

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

**March 18, 2024 – 11:30 a.m.**

**The March 18, 2024, Regular Board meeting of the Williams County Board of Developmental Disabilities was called to order at 11:33 a.m. by Board President, Robin Kurtz.**

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

**Excused Absence:** Mike Elkins

**Guests Present:** Andrea Hammond, Superintendent; Nichole Rigelman, Director of Business; Dennis Myers, Director of Children's Services; Pat Uhlenhake, Interim Director of Community Services; and Mike

**Public Comment**

Mike Johnson, former board member, was recognized for his years of dedication serving the Williams County Board of Developmental Disabilities.

**Agenda**

To approve the March 18, 2024 meeting agenda.

**Motion: 031824-01**

**Motion: Abigail Wurm**

**Second: Tanya Robarge**

**Motion approved unanimously.**

**Minutes**

To approve the February 12, 2024 meeting minutes.

**Motion: 031824-02**

**Motion: Abigail Wurm**

**Second: Ben Baldwin**

**Motion approved unanimously.**

**Financial Reports**

To approve the February 2024 financial reports.

**Motion: 031824-03**

**Motion: Randy Allomong**

**Second: Tanya Robarge**

**Motion approved unanimously.**

**Program Reports: See attached reports**

Superintendent

Personnel

EI/HMG/Special Olympics

Community Services

**New Business:**

**Building Project**

Architect, Chris Kannel, addressed the Board in order to provide an update on the project. Chris shared the updated construction phases based on input from the Board Members and staff. Chris also informed the Board our well is not in an ideal location as it situated at the front of the building, where our new main entrance will be located. Chris stated he had been in communication with the EPA regarding the need for a new well. A suggestion was made to look into the option of having city water run to our location. Chris will be exploring this as an alternative. Additionally, Chris spoke on the need to have at least one of the roofs replaced, citing it may be necessary to also replace the roof on our current building. There was some discussion regarding what type of material would be used. Due to the additional needs, Chris then presented an updated cost estimate. As a means to reduce costs, the idea of reusing some of the existing cabinetry was discussed. The Board asked Chris to gather information on the discussed topics and provide updates to Andrea Hammond.

**Lawn Care**

To approve Blake's Lawn Maintenance for the 2024 mowing/trimming season.

**Motion: 031824-04**

**Motion: Ben Baldwin**

**Second: Tanya Robarge**

**Motion approved unanimously.**

**Strategic Plan**

To approve the 2023-2025 Strategic Plan with Action Steps.

**Motion: 031824-05**

**Motion: Randy Allomong**

**Second: Abigail Wurm**

**Motion approved unanimously.**

**Enter Executive Session**

To go into Executive Session to discuss certain personnel matters.

Time: 12:32 p.m.

**Motion: 031824-06**

**Motion: Ben Baldwin**

**Second: Tanya Robarge**

**Motion approved unanimously.**

Exit Executive Session and declaring no action taken.

Time: 1:07 p.m.

**NOWAC Contract Addendum**

To approve the contract addendum to include SSA Substitution services.

**Motion: 031824-07**

**Motion: Ben Baldwin**

**Second: Tanya Robarge**

**Motion approved unanimously.**

**Defiance County Board of DD Contract Extension**

To approve the contract extension with Defiance County Board of DD for shared services of the Director of Community Services, for a term up to six months.

**Motion: 031824-08**

**Motion: Randy Allomong**

**Second: Abigail Wurm**

**Motion approved unanimously.**

**Adjourn**

To adjourn the March 18, 2024, regular Board meeting at 1:08 p.m.

**Motion: 031824-09**

**Motion: Ben Baldwin**

**Second: Tanya Robarge**

**Roll call vote; Motion approved unanimously.**

Respectfully submitted,

Recording Secretary

Prepared by: Nichole Rigelman