

Putnam County DD Board Minutes

Brookhill Center 7989 State Route 108, Ottawa

June 4, 2026

- I. Called to Order:** Board Vice-President, Kevin Erford, called the meeting to order at 4:32 pm.
- II. Roll Call:** The following Board Members were present: Kevin Erford, Erica Hermiller, Amber Niese, Taylor Siefker, Jodi Schroeder, and Melissa Burnett. Also in attendance was Erin Recker, SSA Supervisor, and Gary Hermiller, Putnam County Prosecutor.
- III. Hearing of the Public:** None.
- IV. New Business:** Melissa Burnett was introduced as a new Board Member appointed by Judge Borer.
- V. Executive Session:**
 - a. ORC 121.22(G)(5): At 4:34 pm. Amber Niese made a motion to enter into executive session; Taylor Siefker seconded. Roll Call Vote: Jodi Schroeder, yes; Erica Hermiller, yes; Amber Niese, yes; Kevin Erford, yes; Taylor Siefker, yes; Melissa Burnett, yes. Motion Approved. The Board exited executive session at 5:18 pm. Amber Niese made the motion to exit; Taylor Siefker seconded. All ayes recorded. No actions taken.
- VI. Approval of Prior Meeting Minutes** – tabled for further discussion when the business manager is present.
- VII. Contract Updates:**
 1. NOWAC Addendum. Motion was made by Jodi Schroeder to approve an addendum with NOWAC to include additional assessment services through the remainder of 2026; seconded by Erica Hermiller. All ayes recorded. Motion Approved.
 2. Office of Public Safety for Community Transportation: Memorandum of Understanding is being reviewed by the Prosecuting Attorney's Office. No actions taken.
- VIII. Capital Project Updates:**

1. Ohio Sanitary Services: Taylor Siefker made a motion to approve a quote for \$20,400.00 to install new pipeline for the kitchen grease trap at the Brookhill building; seconded by Jodi Schroeder. All ayes recorded. Motion Approved.

2. Freezer replacements: Erica Hermiller made a motion to approve a quote for \$6,100.00 to replace two freezers in the Brookhill cafeteria; seconded by Amber Niese. All ayes recorded. Motion Approved.

IX. Other Old Business: No report

X. Policy Updates: No report

XI. Program Updates: No report.

XII. Expenditures and Receipts: Approval of May's expenditures and receipts was tabled for the next meeting for further discussion when the business manager is present.

Erica Hermiller exited at 5:39 pm.

XIII. New Business:

1. A motion was made by Amber Niese to approve a contract with the Williams County Board of Developmental Disabilities for the sharing of an interim superintendent; seconded by Jodi Schroeder. All ayes recorded. Motion Approved.

XIV. SSA Supervisor Report:

- a. **Personnel:** Current posting for a SSA position was pulled. Timesheet questions are tabled for further discussion when the business manager is present.
- b. **Board Meeting Dates:** No action regarding moving the regular board meeting at this time.
- c. **Board Training:** NOWAC virtual training is still available for board members and a reminder was given to complete this.

XV. Other New Business: None.

XVI. Adjournment: Taylor Siefker made a motion to adjourn at 5:43 pm; seconded by Amber Niese. All Ayes recorded. Motion Approved.

XVII. Next meeting to be determined.

Kevin Erford, Vice-President

Amber Niese, Secretary