

## Defiance County Board of DD Meeting Minutes

December 12, 2023

5:15 pm

- The December regular board meeting of the Defiance County Board of Developmental Disabilities was held December 12, 2023 at the Defiance County Board of DD.
- The meeting was called to order by Roberta Phlipot, at 5:15 p.m. Board members present were Mr. Clayton Crates, Ms. Beth Headley, Ms. Stephanie Meyer, Ms. Roberta Phlipot, Ms. Erika Steece, and Ms. Ruby Schindler. Board Members excused was Ms. Jami Cameron. Approximately 11 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 October 24, 2023 Ethics and Board Meeting minutes.  
*Motion approved unanimously.*
- Motion was made by Ms. Schindler and seconded by Mr. Crates to approve the October and November 2023 Expenditures.  
*Motion approved unanimously.*

### Agency/Department Reports:

#### Personnel

November 29<sup>th</sup> – December 1<sup>st</sup> - Leadership attended OACB Conference in Columbus.

November 29<sup>th</sup> – Board Inservice: Positive Supports First Training. The training consisted of crisis prevention, positive supports first approach, and preventative and restrictive physical intervention exercises.

November 29<sup>th</sup> – Board Inservice: Brittco training. Using the web-based system to log incident reports.

December 21<sup>st</sup> – Board Inservice: Adult Mental Health First Aid Training. SSA, EI, and office staff will attend. School staff previously completed Youth Mental Health First Aid Training in October.

Current open positions – SSA, Transition Teacher, Bus Driver, Classroom Aide

Planning another New Hire Orientation in January for employees hired after school started.

#### Finances

The 2024 budget is complete.

#### Early Intervention

Every 3 years, we have a 45-day compliance review. This review is to ensure that we evaluate and have a plan in place within 45 days of an initial referral for situations where the timeline is within the team's control.

We are also working with NOWAC and utilizing their grant funded employees to assist with service coordination due to the continued high caseloads. NOWAC staff will also be filling in for an employee's maternity.

#### Community Contributions

Students from Good Samaritan School held their Annual Holiday Program and DCTV attended the morning performance. This will be aired on DCTV throughout the month of December. Students from Good Samaritan

School volunteered at Children's Lantern to help sort toys for their annual Holiday Basket Program that helps kinship, adoptive, and foster families receive toys for the holiday. We are working on creating a speaker series program for Self-Advocacy.

We are working with other counties and the COG to provide an additional dance opportunity for those individuals who were not able to get into Night to Shine. The event will be held at New Hope Church in Bryan and will be open to all individuals in the COG.

These individuals along with staff will work in our local schools to educate students on inclusion and teach them about the DD world. We are working with EI once again for DD Awareness month have an inclusive Storytime opportunity in each of the schools. We will then provide each student with the book read.

We are reaching out to videographers to start procuring marketing and testimonial videos about all the amazing services the DCBDD has to offer.

### **Special Olympics**

Basketball Season is underway! We have a total of 4 teams this year and a Cheerleading squad. We have been able to procure a number of donations to help fund, uniforms, water bottles, and equipment for the 2023-2024 season. We are now working on contacting Bowling Alleys to see if creating a bowling Team is feasible.

### **Good Samaritan School**

We are almost halfway through the school year and it has gone by fast. We are still struggling with staffing, but doing the best we can. Shannon Miller resigned on December 1st, so we are looking for a transition teacher. I have had a lot of staff who have stepped up and helped and I appreciate all of the extra work they are willing to put in. We had our holiday program on December 4th and we had a great turn out. The students and staff did a wonderful job. We are in the process of planning a monopoly game played similar to the Monopoly game at McDonalds this week for students, and starting Friday we will have one for staff. I had a few parents really step up and help with prizes and I think that it will be a great end to the month of December.

### **Service and Support Administration**

In the early morning of 11/15/23, one of the homes owned by Defiance County Residential suffered an attic fire. Two ladies resided in the home, and both were evacuated safely by Direct Care staff and the Defiance Police Department. Both were taken to the emergency room, with no injuries and a minimal amount of smoke inhalation, thanks to the quick action by the staff person and police. There is no formal word on the cause of the fire, but it is believed to be wiring in the attic. The home is considered uninhabitable at this time, with quite a bit of water. The women are safely, temporarily, in other homes, one in Defiance and one in Paulding. These temporary placements can be used for some time, to give the board time to find appropriate suitable permanent placement.

The SSA department is the first county in the state to have completed all their annual Ohio ISPs into the state system. Because of this, the SSAs were asked to be guest speakers at the statewide training for the ISP document.

Danielle Bryant, SSA for children and transitional youth, has submitted her resignation, effective 12/1/23. She came to us in June, but is leaving to go back to her previous employment at Williams County Jobs and Family Services. We will be conducting interviews for the position in the upcoming weeks.

### **Transportation and Facilities**

We are anticipating the arrival of a new school bus early in 2024. We have already seen a drastic reduction in our repair services bills with the addition of our two newest buses and anticipate a further reduction with the newest bus.

We are setting our priorities for 2024 with the development of our budget and look forward to making more capital improvements this year.

- Recognition of November and December Staff Anniversaries:  
Bernie Herr, Facilities and Transportation Manager, (12/18/17), 6 years; Karrah Rath, Director of Business Operations, (12/7/2022), 1 year.
- Motion was made by Ms. Steece and seconded by Ms. Meyer to accept the hiring of Ursula Ramos, Administrative Assistant, effective November 16, 2023 and Brandy Taquino, Instructor Assistant, effective 12/13/2023.

*Motion approved unanimously.*

- Motion was made by Ms. Steece and seconded by Ms. Headley to accept the resignation of Michael Mohr, Bus Driver, effective November 14, 2023; Shannon Miller, Instructor, effective December 1, 2023; and Danielle Bryant, Service and Support Administration, effective December 1, 2023.

*Motion approved unanimously.*

- Motion was made by Ms. Meyer and seconded by Ms. Steece to approve the 2024 Operating Budget and the Non-Union Salary Ranges as presented.

*Motion approved unanimously.*

- Motion was made by Ms. Schindler and seconded by Ms. Headley to rename the FSS fund to Individual Support Services (ISS) and appropriate \$100,000 to the ISS fund from the general fund.

*Motion approved unanimously.*

- Motion was made by Ms. Meyer and seconded by Mr. Crates to approve the 2024 Board Meeting Schedule

*Motion approved unanimously.*

- Motion was made by Ms. Meyer and seconded by Ms. Headley to approve the Shared Agreement with Williams County for Director of Early Intervention for 1/1/2024 -12/31/2024.

*Motion approved unanimously.*

- Motion was made by Ms. Schindler and seconded by Ms. Headley to approve the contract with Northwest Ohio Waiver Administration Council (NOWAC) for 1/1/2024-12/31/2024.

*Motion approved unanimously.*

- Discussion held regarding Superintendent's authority to sign contracts for a duration of one year or less within Superintendent's spending authority. Mr. Crates noted that the board does not need to grant authority for a practice that is currently within the Superintendent's scope. Prior practice of bringing these contracts to the board will be amended.

- Motion was made by Ms. Meyer and seconded by Ms. Steece to approve the payment of \$10,000 toward the establishment of the budget for the Northwest Ohio Guardianship Services Board, Inc.

*Motion approved unanimously; Ms. Schindler abstained.*

- Motion was made by Ms. Headley and seconded by Ms. Schindler to approve the Substitute Rate of Pay document.

*Motion approved unanimously.*

- Motion to approve the contract with Kaitlyn's Cottage for Multi-System Youth Programming for 1/1/2024 through 6/30/2025 was tabled until after the meeting with the President of Promedica

- Motion was made by Ms. Meyer and seconded by Ms. Steece to approve the contract with Kaitlyn's Cottage for Recreational Programming for 1/1/2024 through 12/31/2024.

*Motion approved unanimously.*

- Motion was made by Ms. Headley and seconded by Ms. Steece to approve a donation to Night to Shine in the amount of \$1,500 to Night to Shine.

*Motion approved unanimously.*

- Motion was made by Ms. Meyer and seconded by Mr. Crates to approve Motion to approve the Ethics Committee's recommendation regarding the continued 1:1 Classroom Assistant agreement with Northeastern Local Schools.

*Motion approved unanimously.*

- Motion was made by Ms. Schindler and seconded by Ms. Meyer to approve the One on One Agreement for AS with Ayersville Local Schools for 12/5/2023-5/23/2024.

*Motion approved unanimously.*

- Motion was made by Ms. Schindler and seconded by Mr. Crates to appropriate \$248,107.86 to the Capital Housing 0343401531100 expense line.

*Motion approved unanimously.*

- Motion was made by Mr. Crates and seconded by Ms. Steece to appropriate appropriate \$143.70 to fund 044 Salaries Expense Line.

*Motion approved unanimously.*

- Motion was made by Ms. Headley and seconded by Mr. Schindler to appropriate \$1,351.15 to fund 205 Salaries Expense Line.

*Motion approved unanimously.*

- Discussion regarding Special Olympics Transportation. Ms. Schindler inquired about transportation options for those who do not have rides to away games. Superintendent highlighted the growth within the Special Olympics Program due to increased participation. This, coupled with a decrease in willing drivers has led to the decision to discontinue transportation for Special Olympics. Additionally, the team

expects future growth of the program as we continue to add sports and we need to remain cognizant of the financial impact of providing transportation for each offered sport. Athletes are encouraged to reach out to Jenna Peper or Toby Bostater if they need a ride to away games. Ms. Peper explained that she distributed a carpool form to the athletes and has received one returned form to date. Ms. Schindler would like to see continued efforts to secure transportation for all athletes. The team will continue to assess the scope of this issue and work on arranging transportation for those who are in need.

- Motion was made by Ms. Schindler and seconded by Ms. Meyer to adjourn at 6:02 p.m.  
*Motion approved unanimously.*

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Stephanie Meyer, Board Secretary

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Date