

# MINUTES

**November 22, 2022**

**5:00 pm**

- The regular November meeting of the Defiance County Board of Developmental Disabilities was held November 22, 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, Ms. Roberta Philipot, and Ms. Ruby Schindler and Ms. Erika Steece. Mr. Otto Nicely was excused. Others present were Ms. Heidi Hull, Superintendent; Mr. Dennis Myers, Director of Early Intervention; 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. Schindler and seconded by Ms. Philipot to approve the October 25, 2022 Board Meeting minutes.  
*Motion approved unanimously.*
- Motion was made by Ms. Headley and seconded by Mr. Philipot to approve the October 2022 Expenditures.  
*Motion approved unanimously.*
- Petitioners: Kendra Vollmer attended the meeting with her parents, Gary and Deb Vollmer. The Vollmer family presented information about the positive impact of the services and supports received.
- Management Reports were reviewed with brief in person reports presented by Heidi Hull, Superintendent; Dennis Myers, Director of Early Intervention; Pat Uhlenhake, Director of Community Services; and Jenna Peper, Communications and Community Engagement Manager.
- Motion was made by Ms. Schindler and seconded by Ms. Meyer to approve the Non-Medicaid Services Agreements for 01/01/2023 to 12/31/2023 with the following entities: Kristy Rippetoe, Partners in Employment Inc., We Are Limitless, Easy Living LLC, Quadco Rehabilitation Center, and Triangular Processing.
- Recognition of November Staff Anniversaries:  
  
Kevin Johnson, Night Custodian, (11/14/2016), 6 years.
- Motion was made by Ms. Philipot and seconded by Ms. Headley to accept the resignation of Nichole Rigelman, Director of Business Operations as of November 23, 2022.  
*Motion approved unanimously.*
- Motion was made by Ms. Schindler and seconded by Ms. Philipot to approve the contract with Northwest Ohio Waiver Administration Council (NOWAC) and the Defiance County Board of DD effective 01/01/2023 – 12/31/2023.  
*Motion approved unanimously.*

- Motion was made by Ms. Headley and seconded by Ms. Meyer to approve the revised Table of Organization.  
*Motion approved unanimously.*
- Discussion regarding January 2023 Organizational Meeting and Board Meeting.  
*The Organizational meeting will be January 24, 2023 at 5:00 pm before the regular Board Meeting.*
- Motion was made by Ms. Phlipot and seconded by Ms. Schindler to approve the Defiance County Board of Developmental Disabilities Strategic Plan, effective 01/01/2023 – 12/31/2024.  
*Motion approved unanimously.*
- Motion was made by Ms. Schindler and seconded by Ms. Headley to approve title change from Fiscal Assistant to Operations Manager and approve updated position description. To approve title change from Secretary to Administrative Assistant and approve updated position description. To approve the position Facilities and Transportation Manager and approve the position description. To approve the position Human Resources Manager and approve the position description. To approve the updated position descriptions for Principal and Director of Business Operations.  
*Motion approved unanimously.*
- Motion was made by Ms. Steece and seconded by Ms. Meyer to approve a \$1,000.00 donation to Kaitlyn's Cottage for the purpose of purchasing crowns and tiaras for the Night to Shine honored guests.  
*Motion approved unanimously.*
- Motion was made by Ms. Phlipot and seconded by Ms. Headley to approve resolution 2022-01 (minor changes and updates to the OACB By-Laws) and to approve Resolution 2022-02 (county boards should work with appointing authorities to ensure at least one person with developmental disabilities is appointed to each county board by 2027 or as quickly as is readily achievable.)  
*Motion approved unanimously.*
- Motion to appoint Allison Gonzales to the Four County Guardianship Services Board.  
Tabled until after Allison has an opportunity to attend the informational meeting in January.
- Motion was made by Ms. Phlipot and seconded by Ms. Schindler to retire policy 5.3.7, Employee Schedules, and replace with 5.3.7, Employee Hours of Work and Overtime, effective 01/01/2023.  
*Motion approved unanimously.*
- Motion to go into Executive Session at 5:30 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-yes, Mr. Nicely-excused Ms. Phlipot-yes, Ms. Schindler-yes, Ms. Steece-yes.
- The Board exited Executive Session at 5:52 p.m. and declared no action was taken while in Executive Session.

- Motion was made by Ms. Meyer and seconded by Ms. Steece to approve employment contract for Communications and Community Engagement Manager with Jenna Peper.  
*Motion approved unanimously.*

- Motion was made by Ms. Philipot and seconded by Ms. Steece to adjourn.  
*Motion approved unanimously.*

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Stephanie Meyer, Board Secretary

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Date