

MINUTES

January 25, 2022

5:10 pm

- The regular January meeting of the Defiance County Board of Developmental Disabilities was held January 25, 2022 at Defiance County Board of DD.
- The meeting was called to order at 5:10 PM. Board members present were Ms. Jami Cameron, Ms. Beth Headley, Mr. Otto Nicely, Ms. Roberta Phlipot, Ms. Ruby Schindler and Ms. Erika Steece. Board members excused were Ms. Stephanie Meyer. Ms. Meyer participated via telephone, however, did not participate in voting. Others present were Ms. Debra Guilford, Interim Superintendent, Mr. Travis Hammer, Principal, Mr. Bret Mack, Business Manager, and approximately 11 others consisting of Board employees and members of the public.
- Motion was made by Mr. Nicely and seconded by Ms. Headley to approve the November 23, December 21, and December 30, 2021 Board Meeting minutes.
Motion approved unanimously.
- Motion was made by Ms. Steece and seconded by Ms. Schindler to approve the November 2021 and December 2021 Expenditures.
Motion approved unanimously.
- Management Reports were reviewed with in person reports presented by Superintendent, Deb Guilford, Principal, Travis Hammer and Public Relations Coordinator, Jenna Peper. During Ms. Guilford's report, it was recommended that a Finance Committee be formed with a couple of members of the Board, along with the Superintendent and Business Manager, Bret Mack. The Finance Committee would take a closer look at the Board's financial projections in order to prepare for this year's upcoming Levy. Mr. Otto Nicely and Ms. Ruby Schindler volunteered to serve on the Finance Committee.
- Motion was made by Ms. Headley and seconded by Ms. Phlipot to approve the position description for Community Program Assistant.
Motion approved unanimously.
- Recognition of January Staff Anniversaries: Regina Theobald, Food Service Manager, January 8, 2018 (4 years) and Alexa Polsdorfer, January 27, 2020 (2 years).
- Motion was made by Ms. Schindler and seconded by Mr. Nicely to approve the Superintendent's Professional Development Plan for calendar year 2022.
Motion approved unanimously.
- Motion was made by Ms. Steece and seconded by Ms. Headley to endorse the hiring of Lisa Schimizzi, Instructor Aide, effective November 30, 2021.
Motion approved unanimously.
- Motion was made by Ms. Steece and seconded by Mr. Nicely to accept the resignation of Lisa Schimizzi, Instructor Aide, effective December 29, 2021.
Motion approved unanimously.
- Motion was made by Mr. Nicely and seconded by Ms. Steece to endorse the hiring of Christi Stevens, Instructor Aide, Jenna Pauley, Instructor Aide, effective January 3, 2022 and Andrew Scott Heater, Bus Driver, effective January 11, 2022.
Motion approved unanimously.

- Motion was made by Ms. Headley and seconded by Ms. Phlipot to approve the contract for Jodi Martinez, E.I. Physical Therapist, from January 1, 2022 to December 31, 2022.
Motion approved unanimously.
- Motion was made by Ms. Schindler and seconded by Ms. Headley to approve the position description for Occupational Therapist for Early Intervention.
Motion approved unanimously.
- Motion was made by Mr. Nicely and seconded by Ms. Phlipot to approve the removal of Timothy Bower off the Citizens Committee for Good Samaritan School account and add Teri Mitchell and Rick Edmonds.
Motion approved unanimously.
- Motion was made by Ms. Steece and seconded by Ms. Headley to approve the purchase of 2 new school buses and 1 used school bus from Cardinal Bus.
Motion approved unanimously.
- Motion was made by Ms. Schindler and seconded by Ms. Phlipot to approve the purchase and installation of a security system from Elite Doors.
Motion approved unanimously.
- Motion was made by Ms. Steece and seconded by Ms. Headley to approve the resolution authorizing the disposition of Buses 1, 2 and 7 and the trade in value will be credited towards the purchase of a new bus.
Motion approved unanimously.
- Motion was made by Mr. Nicely and seconded by Ms. Steece to approve the resolution pertaining to the Waiver Match in the amount of \$1,337,000.00.
Motion approved unanimously.
- Motion was made by Ms. Schindler and seconded by Ms. Phlipot to approve the 2022 revised Table of Organization.
Motion approved unanimously.
- Motion was made by Ms. Schindler and seconded by Ms. Headley to approve the proposal with Natural Design and Graphics for website redesign.
Motion approved unanimously.
- Motion was made by Ms. Headley and seconded by Mr. Nicely to approve the signage for the building for interior and exterior excluding sign on East Second Street.
Motion approved unanimously.
- Discussion regarding opening of the gym for rentals again, at this time no change, no rentals.
- Motion to go into executive session at 6:11 p.m. to discuss the compensation of public employees.
The roll was called and the vote resulted as follows:
Ms. Cameron–yes, Ms. Headley–yes, Ms. Meyer–excused, Mr. Nicely–yes, Ms. Phlipot–yes, Ms. Schindler–yes, Ms. Steece–yes.
Motion approved unanimously.
- Motion to come out of executive session at 6:28 p.m. to declare no action was taken while in executive session.
Motion approved unanimously.

- Motion was made by Ms. Headley and seconded by Mr. Nicely to approve the contract addendum for Travis Hammer to reflect additional compensation for additional duties.
Motion approved unanimously.
- Motion was made by Ms. Schindler and seconded by Ms. Philipot to adjourn at 6:30 p.m.
Motion approved unanimously.