

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

**January 13, 2020 - 11:30 a.m.**

**The January 13, 2020, Organizational Board meeting of the Williams County Board of Developmental Disabilities called to order at 11:41 a.m.**

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

**Excused Absence:** Robin Kurtz

**Guests Present:** Jennifer Basselman, Superintendent; Dennis Myers, Director of Children's Services; Heidi Hull, Community Services Director; Andrea Hammond, Business Manager NOWAC (via doxy.me); Angela Luke, Special Olympics/Recreation Coordinator; Megan Allman, Early Intervention Specialist; and Lindsey Ames, SSA.

**Election of 2020 Officers**

Voice vote to approve the slate of officers as nominated: Neil Oberlin - President, Mike Johnson - Vice-President and Mike Elkins - Secretary.

**Motion: 011320-01**

**Motion: Mark Tipton**

**Second: Tanya Robarge**

**Motion approved unanimously.**

**Finance Committee and Ethics Council Appointments**

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

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

**Board Meeting Schedule 2020**

To approve Board meetings on the 3<sup>rd</sup> Monday of each month, except July and December, at the Williams County Board of DD starting at 11:30a.m., with exception noted that January meeting held on the 2<sup>nd</sup> Monday and February meeting would be on the 4<sup>th</sup> Monday due to federal holidays. Monthly Building Committee Meetings to be held, as needed.

**Motion: 011320-02**

**Motion: Mark Tipton**

**Second: Mike Johnson**

**Motion approve unanimously.**

**Board Obligations**

To approve the resolution authorizing the Superintendent to pay Board obligations for 2020.

**Motion: 011320-03**

**Motion: Mike Elkins**

**Second: Mike Johnson**

**Motion approved unanimously.**

**Board Funds**

To approve the resolution authorizing the Superintendent to transfer funds within the 2020 appropriations.

**Motion: 011320-04**

**Motion: Mark Tipton**

**Second: Tanya Robarge**

**Motion approved unanimously.**

**Adjourn**

To adjourn the 2020 Organizational meeting at 11:52 a.m.

**Motion: 011320-05**

**Motion: Mike Johnson**

**Second: Mike Elkins**

**Motion approved unanimously.**

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

**January 13, 2020 - 11:53 a.m.**

**The January 13, 2020, Regular Board meeting of the Williams County Board of Developmental Disabilities was called to order at 11:53 a.m. by elected President, Neil Oberlin.**

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

**Excused Absence:** Robin Kurtz

**Guests Present:** Jennifer Basselman, Superintendent; Dennis Myers, Director of Children's Services; Heidi Hull, Community Services Director; Andrea Hammond, Business Manager NOWAC (via doxy.me); Angela Luke, Special Olympics/Recreation Coordinator; Megan Allman, Early Intervention Specialist; and Lindsey Ames, SSA.

**Agenda**

To approve the January 13, 2020 meeting agenda.

**Motion: 011320-06**

**Motion: Mike Johnson**

**Second: Tanya Robarge**

**Motion approved unanimously.**

**Minutes**

To approve the November 18, 2019 meeting minutes.

**Motion: 011320-07**

**Motion: Mike Elkins**

**Second: Mike Johnson**

**Motion approved unanimously.**

**Financial Reports**

To approve the November and December 2019 financial reports.

**Motion: 011320-08**

**Motion: Mike Elkins**

**Second: Tanya Robarge**

**Motion approved unanimously.**

**Program Reports: See attached reports**

Superintendent

EI/HMG

Community Services

Personnel

**2020 Budget**

To approve the amended budget as presented.

**Motion: 011320-09**

**Motion: Mike Johnson**

**Second: Mike Elkins**

**Motion approved unanimously.**

**Software**

Discussion regarding the potential move from Gatekeeper to Brittco.

**Financial Software**

To approve the contract with Primary Solutions for Infal financial software.

**Motion: 011320-10**

**Motion: Mike Johnson**

**Second: Tanya Robarge**

**Motion approved unanimously.**

**Public Hearing**

To set the Public Hearing on the 2020 Annual Plan Action Steps for February 24, 2020 at 11:00 a.m. in the Board conference room.

**Motion: 011320-11**

**Motion: Mike Elkins**

**Second: Mike Johnson**

**Motion approved unanimously.**

**Resolution for Board Authorization**

To approve the Resolution for Board Authorization Delegation: naming Jennifer Basselman, Superintendent; Andrea Hammond, Business Manager; and Nichole Rigelman, Operations Manager, as authorized signers for Purchase Orders, Vouchers, Payroll, Change of Appropriation Forms, and Change of Estimated Revenue Forms.

**Motion: 011320-12**

**Motion: Mike Elkins**

**Second: Mike Johnson**

**Motion approved unanimously.**

**Required Resolution**

To adopt a Resolution, as required by ORC 5123.0511, to commit \$447,977.72 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 \$2,919,604.80. 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 \$342,199.00 in State allocation.

**Motion: 011320-13**

**Motion: Mike Elkins**

**Second: Tanya Robarge**

**Motion approved unanimously.**

**Enter Executive Session**

To go into Executive Session to discuss compensation and evaluation of a public employee.

Time: 12:29 p.m.

**Motion: 011320-14**

**Motion: Tanya Robarge**

**Second: Mike Johnson**

**Motion approved unanimously.**

**Exit Executive Session**

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

Time: 12:35 p.m.

**Motion: 011320-15**

**Motion: Tanya Robarge**

**Second: Mike Elkins**

**Motion approved unanimously.**

**Management Contracts**

To approve management contracts to reflect 27 pays in 2020 for Dennis Myers, Heidi Hull, and Nichole Rigelman.

**Motion: 011320-16**

**Motion: Mike Johnson**

**Second: Tanya Robarge**

**Motion approved unanimously.**

**Adjourn**

To adjourn the January 13, 2020, regular Board meeting at 12:36 p.m.

**Motion: 011320-17**

**Motion: Mark Tipton**

**Second: Mike Elkins**

**Motion approved unanimously.**

Respectfully submitted,

Recording Secretary

Prepared by: Nichole Rigelman