

Williams County Board of Developmental Disabilities

Meeting Minutes

January 30, 2026 – 11:30 a.m.

Organizational Board Meeting

The January 30, 2026, Organizational Board meeting of the Williams County Board of Developmental Disabilities was called to order at 11:37 a.m., by President, Ben Baldwin.

Roll Call: Ben Baldwin, Mike Elkins, Nettie Nichols, Tanya Robarge, and Abigail Wurm

Excused Absence: Robin Kurtz

Guests Present: Andrea Hammond, Superintendent; and Nichole Rigelman, Director of Business

Election of 2026 Officers

Voice vote to approve the slate of officers as nominated: Robin Kurtz - President, Abby Wurm - Vice-President, and Tanya Robarge - Secretary.

Motion: 013026-01

Motion: Ben Baldwin

Second: Mike Elkins

Motion approved unanimously.

Finance Committee and Ethics Council Appointments

Finance Committee: Ben Baldwin, Nettie Nichols, and Robin Kurtz

Ethics Council: Mike Elkins, Tanya Robarge, and Abigail Wurm

Board Meeting Schedule 2026

To approve the Monthly Board Meeting Schedule for 2026: 3rd Monday of each month except July & December at 11:30 a.m. (Exception noted – meetings will be on 4th Monday in January and February due to holidays.)

Motion: 013026-02

Motion: Mike Elkins

Second: Nettie Nichols

Motion approved unanimously.

Resolution 2026-01: Board Obligations

To approve the resolution authorizing the Superintendent to pay Board obligations for 2026.

Motion: 013026-03

Motion: Ben Baldwin

Second: Mike Elkins

Rollcall vote taken; Resolution approved unanimously.

Resolution 2026-02: Board Funds

To approve the resolution authorizing the Superintendent to transfer funds within the 2026 appropriations.

Motion: 013026-04

Motion: Ben Baldwin

Second: Nettie Nichols

Rollcall vote taken; Resolution approved unanimously.

Adjourn

To adjourn the 2026 Organizational meeting at 11:45 a.m.

Motion: 013026-05

Motion: Ben Baldwin

Second: Mike Elkins

Motion approved unanimously.

Williams County Board of Developmental Disabilities

Meeting Minutes

January 30, 2026 – 11:46 a.m.

Regular Board Meeting

The January 30, 2026, Regular Board meeting of the Williams County Board of Developmental Disabilities was called to order at 11:46 a.m. by elected Vice President, Abby Wurm.

Roll Call: Ben Baldwin, Mike Elkins, Nettie Nichols, Tanya Robarge, and Abigail Wurm

Excused Absence: Robin Kurtz

Guests Present: Andrea Hammond, Superintendent; and Nichole Rigelman, Director of Business

Public Comment

None

Agenda

To approve the January 30, 2026 meeting agenda.

Motion: 013026-06

Motion: Mike Elkins

Second: Nettie Nichols

Motion approved unanimously.

Minutes

To approve the November 17, 2025 meeting minutes.

Motion: 013026-07

Motion: Nettie Nichols

Second: Ben Baldwin

Motion approved unanimously.

Financial Reports

To approve the November and December 2025 financial reports.

Motion: 013026-08

Motion: Mike Elkins

Second: Tanya Robarge

Motion approved unanimously.

Program Reports

See attached reports.

Superintendent

Personnel

El/HMG/Special Olympics

Community Services

New Business

Resolution 2026-03: Board Authorization Delegation

To approve the Resolution for Board Authorization Delegation: naming Andrea Hammond, Superintendent and Nichole Rigelman, Director of Business, as authorized signers for Purchase Orders, Vouchers, Payroll, Change of Appropriation Forms, and Change of Estimated Revenue Forms. This authorization stands for one year.

Motion: 013026-09

Motion: Mike Elkins

Second: Ben Baldwin

Rollcall vote taken; Resolution approved unanimously.

Resolution 2026-04: Payment for Non-Federal Share of Medicaid Expenditures for HCBS Waivers

To adopt a Resolution, as required by ORC 5123.0511, to commit payment for the non-federal share of Medicaid expenditures for home and community based waiver services.

Motion: 013026-10

Motion: Tanya Robarge

Second: Mike Elkins

Rollcall vote taken; Resolution approved unanimously.

Superintendent Professional Development Plan

To approve the 2026 Superintendent Professional Development Plan, as presented.

Motion: 013026-11

Motion: Mike Elkins

Second: Ben Baldwin

Motion approved unanimously.

Infal/Finex

To approve the 2026 Infal/Finex software agreement, as presented.

Motion: 013026-12

Motion: Ben Baldwin

Second: Nettie Nichols

Motion approved unanimously.

Interpreting/Translation Services

To approve the 2026 rates for Spanish interpreting/translation services.

Motion: 013026-13

Motion: Tanya Robarge

Second: Ben Baldwin

Motion approved unanimously.

Executive Session

To enter into Executive Session to discuss certain personnel matters.

Motion: 013026-14

Motion: Tanya Robarge

Second: Nettie Nichols

Motion approved unanimously. Time: 12:06 p.m.

Exit Executive Session

Exit Executive Session, declaring no action taken. Time: 12:37 p.m.

Table of Organization

To approve the 2026 Table of Organization, as presented.

Motion: 013026-15

Motion: Mike Elkins

Second: Ben Baldwin

Motion approved unanimously.

Position Description

To approve the Assistant Director of Children's Services position description, as presented.

Motion: 013026-16

Motion: Nettie Nichols

Second: Ben Baldwin

Motion approved unanimously.

Contract Addendum

To approve the contract addendum for the Director of Business, Nichole Rigelman, as presented.

Motion: 013026-17

Motion: Tanya Robarge

Second: Mike Elkins

Motion approved unanimously.

Adjourn

To adjourn the January 30, 2026, regular Board meeting at 12:38 p.m.

Motion: 013026-18

Motion: Nettie Nichols

Second: Tanya Robarge

Motion approved unanimously.

Respectfully submitted,

Recording Secretary

Prepared by: Nichole Rigelman