

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

June 15, 2020 - 11:30 a.m.

The June 15, 2020, Regular Board meeting of the Williams County Board of Developmental Disabilities was called to order at 11:34 a.m. by Mr. Oberlin. Meeting conducted with Zoom due to COVID-19 pandemic as permitted by the Williams County Prosecutor.

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

Excused Absence: Mike Elkins

Guests Present: Jennifer Basselman, Superintendent; Dennis Myers, Director of Children's Services (via Zoom); Heidi Hull, Community Services Director (via Zoom); Andrea Hammond, Business Manager NOWAC (via Zoom); Savanna Weber, Community Education Specialist (via Zoom); Angela Luke, Special Olympics/Recreation Coordinator (via Zoom); and Nichole Rigelman, Operations Manager (via Zoom).

Agenda

Mr. Oberlin requested to make an addition in order to authorize Jennifer Basselman, Superintendent, to sign the Part C contract with Defiance County Commissioners for Early Intervention. Mr. Oberlin also requested to make an addition that would authorize Jennifer Basselman to sign an agreement to rent office space from Williams Soil and Water.

To approve the June 15, 2020 meeting agenda with the above additions.

Motion: 061520-01

Motion: Mike Johnson

Second: Robin Kurtz

Motion approved unanimously.

Public Comment

None

Minutes

To approve the May 18, 2020 regular meeting minutes; May 12, 2020 emergency meeting minutes; and May 26, 2020 special meeting minutes.

Motion: 061520-02

Motion: Ben Baldwin

Second: Mike Johnson

Motion approved unanimously.

Financial Reports

Andrea Hammond, Business Manager NOWAC, presented the May 2020 financial reports. Mrs. Robarge inquired about the Special Olympics clothing fundraiser that was recently held. It was noted that revenue has not yet been received from that fundraiser. Mrs. Kurtz then inquired about expenses from the Williams County Board of DD gift fund. Andrea explained the process of funds coming in to Williams County Board of DD and the subsequent transfer to NOWAC. Furthermore, Mrs. Kurtz asked about the potential changes in expenses and revenues due to COVID-19. Andrea pointed out that day programming expenses have decreased; however, residential expenses have increased due to HPC overtime. Lastly, Andrea shared with the members that the state required a cost projection tool be completed this year which was submitted earlier this month.

To approve the May 2020 financial reports as presented by Andrea Hammond, Business Manager NOWAC.

Motion: 061520-03

Motion: Robin Kurtz

Second: Mike Johnson

Motion approved unanimously.

Program Reports: See attached reports

Superintendent

EI/HMG

Community Services

Personnel

New Business:

Waiver of Conflict

To approve the Waiver of Conflict regarding sale of building to Williams Soil and Water Conservation District.

Motion: 061520-04

Motion: Mark Tipton
Second: Mike Johnson
Motion approved unanimously.

Expense Reimbursement Policy

To approve the revised Expense Reimbursement Policy to include cell phone reimbursement.

Motion: 061520-05

Motion: Tanya Robarge

Second: Ben Baldwin

Motion approved unanimously.

Expenses Related to New Building

Jennifer Basselman, Superintendent, discussed some renovations, adaptations, and furniture that will be needed in order to function adequately in the new building as well as some updates to freshen up the space. Based on information provided by Jennifer as well as several remaining unknowns in regards to costs associated with the needed renovations, Mr. Johnson suggested setting a budget of \$200,000.

To approve budget for updates to the new building up to \$200,000.

Motion: 061520-06

Motion: Ben Baldwin

Second: Tanya Robarge

Motion approved unanimously.

Part C Contract

To authorize Jennifer Basselman, Superintendent, to sign Early Intervention Part C contract with Defiance County Commissioners.

Motion: 061520-07

Motion: Mike Johnson

Second: Tanya Robarge

Motion approved unanimously.

Lease Agreement

To authorize Jennifer Basselman, Superintendent, to sign lease agreement renting office space from Williams Soil and Water Conservation District up to \$1.06 per square foot.

Motion: 061520-08

Motion: Ben Baldwin

Second: Robin Kurtz

Motion approved unanimously.

Adjourn

To adjourn the June 15, 2020 regular Board meeting at 12:35 p.m.

Motion: 061520-09

Motion: Mike Johnson

Second: Robin Kurtz

Motion approved unanimously.

Respectfully submitted,

Mike Elkins
Recording Secretary

nlr