Putnam County DD Board Minutes

Putnam County ESC Classroom 2

May 12, 2026

I. **Called to order**: Board Vice-President, Kevin Erford, called the meeting to order at 4:30 pm.

II. **Roll call:** Kevin Erford, Erica Hermiller, Amber Niese, Taylor Siefker, Jodi Schroeder, were present. In attendance was the management team; Erin Recker, SSA Supervisor; Pat Lammers, SSA Director; and Tina Knisley, Business Manager.

III. **Hearing of the public**: None present

IV. **Approval of meeting minutes from April 14, 2026;** Motion to approve minutes as presented was made by Jodi Schroeder; seconded by Taylor Siefker. All ayes recorded. Motion approved.

V. **Update on contracts** – the following contracts were discussed.

a. Allen County Board of DD administrative assistance to Putnam County Board of DD.
b. Developmental Centers (DC) and Mount Vernon DC.
c. PT services to provide therapy services for Early Intervention.
d. Putnam County ESC Part C for Early Intervention assessment services.
e. Brian Hilvers with the Office of Public Safety for Community Employment Transportation.

Kevin Erford requested the board to table PT Services and Putnam County ESC Part C contracts and to approve Allen County Board of DD, Developmental Centers, and Brian Hilvers with Office of Public Safety. Motion to approve as requested was made by Amber Niese; seconded by Erica Hermiller. All ayes recorded. Motion approved.

VI. **Capital project updates at Brookhill Complex:**

a. Smith-Boughan: Updating the HVAC system and the monitoring of it using a cloud base option. Kevin Erford requested SSA Supervisor to reach out for an updated quote. No motion taken.

b. Indiana-Ohio Roofing: Kevin Erford asked for a motion to accept the $58k quote for the roofing. Motion to approve was made by Jodi Schroeder; seconded by Taylor Siefker. All ayes recorded. Motion approved.
c. Ohio Sanitary Services: Quote for $20k to fix issues with grease traps. Kevin Erford to review the issues and to table this quote. No motion taken.
d. Concrete resealing project: Waiting on additional quotes. Kevin Erford stated to table this quote and for SSA Supervisor to receive updates. No motion taken.
e. Freezer replacement request: After lease agreement review, motion was made to oppose buying a freezer by Kevin Erford; seconded by Amber Niese. All ayes recorded. Motion approved.
f. Pond issues: Kevin Erford stated the board will look into the pond issue and to table this for updates. No motion taken.

VII. Other old business: No report

VIII. Policy updates: No report

IX. Program updates: No report

X. Expenditures and receipts: Business Manager, Tina Knisley, reviewed the April 2026 financials. Kevin Erford asked to motion to approve the financials as presented. Motion to approve was made by Jodi Schroeder; seconded by Erica Hermiller. All ayes recorded. Motion approved.

XI. Executive session:

a. Orc 121.22(g)(1): at 5:52 pm Erica Hermiller made a motion to enter into executive session; Taylor seconded the motion. Roll Call Vote: Kevin Erfotd, yes; Erica Hermiller, yes; Amber Niese, yes; Taylor Siefker, yes; Jodi Schroeder, yes. Amber Niese made a motion to exit executive session at 6:19 pm; Taylor Siefker seconded the motion. All ayes recorded. No actions taken.

XII. New Business:

a. Contract for the current superintendent: Amber Niese made the motion to prepare the mutual rescission of the superintendent contract based on approval by the commissioner and prosecutor. Taylor Siefker seconded the motion. All ayes recorded. Motion approved.

b. Additional compensation requested for the management team: Amber Niese made a motion to approve additional compensation as presented; Taylor Siefker seconded the motion. All ayes recorded. Motion approved.

XIII. SSA Supervisor report:

a. SSA Director requested to review staffing needs. Business Manager discussed future staff turnovers and archiving tasks. Tabled for future discussion.

b. SSA Supervisor discussed board virtual training opportunity presented by Adam Herman with the topic of fiscal sustainability.

c. Vacancy for the President seat was discussed. Judge Borer is procuring a publication for a vacancy position per county board regulations.

d. Moving monthly meetings to the third Tuesday of the month proposed by Business Manager. Tabled for future discussion.

e. NOW Marketing proposal by Business Manager. Tabled for future discussion.

f. Timesheet compliance: Business Manager discussed timesheets being completed accurately per compliance for both the employee and the agency. Tabled for future discussion.

XIV. Adjournment: Amber Niese made a motion to adjourn at 6:40 pm; seconded by Erica Hermiller. All ayes recorded. Motion approved.

XV. Next meeting is scheduled be June 9, 2026 at the Putnam County ESC Building.

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Kevin Erford, Vice-President Amber Niese, Secretary