

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

**January 28, 2019 - 11:35 a.m.**

**The January 28, 2019, Organizational Board meeting of the Williams County Board of Developmental Disabilities called to order at 11:35 a.m.**

**Judge Steven Bird presented the Oath of Office to Mike Johnson and Robin Kurtz as they begin their second terms on the Board.**

**Roll call:** Mike Elkins, Mike Johnson (arrived 11:47a.m.), Robin Kurtz, Neil Oberlin, Diane Peters, and Mark Tipton

**Excused Absence:** Tanya Robarge

**Guests Present:** Deb Guilford (Superintendent) (via doxy.me), Dennis Myers (Director of Children's Services), and Heidi Hull (Community Services Director), SSA, and Angela Luke (Early Intervention Specialist).

**Election of 2019 Officers**

Voice vote to approve the slate of officers as nominated: Robin Kurtz - President, Neil Oberlin - Vice-President and Diane Peters - Secretary.

**Motion: 012819-01**

**Motion: Mike Elkins**

**Second: Diane Peters**

**Motion approved unanimously.**

**Finance Committee and Ethics Council Appointments**

Finance Committee: Robin Kurtz, Mike Johnson, Neil Oberlin, and Mark Tipton

Ethics Council: Robin Kurtz, Mike Elkins, Mike Johnson, and Neil Oberlin

**Board Meeting Schedule 2019**

To approve Board meetings on the 3rd Monday of each month, except July and December, at the Enrichment Center starting at 11:30a.m., with exception noted that January and February meetings would be on the 4<sup>th</sup> Monday due to federal holidays. Members also discussed that for January 2020 the board meeting be scheduled earlier in the month (2<sup>nd</sup> Monday) to allow for possible bad weather and more options to re-schedule during the remainder of the month.

**Motion: 012819-02**

**Motion: Mark Tipton**

**Second: Neil Oberlin**

**Motion approve unanimously.**

**Board Obligations**

To approve the resolution authorizing the Superintendent to pay Board obligations for 2019.

**Motion: 012819-03**

**Motion: Mark Tipton**

**Second: Neil Oberlin**

**Motion approved unanimously.**

**Board Funds**

To approve the resolution authorizing the Superintendent to transfer funds within the 2019 appropriations.

**Motion: 012819-04**

**Motion: Mark Tipton**

**Second: Neil Oberlin**

**Motion approved unanimously.**

**Adjourn**

To adjourn the 2019 Organizational meeting at 11:51 a.m.

**Motion: 012819-05**

**Motion: Mike Elkins**

**Second: Neil Oberlin**

**Motion approved unanimously.**

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

**January 28, 2019 - 11:51 a.m.**

**The January 28, 2019, Regular Board meeting of the Williams County Board of Developmental Disabilities was called to order at 11:51 a.m. by re-elected President, Robin Kurtz.**

**Roll call:** Mike Elkins, Mike Johnson, Robin Kurtz, Neil Oberlin, Diane Peters, and Mark Tipton

**Excused Absence:** Tanya Robarge

**Guests Present:** Deb Guilford (Superintendent) (via doxy.me), Dennis Myers (Director of Children's Services), and Heidi Hull (Community Services Director), and Angela Luke (Early Intervention Specialist).

**Agenda**

To approve the January 28, 2019 meeting agenda.

**Motion: 012819-06**

**Motion: Neil Oberlin**

**Second: Mike Johnson**

**Motion approved unanimously.**

**Minutes**

To approve the November 19, 2018 meeting minutes.

**Motion: 012819-07**

**Motion: Mike Elkins**

**Second: Mike Johnson**

**Motion approved unanimously.**

**Financial Reports**

To approve the November and December 2018 financial reports.

**Motion: 012819-08**

**Motion: Neil Oberlin**

**Second: Mike Johnson**

**Motion approved unanimously.**

**Program Reports**

**Superintendent:** As Deb was unable to attend the meeting in person due to the weather conditions and the motions to be covered with the meeting agenda, Deb deferred making her usual board report

**EI-HMG:** Dennis shared that he and Savanna Weber, Community Education Specialist, met with four physicians and their nurses at the Parkview Physicians Group to discuss the appropriate Early Intervention Program referrals and the referral process. Dennis noted that Dr. L. Tantoco spoke very highly of the Early Intervention Program and stressed the importance of making referrals to the program. Dennis also reported that he would be participating in a virtual State workgroup that will be looking at how to increase the response rate to the annual Early Intervention Parent Survey sponsored by DODD.

**Community Services:** Heidi reported that on January 9, 2019 she, Deb, and the SSAs met with all the Williams County residential providers to discuss the board's vision in Williams County. To help our individuals direct their own lives, they are incorporating a dream board initiative and Heidi provided a sample. A similar meeting will be scheduled with the day program providers in the near future.

**Then and Now**

To approve the Then and Now Certifications from the Williams County Auditor office.

**Motion: 012819-09**

**Motion: Mark Tipton**

**Second: Mike Elkins**

**Motion approved unanimously.**

**Physical Therapist**

To approve the 2019 annual Physical therapist contract.

**Motion: 012819-10**

**Motion: Mark Tipton**

**Second: Neil Oberlin**

**Motion approved unanimously.**

**2017 - 2019 Revised Strategic Plan/2019 Annual Plan**

To approve the 2017 – 2019 revised Strategic Plan and to approve the Preliminary 2019 Annual Plan and set the Public Hearing for February 25, 2019 at 11:00 a.m. in the Board conference room.

**Motion: 012819-11**

**Motion: Mike Johnson**

**Second: Neil Oberlin**

**Motion approved unanimously.**

**Resolution for Board Authorization**

To approve the Resolution for Board Authorization Delegation: naming Debra Guilford, Superintendent, and Mary Dietsch, Executive Assistant/HR, as authorized signers for Purchase Order, Vouchers, Payroll, Change of Appropriation Forms, and Change of Estimated Revenue Forms.

**Motion: 012819-12**

**Motion: Mark Tipton**

**Second: Mike Elkins**

**Motion approved unanimously.**

**Required Resolution**

To adopt a Resolution, as required by ORC 5123.0511, to commit \$446,031.32 as payment for the non-federal share of Medicaid expenditures for home and community based waiver services. This is based upon the current 36.99% required local match and current Payment Authorization for Waiver Services, in the amount of \$2,626,565.69. The Board will also pay associated fees as required by the State. It is fully understood the payment of non-federal share represents an on-going financial commitment by the Williams County Board of Developmental Disabilities. This commitment assumes the continuation of \$296,735.00 in State allocation.

**Motion: 012819-13**

**Motion: Neil Oberlin**

**Second: Mike Johnson**

**Motion approved unanimously.**

**Retirement Resignation**

To accept the Retirement Resignation of Superintendent, Deb Guilford, effective 7/1/19.

**Motion: 012819-14**

**Motion: Mike Elkins**

**Second: Diane Peters**

**Motion approved unanimously with reluctance.**

**Enter Executive Session**

To go into Executive Session to discuss compensation and evaluation of a public employee, employment of a public employee, and to discuss possible purchase/sale of public property at 12:22 p.m.

**Motion: 012819-15**

**Motion: Mike Elkins**

**Second: Neil Oberlin**

**Motion approved unanimously.**

**Exit Executive Session**

To come out of Executive Session and declaring no action taken at 1:35 p.m.

**Motion: 012819-16**

**Motion: Mike Johnson**

**Second: Mike Elkins**

**Motion approved unanimously.**

**Adjourn**

To adjourn the January 28, 2019, regular Board meeting at 1:36 p.m.

**Motion: 012819-17**

**Motion: Neil Oberlin**

**Second: Robin Kurtz**

**Motion approved unanimously.**

Respectfully submitted,

Recording Secretary

Prepared by: Mary Dietsch