

# MINUTES

**September 27, 2022**

**5:00 pm**

- The regular September meeting of the Defiance County Board of Developmental Disabilities was held September 27, 2022 at Defiance County Board of DD.

- The meeting was called to order by Ms. Jami Cameron, President at 5:00 p.m. Board members present were Ms. Beth Headley, Ms. Stephanie Meyer, Mr. Otto Nicely, Ms. Roberta Phlipot, Ms. Ruby Schindler, and Ms. Erika Steece. Others present were Ms. Heidi Hull, Superintendent; Mr. Dennis Myers, Director of Early Intervention; Mr. Travis Hammer, Principal; Ms. Nicole Rigelman, Director of Business Operations; Ms. Pat Uhlenhake, Director of Community Services; and Ms. Jenna Peper, Communications and Community Engagement Manager. Approximately 10 others consisting of Board employees and members of the public were also present.

- Motion was made by Mr. Nicely and seconded by Ms. Phlipot to approve the August 23, 2022 Board Meeting minutes.

*Motion approved unanimously.*

- Motion was made by Ms. Schindler and seconded by Ms. Headley to approve the August 2022 Expenditures.

*Motion approved unanimously.*

- Management Reports were reviewed with in person reports presented by Heidi Hull, Superintendent; Dennis Myers, Director of Early Intervention; Travis Hammer, Principal; Pat Uhlenhake, Director of Community Services; and Jenna Peper, Communications and Community Engagement Manager.

- Discussion regarding heating and cooling quotes. Superintendent Hull advised that since the bids were both in excess of \$100,000, the formal bidding process would be followed.

- Recognition of September Staff Anniversaries:

Sarah Wolfrum, Instructor Assistant, (9/7/2021), 1 year; Jean Jacques, Service and Support Administrator, (9/10/2014), 8 years; Amy Westrick, Early Intervention Developmental Specialist, (9/24/2001), 22 years; Helen Bowden, Nurse/Family Support Services, (9/30/1998), 24 years.

- Motion was made by Ms. Meyer and seconded by Ms. Headley to acknowledge the hiring of Kristen Smith, Instructor Assistant, effective 9/26/2022.

*Motion approved unanimously.*

- Motion was made by Ms. Headley and seconded by Ms. Meyer to approve the contract with Blackboard Inc. from October 2022 – October 2023 in the amount of \$1,256.72.

*Motion approved unanimously.*

- Motion was made by Mr. Nicely and seconded by Ms. Headley to approve the contract with Northeastern Local Schools for home instruction of student, CB.  
*Motion opposed unanimously.*
- Motion was made by Ms. Schindler and seconded by Mr. Nicely to approve the Technology First Policy.  
*Motion approved unanimously.*
- Motion was made by Ms. Meyer and seconded by Ms. Schindler to approve Revised Policy 5.5.11: Vacation.  
*Motion approved unanimously.*
- Motion was made by Ms. Schindler and seconded by Ms. Phlipot to approve Revised Policy 5.5.12: Sick Leave.  
*Motion approved unanimously.*
- Motion to approve Revised Policy 5.5.13: Retirement – Sick Leave  
*Tabled to bring back revised in October.*
- Motion to approve Revised Policy 5.6.3: Retirement.  
*Tabled to bring back revised in October.*
- Discussion regarding Policy 6.15.1 Delay/Emergency Closing of Good Samaritan School. Superintendent Hull recommends updating the policy to reflect the current notification methods used for delays and closings. Recommendation made to update the policy to allow for flexibility in regard to delays and closings. The transportation team will discuss possibilities for partial routes when weather conditions impact one area of the county more greatly than other areas of the county.
- Discussion regarding Board Training. Agreed to do 1 hour before meeting in October 2022 and 1 hour after meeting in November 2022. Board requests a more in depth training/discussion on the Strategic plan for one of the two sessions.  
*Motion approved unanimously.*
- Motion was made by Ms. Meyer and seconded by Mr. Nicely to approve the contract with Defiance City Schools for a one on one aide for A.R.  
*Motion approved unanimously.*
- Discussion regarding Defiance County Residential Housing: Superintendent Hull, with input from Pat Uhlenake, updated the board on the status of DCRH plans to build two residential homes on Jackson Street in Defiance. Due to delays in the attainment of the property, the prices of the build have increased substantially. Caren Bauer has worked diligently to obtain several grants and donors to help fund the project. DCRH is currently in need of approximately \$200,000 to fund the project. Ms. Bauer is interested in pursuing a conversation with the commissioners. The Defiance County Board of DD supports Superintendent Hull and Ms. Bauer discussing the unmet need with the Defiance County Commissioners.
- Motion to go into Executive Session at 6:01 p.m. to discuss compensation of a public employee.  
The roll was called and the vote resulted as follows:  
Ms. Cameron–excused, Ms. Headley–excused, Ms. Meyer–yes, Mr. Nicely–yes, Ms. Phlipot–yes,

Ms. Schindler—yes, Ms. Steece—yes.

*Motion approved unanimously.*

- The Board exited Executive Session at 6:45 p.m. and declared no action was taken while in Executive Session.

*Motion approved unanimously.*

- Motion was made by Ms. Meyer and seconded by Ms. Steece to approve Memorandum of Understanding: Concerning Substitute Wages.

*Motion approved unanimously.*

- Motion to approve Memorandum of Understanding: Concerning Pay Rates and Disability Benefits.

*Motion Tabled.*

- Motion was made by Ms. Phlipot and seconded by Ms. Schindler to adjourn at 6:50 p.m.

*Motion approved unanimously.*