

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

**November 20, 2023 – 11:30 a.m.**

**The November 20, 2023, Regular Board meeting of the Williams County Board of Developmental Disabilities was called to order at 11:30 a.m. by President, Abigail Wurm.**

**Roll call:** Randy Allomong, Ben Baldwin, Mike Elkins, Mike Johnson, Robin Kurtz, Tanya Robarge, and Abigail Wurm

**Excused Absence:** N/A

**Guests Present:** Andrea Hammond, Superintendent; Nichole Rigelman, Director of Business; Lindsey Ames, Medicaid and Facilities Manager; Pat Uhlenhake, Interim Director of Community Services; and Angela Luke, Early Intervention Specialist/Special Olympics/Youth Rec. Coordinator

**Public Comment**

Pat Uhlenhake introduced herself to the Board as our Interim Director of Community Services

**Agenda**

To approve the November 20, 2023 meeting agenda, as presented.

**Motion: 112023-01**

**Motion: Mike Johnson**

**Second: Robin Kurtz**

**Motion approved.**

**Minutes**

To approve the October 16, 2023 meeting minutes.

**Motion: 112023-02**

**Motion: Randy Allomong**

**Second: Mike Elkins**

**Motion approved.**

**Financial Reports**

To approve the October 2023 financial reports.

**Motion: 112023-03**

**Motion: Robin Kurtz**

**Second: Ben Baldwin**

**Motion approved.**

**Program Reports: See attached reports**

Superintendent

Personnel

EI/HMG/Special Olympics

Community Services

**New Business:**

**2024 Program Calendar**

To approve the 2024 Program calendar.

**Motion: 112023-04**

**Motion: Mike Elkins**

**Second: Mike Johnson**

**Motion approved.**

**Tools and Supplies Policy**

To approve the Tools and Supplies policy.

**Motion: 112023-05**

**Motion: Randy Allomong**

**Second: Robin Kurtz**

**Motion approved.**

**Lincare Lease Agreement**

To approve the proposed 2-year lease agreement with Lincare.

**Motion: 112023-06**

**Motion: Mike Elkins**

**Second: Tanya Robarge**  
**Motion approved.**

**Service Contracts**

To approve the 2024 service contracts with Anna Conklin – Community Education Specialist, NOWAC, Quadco, and Primary Solutions – Infall Software, as presented.

**Motion: 112023-07**

**Motion: Mike Johnson**

**Second: Tanya Robarge**

**Motion approved.**

**Discussion regarding Snow Removal/De-Icing**

Andrea Hammond, Superintendent, updated the Board regarding our current contract for snow removal and de-icing with Farrell's. Andrea shared we are currently exploring alternate options and have requested a quote from a different provider. The Board discussed the timing of signing a contract. In order to ensure a contract in place for the 2023-24 season, they passed the following motion

**Snow Removal/De-Icing Contract**

To authorize the Superintendent, Andrea Hammond, to enter into contract with a service provider based on the lowest and best quote.

**Motion: 112023-08**

**Motion: Robin Kurtz**

**Second: Mike Elkins**

**Motion approved.**

**Discussion regarding Self-Advocacy Trip**

Andrea Hammond, Superintendent, updated the Board regarding the plan to re-introduce Self-Advocacy trips in 2024. Staff are currently working with Evelyn's Excursions planning a trip to Nashville for 25-35 people.

**Executive Session**

To enter into Executive Session to discuss the compensation of public employees and matters to be kept confidential.

**Motion: 112023-09**

Time: 12:25 p.m.

**Motion: Mike Elkins**

**Second: Tanya Robarge**

**Motion approved.**

**Exit Executive Session**

Exit Executive Session and declaring no action taken.

Time: 12:58 p.m.

**Director of Children's Services Contract**

To approve Director of Children's Services management contract with Dennis Myers

**Motion: 112023-10**

**Motion: Mike Elkins**

**Second: Ben Baldwin**

**Motion approved.**

**Shared EI Services Contract**

To approve the Shared EI Services contract with Defiance County Board of Developmental Disabilities.

**Motion: 112023-11**

**Motion: Robin Kurtz**

**Second: Mike Johnson**

**Motion approved.**

**EI Consultation Services Contract**

To approve the EI Consultation Services contract with Fulton County Board of Developmental Disabilities.

**Motion: 112023-12**

**Motion: Randy Allomong**

**Second: Tanya Robarge**

**Motion approved.**

**Director of Business Contract**

To approve Director of Business management contract with Nichole Rigelman.

**Motion: 112023-13**

**Motion: Mike Elkins**

**Second: Ben Baldwin**

**Motion approved.**

**Therapy Service Contracts**

To approve the 2024 Therapy contracts with Shannan Hoelle, Speech Therapist; Amanda Baron, Occupational Therapist; and Jodi Martinez, Physical Therapist.

**Motion: 112023-14**

**Motion: Robin Kurtz**

**Second: Tanya Robarge**

**Motion approved.**

**Non-Union Pay Increase**

To approve calendar-year pay increases for non-union staff, as presented.

**Motion: 112023-15**

**Motion: Mike Johnson**

**Second: Robin Kurtz**

**Motion approved.**

**Adjourn**

To adjourn the November 20, regular Board meeting at 1:01 p.m.

**Motion: 112023-16**

**Motion: Tanya Robarge**

**Second: Robin Kurtz**

**Motion approved.**

Respectfully submitted,

Recording Secretary

Prepared by: Nichole Rigelman