

**Williams County Board of Developmental Disabilities  
Meeting Minutes**

**March 19, 2018 – 11:30 a.m.**

**The March 19, 2018 regular Board meeting of the Williams County Board of Developmental Disabilities was called to order at 11:30 a.m.**

**Roll call:** Mike Johnson, Robin Kurtz, Diane Peters, and Tanya Robarge

**Excused Absence:** Ned Garver, Neil Oberlin, and Mark Tipton

**Guests Present:** Deb Guilford (Superintendent), Dennis Myers (Director Children Services), and Heidi Hull (Director Community Services)

**Agenda**

To approve the March 19, 2018 meeting agenda.

**Motion: 0319618-01**

**Motion: Mike Johnson**

**Second: Diane Peters**

**Motion approved unanimously.**

**Minutes**

To approve the February 26, 2018 meeting minutes.

**Motion: 031918-02**

**Motion: Diane Peters**

**Second: Mike Johnson**

**Motion approved unanimously.**

**Financial Reports**

To approve the February 2018 Financial reports.

**Motion: 031918-03**

**Motion: Tanya Robarge**

**Second: Diane Peters**

**Motion approved unanimously.**

**Program Reports:** Superintendent: Deb shared the proclamation from the County Commissioners that recognized March as DD Awareness Month and March 5 as Advocacy Day. Deb reported that Board management staff attended Sexual Harassment training at the Fulton County Board of DD on Thursday, March 15 and she along with several Board staff attended the Supported Decision Making presentation in Defiance on Friday, March 16. Deb also informed the Board the Williams County Soil and Water office as well as the Farm Service and Natural Resources Conservation office have looked at the vacant office space at the Enrichment Center for relocation of their offices. Deb reminded the Board to mark their calendars for Thursday, April 26 for the NOWAC sponsored Board member training from 5:30 to 8:00pm at Defiance College. In closing, Deb informed the Board that Terri Aschemeier was given the SSA Mentor duties, retroactive from January 1, 2018 through June 30, 2018.

**Early Intervention:** Dennis shared that the EI enrollment for February was up to 48 with five pending enrollment and eight referrals received. Dennis also informed that Spring Screenings took place at the Enrichment Center on March 12 and 63 children completed the screening process. The next screening will take place on April 9, 2018. Dennis reported the Family Support Services enrollment is up to 61 families and there were six funding requests submitted in February.

**Community Services:** Heidi reported the SSAs continue to work to meet state mandates for the individuals served by the Board. Heidi also shared that the Board is sponsoring round table gathering Seasons Bistro in Bryan on March 22 to provide an opportunity to network with other local independent providers, discuss successes and challenges, and brainstorm recruitment ideas.

**NOAH Board**

Deb and Heidi provided an update on the current vacancies in the NOAH Board housing. Heidi shared there is an individual who will be moving into a vacant duplex and she continues to work with guardians and individuals to make acceptable conditions and places for the individuals to live as well as fill the current vacancies in the NOAH Board locations.

**Waiting List**

Heidi provided background on how individuals have been enrolled in the past on the Waiver Waiting lists and information on the proposed changes to the Waiting List rule that are currently under review.

**Enter Executive Session**

To go into Executive Session and discuss employment of public employee.

Time: 12:10 p.m.

**Motion: 031918-04**

**Motion: Mike Johnson**

**Second: Diane Peters**

**Motion approved unanimously.**

**Exit Executive Session**

To come out of Executive Session and declaring no action taken.

Time: 12:27 p.m.

**Motion: 031918-05**

**Motion: Mike Johnson**

**Second: Diane Peters**

**Motion approved unanimously.**

**Salary Increase**

To approve an increase of 3% in the salary of the Exec. Asst. /HR position.

**Motion: 031918-06**

**Motion: Mike Johnson**

**Second: Diane Peters**

**Motion approved unanimously.**

**Adjourn**

To adjourn the March 19, 2018 regular Board meeting at 12:29 p.m.

**Motion: 031918-07**

**Motion: Tanya Robarge**

**Second: Diane Peters**

**Motion approved unanimously.**

Respectfully submitted,

Recording Secretary

Prepared by: Mary Dietsch