

## Defiance County Board of DD Meeting Minutes

**November 25, 2025**

**5:15 pm**

- The November regular board meeting of the Defiance County Board of Developmental Disabilities was held November 25, 2025 at the Defiance County Board of DD.
- The meeting was called to order by Ms. Jami Cameron at 5:15 pm. Board members present were Mr. Clayton Crates, Ms. Beth Headley, Ms. Kim Hurtig, Ms. Stephanie Meyer, Ms. Roberta Phlipot and Ms. Ruby Schindler. Approximately 6 others, consisting of Board employees and members of the public were also present.
- Motion was made by Ms. Meyer and seconded by Ms. Phlipot to approve the October 28, 2025 Board Meeting minutes.

*Motion approved unanimously.*

- Motion was made by Ms. Headley and seconded by Ms. Hurtig to approve October 2025 Financial Documents.

*Motion approved unanimously.*

- Motion was made by Ms. Meyer and seconded by Ms. Schindler to approve the 2026 Operating Budget as presented with updates as recommended by the finance committee.

*Motion approved unanimously.*

- Motion was made by Ms. Phlipot and seconded by Ms. Hurtig to approve the Non-Medicaid Services Agreements for 01/01/2026 to 12/31/2026 with the following entities: Kimberly Bowers, Bonnie Downey, Partners in Employment, Quadco Rehabilitation Center, and The Filling Home.

*Motion approved unanimously.*

- Motion was made by Ms. Schindler and seconded by Ms. Headley to approve the contracts for Physical Therapy Services for Amber Wright and Jodi Martinez and Interpreter Services for Charity Medina for 01/01/2026 to 12/31/2026.

*Motion approved unanimously.*

- Motion was made by Ms. Hurtig and seconded by Mr. Crates to approve the contracts with Kaitlyn's Cottage for the After-School Respite Program (1/1/2026 to 5/31/2026) and for the Recreational Program (01/01/2026 to 12/31/2026).

*Motion approved unanimously.*

- Motion was made by Ms. Meyer and seconded by Ms. Phlipot to approve the Shared Agreement with Williams County for Director of Early Intervention for 1/1/2026 -12/31/2026 with revision to state that if the Director moves up his retirement date, the vacation pay out will be pro-rated.

*Motion approved unanimously.*

- Motion was made by Mr. Crates and seconded by Ms. Phlipot to approve the contract with Northwest Ohio Waiver Administration Council (NOWAC) for 1/1/2026-12/31/2026.

*Motion approved unanimously.*

- Motion was made by Ms. Schindler and seconded by Ms. Meyer to approve the Ohio Cyber Range Memorandum of Understanding.

*Motion approved unanimously.*

- Motion was made by Ms. Phlipot and seconded by Ms. Meyer to approve a payment of \$5,0000.00 for the continued operation of the Northwest Ohio Guardianship Services Board, Inc., per the Finance Committee recommendation.

*Motion approved unanimously.*

- Motion was made by Ms. Hurtig and seconded by Ms. Headley to approve the Resolution Establishing Purchasing Agent and Authority to Authorize Expenditures.

*Motion approved unanimously.*

- Motion was made by Ms. Phlipot and seconded by Ms. Meyer to approve a donation to Night to Shine in the amount of \$1,500.00.

*Motion approved unanimously.*

- Motion was made by Mr. Crates and seconded by Ms. Phlipot to request the Defiance County Board of Commissioners place a 2.0 Mill Additional tax levy on the May 2026 ballot.

*Motion approved unanimously.*

- Motion was made by Ms. Schindler and seconded by Ms. Meyer to approve the Software Maintenance Agreement with Primary Solutions for 1/1/2026-12/31/2026.

*Motion approved unanimously.*

- Motion was made by Ms. Hurtig and seconded by Ms. Headley to approve a 3.5% increase for all non-union employees effective 1/1/2026.

*Motion approved unanimously.*

- Motion was made by Ms. Meyer and seconded by Ms. Schindler to approve the reappointment of Ms. Roberta Phlipot for her 3<sup>rd</sup> term and Mr. Clayton Crates for his first term effective 1/1/2026.

*Motion approved unanimously.*

- Motion was made by Ms. Meyer and seconded by Ms. Hurtig to approve the revised 5.5.11 Vacation Policy, effective 1/1/2026.

*Motion approved unanimously.*

- Motion was made by Ms. Schindler and seconded by Ms. Phlipot to adjourn at 6:02 pm

*Motion approved unanimously.*