

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

August 11, 2026 – 4:30 p.m.

The August 11, 2026, Regular meeting of the Putnam County Board of Developmental Disabilities was called to order at 4:34 p.m. by President, Kevin Erford.

Roll call: Erica Hermiller, Melissa Burnett, Jodie Schroeder, and Amber Niese

Excused Absence: Seth Johnson and Taylor Siefker

Guests Present: Andrea Hammond, Interim Superintendent; Tina Knisley, Business & HR Manager; Pat Lammers, Director of Service and Support Administration; and Erin Recker, Service and Support Administration Supervisor, Al Wrasman, Wastewater Operator.

Public Comment

None

Agenda

To approve the August 11, 2026 meeting agenda with the following addition after letter B.; motion to approve transfer of funds from General Fund 22 to Contract services.

Motion: 081126-01

Motion: Erica Hermiller

Second: Amber Niese

Motion approved unanimously.

Minutes

To approve the July 14, 2026 meeting minutes with the following correction; Amber Niese made the motion to approve the agenda and Taylor Siefker second the motion.

Motion: 081126-02

Motion: Amber Niese

Second: Jodi Schroder

Motion approved unanimously.

Financial Reports

To approve the June and July 2026 financial reports.

Motion: 081126-03

Motion: Jodi Schroder

Second: Melissa Burnett

Motion approved unanimously.

Program Reports: See attached reports

Superintendent

Personnel

Early Intervention & HMG

Service and Support Administration

Capital Project Updates

Interim Superintendent Hammond discussed the status of the following projects at the Brookhill campus; Roof, BAS Upgrade, Sidewalks, Pond, and Wastewater Sewer Plant. Ms. Hammond stated that as more information is received she will present the board with recommendations so they can decide how to proceed.

New Business:

Signage

To approve the signage in front of ESC, as presented.

Motion: 081126-04

Motion: Erica Hermiller

Second: Jodi Schroder

Motion approved unanimously.

Appropriations

To approve the appropriation of funds from the General Fund to Line Item Waiver Admin. and Match, as presented.

Motion: 081126-05

Motion: Amber Niese

Second: Melissa Burnett

Motion approved unanimously.

To approve the appropriation of funds from the General Fund to Line Item Contract Services, as presented.

Motion: 081126-06

Motion: Erica Hermiller

Second: Jodi Schroder

Motion approved unanimously.

Business Office Support Contract

To approve contract with Williams County Board of DD, as presented.

Motion: 081126-07

Motion: Amber Niese

Second: Erica Hermiller

Motion approved unanimously.

Executive Session

To enter into Executive Session to discuss certain confidential matters.

Motion: 081126-08

Motion: Kevin Erford

Second: Melissa Burnett

Motion approved unanimously.

Time: 5:02 p.m.

Exit Executive Session

Exit Executive Session, declaring no action taken.

Time: 5:43 p.m.

Adjourn

To adjourn the August 11, 2026, regular Board meeting at 5:43 p.m.

Motion: 081126-09

Motion: Amber Niese

Second: Erica Hermiller

Motion approved unanimously.

Respectfully submitted,

Recording Secretary

Prepared by: Andrea Hammond, Interim-Superintendent