

## Defiance County Board of DD Meeting Minutes

August 22, 2023

5:15 pm

- The August regular board meeting of the Defiance County Board of Developmental Disabilities was held August 22, 2023 at the Defiance County Board of DD.
- The meeting was called to order by Ms. Jami Cameron, at 5:15 p.m. Board members present were Mr. Clayton Crates, Ms. Beth Headley, Ms. Roberta Phlipot, Ms. Ruby Schindler and Ms. Erika Steece. Board Members excused were Ms. Stephanie Meyer. Approximately 12 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 July 25, 2023 Board Meeting minutes.  
*Motion approved unanimously.*
- Motion was made by Ms. Schindler and seconded by Ms. Phlipot to approve the July 2023 Expenditures.  
*Motion approved unanimously.*

Agency/Department Reports:

### Personnel

New hire orientation was held on Monday, August 14 for anyone hired in the past year. During this time, employees received a tour of the building and learned about all the services provided by our agency and other essential employee information.

The all staff in-service on August 15 was a success. Staff were trained on reporting unusual incidents and the abuser registry, health and welfare alerts, bloodborne pathogens, the strategic plan, IT and social media policies, Positive Behavioral Supports and Intervention, and more.

CPR and IEP training were completed on Wednesday August 16 for those who needed it.

We are currently fully staffed with the exception of one afternoon bus route, for which we will use substitutes until we hire someone.

### Finances

We applied for and received an Early Childhood Education grant that will help cover an array of costs for the Step Up to Quality Program.

### Early Intervention

We are currently working on Family Questionnaires and ensuring the demographic information is accurate for each participant. The questionnaire window is open for approximately 8 weeks. Defiance County families have a history of giving great feedback, and we are hopeful that this continues.

## **Community Contributions**

One of the residential homes on Jackson Street is currently being framed out. \*see photos below

We will have a booth at the Defiance County Fair that includes informational items about our services and some promotional giveaways. Feel free to stop by and see us!

The Transition Class will be exploring new job sites to help students gain community work experience.

The Direct Support Professional Appreciation event will be held on September 21<sup>st</sup> at Kingsbury Park Jacob's Meats will cater the event.

## **Good Samaritan School**

We welcome our new Principal, Amanda Westrick! Amanda comes to us with a lot of teaching and administrative experience across a wide array of ages. One of our top priorities for the school year includes shifting our focus on Positive Behavior Interventions and a whole child approach. We are confident that this cultural shift will benefit our entire agency and we look forward to the year ahead of us!

The school year is starting off great and we got good feedback on the staggered start. School aged students started back up on August 17<sup>th</sup> and Preschoolers start on August 21<sup>st</sup>.

Over the summer, the school buses were equipped with mechanisms that enhances student safety. When the driver shuts off the bus at the end of the route, an alarm goes off. To turn off the alarm, the driver must walk through the bus to the back wall to deactivate it. This will encourage the driver to make sure all the seats are empty and no children have been left on the bus.

### **• Recognition of August Staff Anniversaries:**

Grace Byram, Instructor, 8/14/2022 (1 year); Katie Freese, Occupational Therapist for School and Early Intervention, 8/14/2022 (1 year); Brittany Harris, Instructor Assistant, 8/14/2022 (1 year); Nicole Rohlf, Instructor, 8/14/2022 (1 year); Carrie Sheets, Instructor Assistant, 8/14/2022 (1 year); Candy Weirauch, Administrative Assistant, 8/16/2021 (2 years); Jenna Peper, Communications and Community Engagement Manager 8/16/2021, (2 years ); Cindy Turpening, Instructor Assistant, 8/16/2021 (2 years); Alex Hartman, Instructor Assistant, 8/16/2021 (2 years); Maria Glover, Bus Driver, 8/16/2021 (2 years); Michael Mohr, Bus Driver, 8/15/19 (4 years); Sara Snyder, Instructor Assistant, 8/15/19 (4 years); Sydnie Fitzwater, Instructor, 8/15/19 (4 years); Dorrene Beltz, Bus Assistant, 8/21/17 (6 years); Stephanie Zachrich, Speech-Language Pathologist 8/21/17 (6 years); Amanda Westrick, Principal, 8/21/17 (6 years); Craig Clayton, Service and Support Administration, 8/10/15 (8 years); Robyn Helmke, Instructor, 8/20/12 (11 years); Rick Davis, Bus Driver, 8/22/01 (12 years); Michelle Steingass, Instructor Assistant 8/22/11 (12 years); Megan Jacques, Instructor Assistant, 8/16/10 (13 years); Mindy Liffick, Instructor, 8/24/04 (19 years); Valerie Wagner, Physical Therapist Assistant, 8/24/99 (24 years); Lori Bruce, Program Assistant, 8/24/1998 (25 years); Holly Wendling, Occupational Therapist 8/24/98 (25 years); and Mary Fitzenrider-Cox, Instructor Assistant, 8/26/85 (38 years).

• Motion was made by Ms. Steece and seconded by Ms. Schindler to approve the bus drivers for the 2023-2024 school year: Keith Adkins, Rick Davis, Michael Mohr, Maria Glover, and Bernie Herr (Substitute).

*Motion approved unanimously.*

• Motion was made by Ms. Schindler and seconded by Ms. Steece to approve the bus stops and to authorize the Superintendent to make changes as necessary.

*Motion approved unanimously.*

- Motion was made by Ms. Phlipot and seconded by Ms. Headley to approve the Tax Rate Resolution for 2024.
- *Motion approved unanimously.*
- Motion was made by Ms. Steece and seconded by Ms. Schindler to accept the resignation of Travis Hammer, Principal, 8/15/23.  
*Motion approved unanimously.*
- Motion was made by Ms. Steece and seconded by Ms. Headley to endorse the hiring of the following employees:  
Maxwell Schmunk, Evening Custodian, effective 6/26/23 and Bus Aide, effective 8/10/23.  
Effective on 8/10/2023: Alex Hartman, Long Term Substitute Teacher; Elizabeth Hartman, Instructor Assistant; Amanda Westrick, Principal; Erin Yoder, Bus Assistant; Shannon Miller, Teacher.  
Effective 8/28/23: Toby Bostater, Special Olympics/Inclusion Coordinator.  
*Motion approved unanimously.*
- Motion was made by Ms. Phlipot and seconded by Ms. Schindler to review and discuss the revised 2022 Annual Report.  
*Motion approved unanimously.*
- Motion was made by Ms. Schindler and seconded by Ms. Steece to approve the Memorandum of Understanding between Huntington University and Defiance County Board of DD related to clinical educational experiences.  
*Motion approved unanimously.*
- Motion was made by Ms. Phlipot and seconded by Ms. Steece to approve SSA on-call reimbursement in the amount of \$50.00 per week, with an additional \$25 per holiday.  
*Motion approved unanimously.*
- Motion was made by Ms. Phlipot and seconded by Ms. Headley to approve moving forward with Ameresco to apply for the Ohio Energy Grant for the installation of temperature controls for classrooms and future unit upgrades. Estimated costs for Defiance County Board of DD portion of the project is estimated at \$11,457. - \$31,351. Superintendent will meet with a Fitzenrider representative this Thursday to get a second opinion about recommended controller installation, and to ensure this project is in the best interest of the Defiance County Board of DD.  
*Motion approved unanimously.*
- Motion was made by Ms. Steece and seconded by Ms. Headley to approve the contract with Amber Wright, Physical Therapist for 8/22/2023-12/31/2024.  
*Motion approved unanimously.*
- Motion was made by Ms. Phlipot and seconded by Ms. Schindler to approve the contract for Amanda Westrick, Principal, effective 8/10/2023 - 7/31/2024.  
*Motion approved unanimously.*

- Motion was made by Ms. Headley and seconded by Ms. Steece to approve the Ethic's Council recommendations based on the review of employees' secondary employment.
- Motion to go into Executive Session at 5:35 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-excused, Ms. Phlipot-yes,  
Ms. Schindler-yes, Ms. Steece-yes.

- The Board exited Executive Session at 5:47 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-excused, Ms. Phlipot-yes,  
Ms. Schindler-yes, Ms. Steece-yes.

- Motion was made by Ms. Schindler and seconded by Ms. Headley to adjourn.  
*Motion approved unanimously.*

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Stephanie Meyer, Board Secretary

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Date