

MINUTES

October 25, 2022

5:00 pm

- The regular October meeting of the Defiance County Board of Developmental Disabilities was held October 25, 2022 at Defiance County Board of DD.

- The meeting was called to order by Ms. Jami Cameron, President at 5:06 p.m. Board members present were Ms. Beth Headley, Mr. Otto Nicely, Ms. Roberta Philipot, and Ms. Ruby Schindler. Ms. Stephanie Meyer and Ms. Erika Steece were excused. 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 Ms. Philipot and seconded by Ms. Headley to approve the September 27, 2022 Board Meeting minutes.

Motion approved unanimously.

- Motion was made by Ms. Schindler and seconded by Mr. Nicely to approve the September 2022 Expenditures.

Motion approved unanimously.

- Petitioners:

Mary Rose requested information on the following topics: the adaptive swing for the playground, use of an application for school delays and closings, the plan for delays in closings, and a potential after school program because Kaitlyn's Cottage is reducing the number of annual hours allotted per individual who attends. The adaptive swing has arrived and will be installed. Good Samaritan school utilizes an application called Blackboard, which notifies parents and staff of information like closings and delays, special dress up days, etc. The closing and delay policy will go before the board during this meeting. The policy states that the Superintendent will meet with the transportation team each year to determine the plan for delays and cancellations. The current plan is to delay by route based upon conditions traveled by that route. An assessment of potential respite options is part of the two year strategic plan that will implement in January 2023.

Dom Brown is the father of an individual who receives Service and Support Administration and Family Support Services. Clarissa Ankney is the SSA for Dom's child. Dom spoke about the positive impact Defiance County Board of DD has had on their family.

- Management Reports were reviewed with brief 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.

- Recognition of October Staff Anniversaries:

Tanya Bradley, Instructor Assistant, (10/15/2019), 3 year; Taylor Wood, Service and Support Administrator, (10/11/2018), 4 years; Deb Holtsberry, Instructor Assistant, (10/23/2009), 13 years.

- Motion was made by Ms. Schindler and seconded by Ms. Phlipot to make the Revised Policy 5.5.11: Vacation Policy, approved on 9/27/2022, retroactive to 8/1/2022.
Motion approved unanimously.
- Motion was made by Mr. Nicely and seconded by Ms. Headley to approve the Revised Policy 5.5.13: Retirement – Sick Leave.
Motion approved unanimously.
- Motion was made by Ms. Schindler and seconded by Ms. Headley to add the following lines to the 2023 Budget: PR/Marketing, Provider Support, Technology.
Motion approved unanimously.
- Motion was made by Mr. Nicely and seconded by Ms. Schindler to approve the 2023 Budget as recommended by the Finance Committee, which met on 10/20/2022.
Motion approved unanimously.
- Motion was made by Ms. Schindler and seconded by Ms. Headley to approve updates to Policy 5.5.9 – Expense Reimbursement.
Motion approved unanimously.
- Motion was made by Mr. Nicely and seconded by Ms. Headley to update Policy 5.7.19 – Use of Defiance County Board of DD (DCBDD) Issued Credit Cards.
Motion approved unanimously.
- Motion was made by Ms. Headley and seconded by Ms. Phlipot to adopt Policy 5.7.20 – Purchasing.
Motion approved unanimously.
- Motion was made by Mr. Nicely and seconded by Ms. Schindler to adopt Policy 5.5.27 – Travel.
Motion approved unanimously.
- Motion was made by Ms. Phlipot and seconded by Ms. Headley to adopt Policy 6.15.1 – Delay and Emergency Cancellation.
Motion approved unanimously.
- Motion was made by Mr. Nicely and seconded by Ms. Phlipot to approve the health, dental and vision plan rates for the 2023 Calendar Year as recommended by the finance committee, removing the stipulation requiring employees to remain in the same plan for a specific amount of time.
Motion approved unanimously.
- Motion to approve the Non-Medicaid Services Agreements for 01/01/2023 to 12/31/2023 with the following agencies: PC Workshop, Partners in Employment Inc., Quadco, Champaign Residential Services Inc., We Are Limitless, Gentle Hearts Helping Hands, Easy Living, LLC, 2Daughters, LLC, Filing Memorial Home of Mercy, Active Day, PeopleWorks, Quadco Rehabilitation Center, and Triangular Processing.
TABLED

- Motion was made by Mr. Nicely and seconded by Ms. Headley to approve the agreement with Jodi Martinez for Early Intervention Physical Therapy Services effective 01/01/2023 to 5/25/2023.

Motion approved unanimously.

- Motion was made by Ms. Headley and seconded by Ms. Schindler to approve the contract with the Allen County Board of DD for Business Manager Support 10/18/2022 to 6/30/2023.

Motion approved unanimously.

- Motion was made by Ms. Phlipot and seconded by Mr. Nicely to add Heidi Hull as a signer on the Citizens Committee for Good Samaritan school account with Sherwood State Bank.

Motion approved unanimously.

- Motion was made by Ms. Phlipot and seconded by Ms. Schindler to approve the Defiance County Board of DD Delegate and Alternate for the OACB Delegate Assembly.

Delegate – Mr. Otto Nicely

Alternate – Ms. Heidi Hull

Motion approved unanimously.

- Motion to adopt the Resolution: Requesting the Defiance County Board of Commissioners to Grant Authority to the DCBDD to Obtain a Credit/Debit Card/Electronic Financial Transaction Device. 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-excused.

- Motion to go into Executive Session at 5:41 p.m. to discuss 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-excused.

- The Board exited Executive Session at 6:08 p.m. and declared no action was taken while in Executive Session.

Motion approved unanimously.

- Motion was made by Ms. Schindler and seconded by Mr. Nicely to adjourn.

Motion approved unanimously.

Stephanie Meyer, Board Secretary

Date

Jami Cameron, Board President

Date