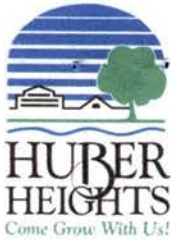
**Attachments**

Application - H. Adams

Application - T. Brookshire

---





6131 Taylorsville Road  
Huber Heights, Ohio 45424  
Phone: (937) 233-1423  
Fax: (937) 233-1272  
[www.bhoh.org](http://www.bhoh.org)  
An Equal Opportunity Employer

RECEIVED -  
07/03/2025  
10:13 AM -  
AC

# Application For City Boards And Commissions

Qualified applicants are considered for all positions without regard to race,  
color, religion, sex, national origin, marital or veteran status, or disability.

**PLEASE COMPLETE ALL SECTIONS AND EACH QUESTION  
COMPLETELY AND ACCURATELY**

**BOARD OR COMMISSION APPLIED FOR:**

CCRB

**DATE APPLIED:**

July 3, 2025

Last Name	First Name	Middle Name
Adams	Howard	MAURICE

Address	City	State	Zip Code
6644 Loblolly Drive	Huber Heights	OH	45424

Phone Number	Email Address
937-206-0687	pssapp13@gmail.com

## EDUCATION

	SCHOOL	COURSE OF STUDY OR DEGREE EARNED
HIGH SCHOOL	YES	YES
COLLEGE	YES	NO
GRADUATE SCHOOL	NO	N/A
OTHER (SPECIFY) US ARMY	YES	YES

## COMMUNITY INVOLVEMENT

Please list all civic, community, or non-profit organizations to which you have belonged or currently do belong, and your dates of service.

ORGANIZATION	DATES OF SERVICE
Montgomery County CASA Program	2011 - 2012
Montgomery County College Promise Program	2019 - 2023
East End Community Services of Dayton	2012 - 2018
Miami Valley Hospital	1980 - 1982



## EMPLOYMENT HISTORY

NAME OF EMPLOYER	POSITION(S) HELD	DATES OF EMPLOYMENT
US Army	SPEC-4	1972 - 1976
Dept of the Air Force	Numerous	1977 - 2011

## STATEMENT OF INTEREST

Please tell us why you are interested in serving on this board or commission.

[illegible]

## REQUIREMENTS AND APPLICANT STATEMENT

Are you at least 18 years of age? ☒ Yes ☐ No

Do you currently reside in the City of Huber Heights? ☒ Yes ☐ No

Have you resided in the City of Huber Heights for at least one year prior to making this application? ☒ Yes ☐ No

Are you a registered voter? ☒ Yes ☐ No


Are you willing to sign a release to allow the City of Huber Heights to perform a background screening and criminal records check? ☒ Yes ☐ No

I certify that all of the information furnished in this application and its addenda are true and complete to the best of my knowledge. I understand that the City of Huber Heights may investigate the information I have furnished and I realize that any omissions, misrepresentation or false information in this application and/or its addenda may lead to revocation of any volunteer appointment.

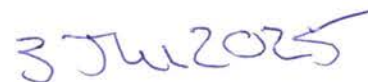
I hereby acknowledge that I, voluntarily and of my own free will, have applied for a volunteer position with the City of Huber Heights with the understanding that the City may use a variety of screening procedures to evaluate my qualifications and suitability for appointment. I have been advised that these screening procedures might include, but are not limited to, interviews, criminal record checks, driving records checks and reference checks. I also acknowledge that any such screening procedures, as reasonably required by the City of Huber Heights, are prerequisites to my appointment to a volunteer position with the City of Huber Heights.

In addition, I also hereby understand that the City of Huber Heights cannot guarantee the confidentiality of the results of, or information obtained through the aforementioned screening procedures. Decisions of the Ohio Supreme Court regarding the Ohio Public Records Act indicate that, with certain enumerated exceptions, records maintained by a governmental entity are a matter of public record and, should a proper request be made by a member of the public for such records, the governmental entity would be required to make such records available to that member of the public within a reasonable time. Additionally, all information furnished in this application is subject to disclosure under the Ohio Public Records Act.

Therefore, in consideration of my application being reviewed by the City of Huber Heights, under no legal disability, and on behalf of my heirs and assigns, hereby release and agree to hold harmless the City of Huber Heights and any of its agents, employees, or related officials from any and all liability, whatever the type and nature resulting from the administration of any such screening procedures and/or release of the results therefrom.



Signature



Date

For Administrative Use:

Applicant Interview Date/Time: 07/30/2025 3:00 p.m.

Application Status: \_\_\_\_\_





6131 Taylorsville Road  
Huber Heights, Ohio 45424  
Phone: (937) 233-1423  
Fax: (937) 233-1272  
[www.hhoh.org](http://www.hhoh.org)  
An Equal Opportunity Employer

# Application For City Boards And Commissions

Qualified applicants are considered for all positions without regard to race,  
color, religion, sex, national origin, marital or veteran status, or disability.

**PLEASE COMPLETE ALL SECTIONS AND EACH QUESTION  
COMPLETELY AND ACCURATELY**

**BOARD OR COMMISSION APPLIED FOR:**

Citizen Complaint Review Board

**DATE APPLIED:**

6/23/25

Last Name

Brookshire

First Name

Tiara

Middle Name

Shazzere

Address

4006 Haylen Loop

City

Huber  
Heights

State

Ohio

Zip Code

45424

Phone Number

937-607-4000

Email Address

tiarasbrookshire@gmail.com

## EDUCATION

	SCHOOL	COURSE OF STUDY OR DEGREE EARNED
HIGH SCHOOL	Wayne High School	high school diploma
COLLEGE	The Ohio State	Bachelor's in Social Work (BSW)
GRADUATE SCHOOL	n/a	n/a
OTHER (SPECIFY)		

## COMMUNITY INVOLVEMENT

Please list all civic, community, or non-profit organizations to which you have belonged or currently do belong, and your dates of service.

ORGANIZATION	DATES OF SERVICE
n/a	n/a

## EMPLOYMENT HISTORY

NAME OF EMPLOYER	POSITION(S) HELD	DATES OF EMPLOYMENT
Youth Villages	family intervention specialist	2/24 - Present
Help Me Grow	home visitor coordinator	7/22 - 2/24
Dayton Public City Schools	long-term substitute teacher	11/21 - 5/22

## STATEMENT OF INTEREST

Please tell us why you are interested in serving on this board or commission.

I am writing to express my strong interest in serving on the Huber Heights Citizen Complaint Review Board. As a dedicated Social Services professional with extensive experience in family intervention, community engagement, and advocacy, I believe my background uniquely positions me to contribute meaningfully to this important community oversight role. I believe that effective community oversight requires individuals who are committed to both supporting law enforcement and ensuring accountability to the community. I am prepared to contribute to this important work and help strengthen the relationships between Huber Heights Police Division and the community it serves. Thank you for considering my application. I look forward to the opportunity to discuss how my experience and commitment can contribute to the important work of the Citizen Complaint Review Board.



## REQUIREMENTS AND APPLICANT STATEMENT

Are you at least 18 years of age? ☒ Yes ☐ No

Do you currently reside in the City of Huber Heights? ☒ Yes ☐ No

Have you resided in the City of Huber Heights for at least one year prior to making this application? ☒ Yes ☐ No

Are you a registered voter? ☒ Yes ☐ No

Are you willing to sign a release to allow the City of Huber Heights to perform a background screening and criminal records check? ☒ Yes ☐ No

I certify that all of the information furnished in this application and its addenda are true and complete to the best of my knowledge. I understand that the City of Huber Heights may investigate the information I have furnished and I realize that any omissions, misrepresentation or false information in this application and/or its addenda may lead to revocation of any volunteer appointment.

I hereby acknowledge that I, voluntarily and of my own free will, have applied for a volunteer position with the City of Huber Heights with the understanding that the City may use a variety of screening procedures to evaluate my qualifications and suitability for appointment. I have been advised that these screening procedures might include, but are not limited to, interviews, criminal record checks, driving records checks and reference checks. I also acknowledge that any such screening procedures, as reasonably required by the City of Huber Heights, are prerequisites to my appointment to a volunteer position with the City of Huber Heights.

In addition, I also hereby understand that the City of Huber Heights cannot guarantee the confidentiality of the results of, or information obtained through the aforementioned screening procedures. Decisions of the Ohio Supreme Court regarding the Ohio Public Records Act indicate that, with certain enumerated exceptions, records maintained by a governmental entity are a matter of public record and, should a proper request be made by a member of the public for such records, the governmental entity would be required to make such records available to that member of the public within a reasonable time. Additionally, all information furnished in this application is subject to disclosure under the Ohio Public Records Act.

Therefore, in consideration of my application being reviewed by the City of Huber Heights, under no legal disability, and on behalf of my heirs and assigns, hereby release and agree to hold harmless the City of Huber Heights and any of its agents, employees, or related officials from any and all liability, whatever the type and nature resulting from the administration of any such screening procedures and/or release of the results therefrom.

Liana Brookshire  
Signature

6/23/25  
Date

For Administrative Use:

Applicant Interview Date/Time:

7/30/2025

3:30 pm.

Application Status: \_\_\_\_\_

TIARA BROOKSHIRE

tiarasbrookshire@gmail.com | 937-607-4000

## PROFESSIONAL SUMMARY

Dedicated social services professional with expertise in family intervention, early childhood development, and education. Proven track record of delivering evidence-based support services and building strong relationships with families and community partners. Skilled in developing individualized treatment plans, conducting developmental assessments, and implementing effective interventions.

## PROFESSIONAL EXPERIENCE

Family Intervention Specialist | Youth Villages, Dayton, Ohio

\*February 2024 - Present\*

- Deliver evidence-based intensive in-home parenting skills to prevent out-of-home child placement
- Develop and implement individualized treatment plans in collaboration with providers, schools, case workers, and courts
- Conduct regular home visits averaging three times weekly to address family stability issues
- Connect families with community resources and establish long-term support systems

Home Visitor Coordinator | Help Me Grow

\*July 2022 - February 2024\*

- Developed individualized family programs focusing on early childhood development and family support
- Conducted comprehensive developmental screenings and assessments for infants and toddlers
- Managed accurate documentation of billable time and program outcomes
- Established strategic community partnerships to enhance resource referral network
- Maintained continuous professional development aligned with industry standards



Long Term Substitute Teacher | Edison Elementary School, Dayton, Ohio

\*November 2021 - May 2022\*

- Designed and implemented engaging lesson plans and learning objectives for elementary students
- Adapted teaching methodologies to accommodate diverse learning styles and needs
- Provided individualized student support through one-on-one instruction
- Facilitated effective parent-teacher communications and conferences

Teacher Student Assistant | The Ohio State University Child Care Program

\*August 2017 - July 2018\*

- Collaborated with lead teachers to implement daily educational activities and document child progress
- Maintained detailed communication with parents regarding child development
- Created nurturing learning environments promoting positive social interactions
- Supported program operations and curriculum implementation

## EDUCATION

**\*\*Bachelor of Science in Social Work\*\***

The Ohio State University, 2021

## FIELD EXPERIENCE

**\*\*SAFY of Dayton\*\***

- Assisted in foster parent certification process
- Supported family placement initiatives

## LEADERSHIP EXPERIENCE

**\*\*Society of Sisters, The Ohio State University\*\***

\*Executive Board Member - Moral Chair (August 2020 - May 2021)\*

- Orchestrated executive board events and activities
- Managed member communications and attendance tracking
- Developed and distributed weekly informational content

## SKILLS

- Family Intervention & Support
- Child Development Assessment
- Treatment Planning
- Documentation & Reporting
- Community Resource Navigation
- Parent Education
- Crisis Intervention
- Collaborative Partnership Building