

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

**November 19, 2018 – 11:30 a.m.**

**The November 19, 2018 regular Board meeting of the Williams County Board of Developmental Disabilities was called to order at 11:32 a.m.**

**Roll call:** Mike Elkins, Mike Johnson, Robin Kurtz, Neil Oberlin, Tanya Robarge, and Mark Tipton

**Excused Absence:** Diane Peters

**Guests Present:** Deb Guilford (Superintendent), Dennis Myers (Director Children Services), Heidi Hull (Director Community Services, Angela Luke (Early Intervention Specialist), Savanna Weber (Community Education, and John Murray (PeopleWorks)

**Agenda**

To approve the November 19, 2018 meeting agenda with the addition of a statement from John Murray from PeopleWorks.

**Motion: 111918-01**

**Motion: Neil Oberlin**

**Second: Mike Johnson**

**Motion approved unanimously.**

John wanted to acknowledge Heidi Hull and the Williams County SSAs for their support of PeopleWorks this year and their inclusion of PeopleWorks in discussions and development of supports for the individuals who attend PeopleWorks.

**Minutes**

To approve the October 15, 2018 meeting minutes.

**Motion: 111918-02**

**Motion: Mike Elkins**

**Second: Mike Johnson**

**Motion approved unanimously.**

**Financial Reports**

To approve the October 2018 Financial reports.

**Motion: 111918-03**

**Motion: Mike Johnson**

**Second: Neil Oberlin**

**Motion approved unanimously.**

**Program Reports:** Superintendent: Deb shared that she is continuing to develop a transition plan for Special Olympics and will be pursuing a potential option this date. Deb also shared that Andrea Hammond, Putnam County Business Manager, has accepted the position of NOWAC Business Manager effective January 1. Deb reminded the Board the OACB Annual Conference is November 28-30, 2018. She also reported the Board staff attending the conference will be attending an Accreditation session on Wednesday afternoon as our next accreditation is November 6 & 7, 2019 and noted that later the same afternoon she and Heidi will be part of a panel presenting an advocacy session on Supported Decision Making. Deb informed the Board the Christmas Dinner and Dance will be on Tuesday, December 11, at the Montpelier Moose and all board members and spouses are invited. Deb also acknowledged Dennis Myers' achievement of 25 years with the Board and recognized his dedication to the Board and all those individuals and families served and his contributions both locally and statewide.

**Early Intervention & Family Support Services:** Dennis reported that there are currently 31 children enrolled in Early Intervention services with ten pending enrollments. Dennis noted that he and Savanna Weber, Community Education Specialist, are meeting on December 10<sup>th</sup> with the physicians who see pediatric patients at Bryan Medical Group to share about the Early Intervention program. Dennis also shared there are currently 60 individuals enrolled in Family Support Services and there were fourteen funding requests made in October 2018.

**Community Services:** Heidi shared that the Employer Recognition Banquet was on October 23<sup>rd</sup> at the Montpelier Moose and two employees who had recently lost the jobs due to a restaurant closing left the banquet with pending job offers. Heidi reported she and the SSAs are brainstorming ideas for training and incentives for Direct Service Professionals to express appreciation for the job they do. They also continue to assist individuals with making community connections to help meet individual needs.

### **Re-Appointment**

Robin Kurtz and Mike Johnson were re-appointed to the Board for 2<sup>nd</sup> terms by Probate Judge Steven R. Bird by Judgment, Order, and Decree.

### **2019 Budget**

To approve the proposed Williams County Board of DD 2019 Budget.

**Motion: 111918-04**

**Motion: Neil Oberlin**

**Second: Tanya Robarge**

**Motion approved unanimously.**

### **2019 Board Calendar**

To approve the proposed Williams County Board of DD 2019 Calendar.

**Motion: 111918-05**

**Motion: Mike Johnson**

**Second: Tanya Robarge**

**Motion approved unanimously.**

### **Then and Now Certification**

To approve the Then and Now Certification from the County Auditor's office.

**Motion: 111918-06**

**Motion: Neil Oberlin**

**Second: Tanya Robarge**

**Motion approved unanimously.**

### **Vacation Conversion**

To approve the conversion of an additional 5 days' vacation to cash by Heidi Hull, Community Services Director.

**Motion: 111918-07**

**Motion: Mike Johnson**

**Second: Mike Elkins**

**Motion approved unanimously.**

### **2019 Annual Contracts**

To approve the following 2019 Annual Contracts:

Superintendent Shared Services Agreement with Paulding County Board of DD

Quadco

Occupational Therapist

Speech Therapist

NOWAC

Community Education Specialist

**Motion: 111918-08**

**Motion: Tanya Robarge**

**Second: Neil Oberlin**

**Motion approved unanimously.**

### **Enter Executive Session**

To go into Executive Session to discuss public employee(s) evaluation and compensation at 12:02 p.m.

**Motion: 111918-09**

**Motion: Neil Oberlin**

**Second: Mike Johnson**

**Motion approved unanimously.**

### **Exit Executive Session**

To come out of Executive Session and declaring no action taken at 12:45 p.m.

**Motion: 111918-10**

**Motion: Neil Oberlin**

**Second: Mark Tipton**

**Motion approved unanimously.**

### **Director of Children's Services Contract**

To approve a renewal of Dennis Myers' management contract with a 2.5% salary increase and to include a Board pickup of 100% of his employee's 10% OPERS contribution.

**Motion: 111918-11**

**Motion: Mike Johnson**

**Second: Mike Elkins**

**Motion approved unanimously.**

### **Director of Community Services Contract**

To approve a renewal of Heidi Hull's contract with a 2.5% increase and tuition reimbursement with matching Board reimbursement for every course employee pays for. Final reimbursement will be predicated on the employee receiving an A or B in the course and the issuance of a transcript showing the final passing grade. If the Employee terminates employment with the Board, during the term of this contract and/or within one year of the end date of this contract, the Employee will be required to pay back the tuition reimbursement amount exceeding \$1,000 per year.

**Motion: 111918-12**

**Motion: Neil Oberlin**

**Second: Tanya Robarge**

**Motion approve unanimously.**

#### **Adjourn**

To adjourn the November 19, 2018 regular Board meeting at 12:51 p.m.

**Motion: 111918-13**

**Motion: Mike Elkins**

**Second: Neil Oberlin**

**Motion approved unanimously.**

Respectfully submitted,

Recording Secretary

Prepared by: Mary Dietsch