

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

September 17, 2018 – 11:30 a.m.

The September 17, 2018 regular Board meeting of the Williams County Board of Developmental Disabilities was called to order at 11:31 a.m.

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

Excused Absence: Michael Elkins and Diane Peters

Guests Present: Deb Guilford (Superintendent), Dennis Myers (Director Children Services), an Angela Luke (Early Intervention Specialist)

Agenda

To approve the September 17, 2018 meeting agenda.

Motion: 091718-01

Motion: Mark Tipton

Second: Tanya Robarge

Motion approved unanimously.

Minutes

To approve the August 20, 2018 meeting minutes.

Motion: 091718-02

Motion: Mark Tipton

Second: Neil Oberlin

Motion approved unanimously.

Financial Reports

To approve the August 2018 Financial reports.

Motion: 091718-03

Motion: Mike Johnson

Second: Neil Oberlin

Motion approved unanimously.

Program Reports: Superintendent: Deb acknowledged recent donations of \$318 from the Blakeslee Knights of Columbus and \$72 from the Bryan Knights of Columbus from their annual Measure Up campaigns. Deb informed the Board would host an Employer Appreciation Dinner on October 23, 2018 at the Union Street Grille to recognize those area employers who support community employment. Deb also shared that the Board along with other NOWAC member counties will be hosting a Provider Appreciation luncheon on October 25, 2018 at the Defiance Eagles to honor all Direct Support Professionals in our area.

Early Intervention & Family Support Services: Dennis informed there are currently 35 children enrolled in Early Intervention with 10 pending enrollment. Dennis also informed they are collaborating with the Williams County Health Department to provide a community car seat check on Wednesday, September 26, at the Bryan Ford Dealer. Dennis shared that ten more families have enrolled for Family Support Services (FSS) and there were 14 FSS funding requests placed in August.

Community Services: The new waiting list process went into effect on September 1 and the SSAs will be administering the assessment at each individual's annual ISP meeting. Those on the transitional waiting list will be assessed by December 31, 2020. Work continues to meet the transportation needs of those seeking community employment and to learn more about how technology can assist individuals with being more independent.

Follow-up NOAH Board Discussion

Deb informed the Board she met with two of the NOAH Board members to advise that the Williams County Board of DD (WCBDD) will not be making a donation as requested, however they discussed possible solutions to alleviate some of their fiscal concerns. Deb and Heidi met with Doreen, Amy and Laurie (NOWAC) and developed an updated rent schedule, which will be presented to the NOAH Board for their approval at their meeting today. Deb also stated that their needs to be more communication between the two Boards, especially when expenses arise due to damages or needs that are above and beyond typical wear and tear and due more to the specialized needs of those served.

Waiting List Policy and Procedure

To approve the revised Williams County Board of DD Waiting List Policy and Procedure.

Motion: 091718-04

Motion: Mike Johnson

Second: Tanya Robarge

Motion approved unanimously.

IAP Government Services Group

To utilize IAP Government Services Group to explore options for facility maintenance, repair and/or construction of Board Building. Robin Kurtz, Mike Johnson, Neil Oberlin, and Mark Tipton volunteered to be on a Facility Study Committee.

Motion: 091718-05

Motion: Mike Johnson

Second: Neil Oberlin

Motion approved unanimously.

Enter Executive Session

To go into Executive Session to discuss personnel issues at 12:16 p.m.

Motion: 091718-06

Motion: Mike Johnson

Second: Neil Oberlin

Motion approved unanimously.

Exit Executive Session

To come out of Executive Session and declaring no action taken at 12:29 p.m.

Motion: 091718-07

Motion: Neil Oberlin

Second: Mike Johnson

Motion approved unanimously.

Schedule Reduction

To reduce the Custodial Worker's schedule from 12 hours per week to 8 hours per week.

Motion: 091718-08

Motion: Mike Johnson

Second: Neil Oberlin

Motion approved unanimously.

Adjourn

To adjourn the September 17, 2018 regular Board meeting at 12:30 p.m.

Motion: 091718-09

Motion: Neil Oberlin

Second: Tanya Robarge

Motion approved unanimously.

Respectfully submitted,

Recording Secretary

Prepared by: Mary Dietsch