



Defiance County Board of DD Meeting Minutes

January 27, 2026

5:30 pm

- The January regular board meeting of the Defiance County Board of Developmental Disabilities was held January 27, 2026 at the Defiance County Board of DD.
- The meeting was called to order by Beth Headley at 5:25 p.m. Board members present were Ms. Jami Cameron, Mr. Clayton Crates, Ms. Roberta Phlipot, and Ms. Ruby Schindler. Board members Ms. Kim Hurtig and Ms. Stephanie Meyer were present remotely via Zoom. Approximately 7 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 November 25, 2025 Board Meeting Minutes.
Motion approved unanimously via roll call vote.
- Motion was made by Ms. Meyer and seconded by Mr. Crates to approve the November and December 2025 Financial Documents.
Motion approved unanimously via roll call vote.
- Informational Reminder: NOWAC Board Training is scheduled for March 11, 2026. Two hours of training will be held at the Defiance County Board of DD on June 23, 2026 at 3:15 pm, prior to the regular meeting.
- Motion was made by Ms. Phlipot and seconded by Ms. Cameron to approve the Resolution pertaining to the Required Medicaid Match Payment for the 2026 Calendar Year for \$1,278,420.00.
Motion approved unanimously via roll call vote.
- Motion was made by Ms. Schindler and seconded by Mr. Crates to approve the Resolution Declaring the month of March as "Developmental Disabilities Awareness Month."
Motion approved unanimously via roll call vote.
- Motion was made by Ms. Cameron and seconded by Ms. Meyer to approve the revised ISS Policy.
Motion approved unanimously via roll call vote.
- Motion was made by Ms. Meyer and seconded by Ms. Hurtig to authorize the Superintendent to adjust revenue estimates and appropriations during Calendar Year 2026 on an as needed basis.
Motion approved unanimously via roll call vote.
- Motion was made by Ms. Phlipot and seconded by Ms. Schindler to approve the new mileage reimbursement rate of \$.725 per mile, effective January 1, 2026.
Motion approved unanimously via roll call vote.

- Motion was made by Ms. Cameron and seconded by Ms. Hurtig to approve the revised Table of Organization and the following revised position descriptions: Communication and Community Engagement Manager to Communications Manager, Director of Community Services, Operations Manager, and Director of Business Operations.
Motion was approved unanimously via roll call vote.
- Motion was made by Ms. Meyer and seconded by Ms. Cameron to approve the revised Record Retention Policy and the following Records Retention Schedules: Facilities, Human Resources, Lunch, School, and Transportation.
Motion approved unanimously via roll call vote.
- Motion was made by Ms. Schindler and seconded by Ms. Meyer to approve the updated Branding Guidelines for the agency.
Motion approved unanimously via roll call vote.
- Discussion about Proposed Resolution 2025-11-01: A Mandate for Change
- Motion was made by Ms. Schindler and seconded by Ms. Phlipot to adjourn at 5:52 p.m.
Motion approved unanimously via roll call vote.

Roberta Phlipot, Board Recording Secretary

Date