

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

**August 17, 2020 - 11:30 a.m.**

**The August 17, 2020, Regular Board meeting of the Williams County Board of Developmental Disabilities was called to order at 11:31 a.m. by Mr. Oberlin. Meeting conducted with Zoom due to COVID-19 pandemic as permitted by the Williams County Prosecutor.**

**Roll call (\*) Indicates members who participated via Zoom:** Ben Baldwin, Mike Elkins, Mike Johnson, Robin Kurtz, Neil Oberlin, Tanya Robarge, and Mark Tipton\*

**Excused Absence:** N/A

**Guests Present:** Jennifer Basselman, Superintendent; Heidi Hull, Community Services Director (via Zoom); Andrea Hammond, Business Manager NOWAC; Angela Luke, Special Olympics/Recreation Coordinator (via Zoom); and Nichole Rigelman, Operations Manager (via Zoom).

**Agenda**

To approve the August 17, 2020 meeting agenda.

**Motion: 081720-01**

**Motion: Mike Johnson**

**Second: Robin Kurtz**

**Motion approved unanimously.**

**Public Comment**

None

**Minutes**

To approve the June 15, 2020 regular meeting minutes.

**Motion: 081720-02**

**Motion: Mike Elkins**

**Second: Mike Johnson**

**Motion approved unanimously.**

**Financial Reports**

Andrea Hammond, Business Manager NOWAC, presented the June and July 2020 financial reports. There was discussion regarding the handling of Special Olympics funds. Moving forward, Williams County Board of DD will receive funds and deposit into the Gift Fund, NOWAC will be notified of specific Special Olympic funds that have been received throughout the month, NOWAC will then invoice for those funds to be transferred from the Gift account into the Special Olympics account on a monthly basis, as needed. Clarification was also provided regarding the shirt sales that took place earlier in the year making note that the sale was not set up as a fund raiser; therefore, no proceeds were received.

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

**Motion: 081720-03**

**Motion: Robin Kurtz**

**Second: Mike Elkins**

**Motion approved unanimously.**

**Program Reports: See attached reports**

Superintendent

EI/HMG

Community Services

Personnel

**New Business:**

**Pandemic In-Person Visit Policy**

To approve the Pandemic In-Person Visit Policy as presented.

**Motion: 081720-04**

**Motion: Mike Johnson**

**Second: Tanya Robarge**

**Motion approved unanimously.**

**FSS Advisory Committee Guidelines**

To approve the revised FY 2021 FSS Advisory Committee Guidelines which now includes respite add-on rates.

**Motion: 081720-05**  
**Motion: Mike Elkins**  
**Second: Tanya Robarge**  
**Motion approved unanimously.**

**Early Intervention Contract**

To approve the amended Early Intervention contract with Defiance County FCFC.

**Motion: 081720-06**  
**Motion: Robin Kurtz**  
**Second: Tanya Robarge**  
**Motion approved unanimously.**

**Administrative Agent Contract**

To approve the Administrative Agent contract between Williams County Family and Children First Council and the Williams County Board of DD.

**Motion: 081720-07**  
**Motion: Mike Johnson**  
**Second: Mike Elkins**  
**Motion approved unanimously.**

**2020 Annual Survey**

Jennifer reviewed the results of the 2020 Annual Survey with board members. There was a brief discussion regarding a comment about the community events calendar being too busy and overwhelming for some individuals. Jennifer suggested streamlining the calendar while still ensuring it is accommodating to all. Lack of transportation services throughout the county was noted as an area of concern when reviewing the annual survey. Jennifer shared that she and Heidi Hull met with a transportation provider that serves surrounding counties last fall. However, due to the COVID pandemic, those conversations are on hold.

**2020-2022 Strategic Plan and Annual Action Steps**

In spite of COVID, the Williams County Board of DD is on track will meeting its goals.

**2021 Budget Development**

The Finance Committee, consisting of Mike Johnson, Neil Oberlin, Mark Tipton, and Robin Kurtz, is set to meet on September 21, 2020 at 10:30 a.m. to develop the 2021 budget.

**Enter Executive Session**

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

Time: 12:25 p.m.

**Motion: 081720-08**  
**Motion: Mike Johnson**  
**Second: Tanya Robarge**  
**Motion approved unanimously.**

Exit Executive Session and declaring no action taken.

Time: 12:40 p.m.

**Management Contract**

To approve amended Management contract for Heidi Hull as presented.

**Motion: 081720-09**  
**Motion: Mike Johnson**  
**Second: Mike Elkins**  
**Motion approved unanimously.**

**Adjourn**

To adjourn the August 17, 2020, regular Board meeting at 12:42 p.m.

**Motion: 081720-10**  
**Motion: Robin Kurtz**  
**Second: Tanya Robarge**  
**Motion approved unanimously.**

Respectfully submitted,

Mike Elkins  
Recording Secretary

nlr