



Defiance County Board of DD Meeting Minutes

February 27, 2024

5:15 pm

- The February regular board meeting of the Defiance County Board of Developmental Disabilities was held February 27, 2024 at the Defiance County Board of DD.
- The meeting was called to order by Ruby Schindler, at 5:17 p.m. Board members present were Ms. Jami Cameron, Mr. Clayton Crates, Ms. Beth Headley, Ms. Kim Hurting, Ms. Roberta Phlipot, and Ms. Ruby Schindler. Board Member Stephanie Meyer was present remotely. Approximately 13 others consisting of Board employees and members of the public were also present.
- Motion was made by Ms. Cameron and seconded by Ms. Phlipot to approve the January 23, 2024 Organizational Board Meeting Minutes.
Motion approved unanimously via roll call vote.
- Motion was made by Ms. Cameron and seconded by Ms. Headley to approve the January 23, 2024 Board Meeting minutes.
Motion approved unanimously via roll call vote.
- Reviewed the Expenditures for January 2024. No motion was sought as the Board still needs to balance the January financials with the auditor's office. January expenditures will be approved at the March 27, 2024 meeting.
- Carissa Lower, Parent of El graduate and Good Samaritan School Student, Jordyn was a guest speaker, along with Amanda Westrick (Principal) and Megan Jacques (Instructor Assistant) from Good Samaritan School.
- Recognition of February Staff Anniversaries: Tiffany Clayton, 6 years; Teri Mitchell, 9 years; Leslie Zartman, 1 year.
- Motion was made by Mr. Crates and seconded by Ms. Phlipot to approve the updated position descriptions for Bus Driver and Bus Assistant.
Motion approved unanimously via roll call vote.
- Motion was made by Ms. Headley and seconded by Ms. Cameron to endorse the hiring of Dawn Ankney, Instructor Assistant, effective 2/8/2024.
Motion approved unanimously via roll call vote.
- Motion was made by Ms. Phlipot and seconded by Ms. Cameron to approve the increase in typical tuition from \$2,000.00 per year to \$2,500.00 per year for the 2024-2025 school year.
Motion approved unanimously via roll call vote.

- Motion was made by Ms. Cameron and seconded by Ms. Phlipot to approve the Substitute Pay Rate Document, which was updated to include the Substitute Certified Occupational Therapy Assistant pay rate.
Motion approved unanimously via roll call vote.
- Motion was made by Ms. Meyer and seconded by Mr. Crates to approve the revised ISS policy and approve the following ISS Committee Members: Linda Meyer, Pat Uhlenhake, and Amy Westrick.
Motion approved unanimously via roll call vote.
- Motion was made by Ms. Cameron and seconded by Ms. Headley to establish the DODD ARPA Grant Fund and to advance \$58,600.00 from fund 010 to the revenue line and appropriate \$58,600.00 to expenses.
Motion approved unanimously via roll call vote.
- Motion was made by Ms. Phlipot and seconded by Ms. Hurtig to estimate the revenue of \$7,204.20 to the revenue line of fund 211 (Bureau of Worker's Compensation) and appropriate \$7,204.20.
Motion approved unanimously via roll call vote.
- Motion was made by Ms. Meyer and seconded by Ms. Phlipot to give the Superintendent the authority to advance funds from the General Fund to other funds as needed.
Motion approved unanimously via roll call vote.
- Motion was made by Ms. Cameron and seconded by Ms. Headley to approve the Position Description for the Certified Occupational Therapy Assistant Substitute.
Motion approved unanimously via roll call vote.
- Discussion regarding April 8, 2024 Eclipse Plan. Good Samaritan School will close on this day.
- Motion was made by Ms. Cameron and seconded by Ms. Hurtig to accept the resignation of Norma McZee, Bus Assistant, effective 2/5/2024.
Motion approved unanimously via roll call vote.
- Motion was made by Ms. Phlipot and seconded by Ms. Cameron to go into executive session at 5:58 p.m. to discuss compensation of public employees.
Motion approved unanimously via roll call vote.
- Motion was made by Ms. Phlipot and seconded by Ms. Headley to exit executive session at 6:13 p.m. declaring no action was taken.
Motion approved unanimously via roll call vote.
- Motion was made by Mr. Crates and seconded by Ms. Headley to adjourn at 6:14 p.m.
Motion approved unanimously via roll call vote.

Stephanie Meyer, Board Secretary

Date