



Defiance County Board of DD Meeting Minutes

June 27, 2023

5:00 pm

- The June regular board meeting of the Defiance County Board of Developmental Disabilities was held June 27, 2023 at the 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 Mr. Clayton Crates, Ms. Beth Headley, Ms. Stephanie Meyer, Ms. Roberta Phlipot, and Ms. Erika Steece. Board members excused were Ms. Ruby Schindler. Approximately 16 others consisting of Board employees and members of the public were also present.
- Motion was made by Ms. Phlipot and seconded by Ms. Headley to approve the May 23, 2023 Ethics Committee and Board Meeting minutes.
Motion approved unanimously.
- Motion was made by Ms. Phlipot and seconded by Ms. Headley to approve the May 2023 Expenditures.
Motion approved unanimously.

Agency/Department Reports:

Finances

Karrah Rath completed annual County Board Cost Report.

Early Intervention

Alexa Polsdorfer returned from maternity leave on 5/22/2023 and Deb Weisenburger agreed to stay until the end of June to assist with transitioning families back to Alexa's caseload.

The Part C funding agreement has been completed and submitted. This grant covers the cost of our Service Coordinator and some evaluations and assessments.

Facilities

We continue to meet with Beilharz to provide needed information for their building report. They anticipate having everything ready to present to the board during the July board meeting.

Ameresco completed a building audit on 6/20/2023 and gathered the information they needed to analyze our potential eligibility for grant funds to cover energy updates to our building. The grant begins taking applications on 8/1/2023, and if we are good candidates, Ameresco will assist with the entire grant process.

Communications

We are now utilizing our Blackboard System to send call and text reminders for Self-Advocacy meetings and No Limits events to help encourage participation.

We ordered pop up banners for promotional purposes to use at job fairs, county fairs, special events, etc.

The 2023-2024 agency calendar has been uploaded to the Agency google calendar and to our website.

Jenna is also updating school forms on our website.

Jenna and Leslie are looking at a PDF/document signing system so we can accept electronic signatures from employees to continue toward our goal reducing the use of paper.

Jenna has reached out to the Island Park Manor management company three times to inquire about painting the sign to align with our branding guidelines. She is still waiting for a response.

Community Connections

Grube, Inc. donated 6 televisions to the DCBDD to be utilized throughout the building.

We are working with the Defiance Public Library on an Inclusive Book Recommendation program.

Good Samaritan School

We are ahead of schedule in terms of preparing for the next school year. The first packet has been updated and sent out, the roster is complete, and we are working to update the remaining school documents for the upcoming 2023-2024 school year.

Special Olympics

We are hanging Defiance County Special Olympics Proclamations by the gymnasium.

- Recognition of June Staff Anniversaries: None
- Motion was made by Ms. Meyer and seconded by Ms. Phlipot to approve the Social Media policy.
Motion approved unanimously.
- Motion was made by Ms. Phlipot and seconded by Ms. Headley to approve the policy for Travel and Expense Reimbursement.
Motion approved unanimously.
- Motion was made by Ms. Meyer and seconded by Ms. Headley to approve the revised 2023 Table of Organization.
Motion approved unanimously.
- Motion was made by Ms. Phlipot and seconded by Ms. Headley to accept the resignation of Cody Cuellar, Evening Custodian, effective 5/26/2023.
Motion approved unanimously.
- Motion was made by Ms. Meyer and seconded by Ms. Headley to accept the resignation of Jenny Vincent, Adapted Physical Education Instructor-Special Olympics Coordinator, effective 8/9/2023.
Motion approved unanimously.
- Motion was made by Ms. Meyer and seconded by Ms. Phlipot to endorse the hiring of the following: Danielle Bryant, Service and Support Administration (SSA), effective 6/20/2023; Maxwell Schmunk, Evening Custodian, effective 6/26/2023; Alexis Weidenhamer, Service and Support Administration (SSA), effective 7/5/2023; Garrett Snyder, Intermediate 1 Instructor, effective 8/10/2023; Angela Englehart, Instructor Assistant, effective 8/10/2023; Keith Adkins, Bus Driver, 8/10/2023.
Motion approved unanimously.
- Motion was made by Ms. Meyer and seconded by Ms. Phlipot to approve the Superintendent's Professional Development Plan.
Motion approved unanimously.
- Motion was made by Ms. Phlipot and seconded by Ms. Headley to approve the Emergency Operations Plan for 2023-2024 School Year.
Motion approved unanimously.

- Motion was made by Ms. Meyer and seconded by Ms. Phlipot approve the contract with Defiance County Family and Children First Council and Defiance County Board of Commissioners and Defiance County Board of Developmental Disabilities for Early Intervention Services Coordination Grant in the amount of \$96,787.00 effective July 1, 2023 to June 30, 2024.
Motion approved unanimously.
- Motion was made by Ms. Headley and seconded by Ms. Meyer to the Memorandum of Understanding between the Defiance County Board of Commissioners, the Defiance County Family and Children First Council, and the Defiance County Board of DD for Service Coordination Faciliatory Services.
Motion approved unanimously.
- Motion was made by Ms. Phlipot and seconded by Ms. Headley to approve the purchase of one new school bus for up to \$148,703.00.
Motion approved unanimously.
- Motion was made by Ms. Phlipot and seconded by Ms. Meyer to approve the following position descriptions: Principal, Communications and Community Engagement Manager, Physical Education, Special Olympics/Community Inclusion Coordinator.
Motion approved unanimously.
- Motion was made by Ms. Phlipot and seconded by Ms. Meyer to accept the resolution for fringe benefit pick-up for Superintendent.
Motion approved unanimously.
- Motion was made by Ms. Meyer and seconded by Ms. Phlipot to accept the resolution for fringe benefit pick-up for Principal.
Motion approved unanimously.
- Motion was made by Ms. Phlipot and seconded by Ms. Headley to approve the Addendum to the Superintendent Contract, effective 6/27/2023.
Motion approved unanimously.
- Motion was made by Ms. Meyer and seconded by Ms. Phlipot to approve revised Principal contract for 8/1/2023-7/31/2025.
Motion approved unanimously.
- Motion was made by Ms. Headley and seconded by Ms. Meyer to approve the Physical Therapy Contract with Jodi Martinez for 5/26/2023-12/31/2024.
Motion approved unanimously.
- Motion was made by Ms. Phlipot and seconded by Ms. Headley to appropriate \$479,172.00 to the advance out line in the general fund (10).
Motion approved unanimously.
- Motion was made by Ms. Steece and seconded by Ms. Phlipot to approve an advance of \$479,172.00 from the general fund (10) to the Capital Housing Fune (034) for the purpose of purchasing homes at 1417 and 1423 Jackson Street in Defiance.

Motion approved unanimously.

- Motion was made by Ms. Meyer and seconded by Ms. Steece to appropriate \$229,172.00 to the Capital Housing Fund (034).

Motion approved unanimously.

- Motion was made by Ms. Philipot and seconded by Ms. Headley to approve the two Addendums to Community Capital Assistance Housing Agreements for 1417 S. Jackson and 1423 S. Jackson Street, Defiance, OH.

Motion approved unanimously.

- Motion to go into Executive Session at 5:32 p.m. for the purpose of discussing collective bargaining.

The roll was called and the vote resulted as follows:

Ms. Cameron-yes, Mr. Crates-yes, Ms. Headley-yes, Ms. Meyer-yes, Ms. Philipot-yes,
Ms. Schindler-excused, Ms. Steece-yes.

- The Board exited Executive Session at 6:12 p.m. and declared no action was taken while in Executive Session.

The roll was called and the vote resulted as follows:

Ms. Cameron-yes, Mr. Crates-yes, Ms. Headley-yes, Ms. Meyer-yes, Ms. Philipot-yes,
Ms. Schindler-excused, Ms. Steece-yes.

- Motion was made by Ms. Meyer and seconded by Ms. Steece for Clayton Crates to join finance committee.

Motion approved unanimously.

- Motion was made by Ms. Philipot and seconded by Ms. Headley to adjourn.

Motion approved unanimously.

Stephanie Meyer, Board Secretary

Date