

# Meeting Minutes for Brown County Board of Developmental Disabilities

## MEETING DETAILS.

Location: **Brown County Board of Developmental Disabilities**

Meeting Facilitator: **Denise Holden**

Secretary: **Emily Ernst**

Date: **January 15, 2025** Time: **12:18 PM**

## ATTENDEES.

Denise Holden      Angie Marlow      Emily Ernst

Sam Schweickhart      Kara Williams      Patrick Klump

## APPROVAL OF AGENDA.

The agenda for this meeting was reviewed and approved.

Moved by: Angela Marlow

Seconded by: Sam Schweickart

## PREVIOUS MEETINGS MINUTES.

The minutes for the November 2024 meeting were reviewed and approved.

Moved by: Angela Marlow

Seconded by: Kara Williams

The minutes for the December 2024 Special Meeting were reviewed and approved.

Moved by: Angela Marlow

Seconded by Kara Williams

## REPORTS.

### **Report #1:** Client Services Report

Details: Currently serving 271 individuals. There are a total of 164 waivers. In 2024, there were 99 MUI's filed which is average and there have been 4 filed in 2025.. TCM productivity reports are completed monthly and everyone has met or is above the 50% that is required. Nicole Worzel and

Chasta Sparks both began in December as SSAs and are continuing training. SSAs continue to complete additional trainings offered by DODD to prepare for accreditation. In house file reviews are continuing to be completed in preparation for accreditation.

### **Report #2: Fiscal Report**

Details: General Fund has a balance of \$3,014,046.34

Residential Fund has a balance of \$599,195.47

Grand Total of \$3,613,241.81

### **Report #3: Superintendent's Report**

Special Olympics basketball has started. The first game took place on January 12, 2025. A schedule of the Connections/Advocacy events for the year was included in the meeting packet. In preparation for accreditation in June, Superintendent Bohrer shared the following; there is a new tool which leaves less room for errors. Staff will be gathering documents and reviewing files as well as continuing training with DODD. Our office has contracted with Dynamic Pathways for Human Rights Committee.

### **UNFINISHED BUSINESS.**

#### **Item #1: Provider Update**

Superintendent Bohrer gave the board an update on the request from a provider.

#### **Item: #2: Expense Line Item for Employee Payout (Leave or Retire)**

The Board discussed adding an expense line item for Employ Payout in the event an employee leaves or retires. It was decided that this was not needed.

#### **Item #3: Personnel Committee Meeting**

President Holden went over the results of the Personnel Committee Meeting.

### **NEW BUSINESS.**

#### **Item #1: Letter to superintendents about not providing educational services.**

Letter to be sent to school district superintendents letting them know that the board will not provide educational services.

Moved by: Angela Marlow

Seconded by: Sam Schweickart

### **POLICY/PROCEDURE NEEDING BOARD APPROVAL.**

#### **Item #1: Update MUI/UI Policy and Procedures to reflect rule changes**

Update EI Policy and Procedures to reflect rule changes.

Updates need to be made to the MUI/UI Policy and Procedures as well as the EI Policy and Procedures. Superintendent Bohrer will bring the updated Policies and Procedures to the February board meeting for approval.

**ADJOURNMENT.**

Moved by: Sam Schweickart  
Seconded by: Angela Marlow

The meeting was adjourned at 1:11 PM.

Minutes submitted by: \_\_\_\_\_ Print Name: Denise Holden

Approved by: \_\_\_\_\_ Print Name: Emily Ernst