

**MIAMI COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
AUGUST 15, 2016  
MEETING MINUTES**

Board In-service: No InService

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, August 15, 2016, at 5:34 p.m. at the Troy-Sidney facility.

**I. ROLL CALL**

Steve Baker	- Present	Andrew Johnston	- Present
Lori Meyer	- Present	Mary Clevenger	- Present
Karen Wendeln	- Present	Mandy Via	- Present
Kim Ojeda	- Present		

**II. PLEDGE OF ALLEGIANCE**

Everyone present joined in giving the Pledge of Allegiance, led by Mr. Baker, President.

**III. INTRODUCTION OF STAFF/GUESTS**

The following staff was in attendance: Jessica Knupp, Sharon Emerick, Leigh Anne Wenning, Melissa Nichols, Andrew Kinder, Al Decker, and Denise Kenworthy.

**IV. PRESENTATION OF MINUTES**

The minutes of the June 20, 2016 meeting were reviewed. A motion to accept the minutes of the June 20, 2016 meeting for the official record was made by Ms. Meyer. The motion was seconded by Ms. Ojeda. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

**V. PRESENTATION OF FINANCIAL REPORTS**

A. Monthly Financial Reports: Andrew Kinder, Business Director, reviewed the financial report for June and July 2016. A motion to accept the Monthly Financial Report for June and July 2016 was made by Ms. Meyer. The motion was seconded by Ms. Clevenger. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

B. Monthly Bills: The June and July 2016 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the June and July bills was made by Ms. Wendeln. The motion was seconded by Ms. Ojeda. Mr. Baker asked for a roll call vote:

Lori Meyer	-	Yes	Mary Clevenger	-	Yes
Karen Wendeln	-	Yes	Mandy Via	-	Yes
Kim Ojeda	-	Yes	Steve Baker	-	Yes
Andrew Johnston	-	Yes			

Motion was carried and so ordered.

**VI. OLD BUSINESS:**

- A. Table of Organization: A motion to approve the Quarterly Table of Organization was made by Ms. Clevenger. The motion was seconded by Ms. Meyer. Mr. Baker asked for a voice vote. Motion was carried and so ordered.
- B. Other: None

**VII. NEW BUSINESS**

- A. Phone System Revision/Upgrade Proposal: A motion to approve the P&F Committee and Superintendent's recommendation to approve the purchase of the phone system software, phone servers, Unified Communicator software and labor necessary to install for a cost not to exceed \$8,515.70 was made by Ms. Meyer. The motion was seconded by Ms. Wendeln. Mr. Baker asked for a roll call vote:
- |                 |   |     |             |   |     |
|-----------------|---|-----|-------------|---|-----|
| Karen Wendeln   | - | Yes | Mandy Via   | - | Yes |
| Kim Ojeda       | - | Yes | Steve Baker | - | Yes |
| Andrew Johnston | - | Yes | Lori Meyer  | - | Yes |
| Mary Clevenger  | - | Yes |             |   |     |
- Motion was carried and so ordered.
- B. Ethics Approval: A motion to approve the item heard by the Ethics Committee was made by Ms. Clevenger. The motion was seconded by Ms. Meyer. Mr. Baker asked for a roll call vote.
- |                 |   |     |               |   |     |
|-----------------|---|-----|---------------|---|-----|
| Kim Ojeda       | - | Yes | Steve Baker   | - | Yes |
| Andrew Johnston | - | Yes | Lori Meyer    | - | Yes |
| Mary Clevenger  | - | Yes | Karen Wendeln | - | Yes |
| Mandy Via       | - | Yes |               |   |     |
- Motion was carried and so ordered.
- C. Conferences: None
- D. Personnel Actions:  
**New Hires:** None

**Promotions/Transfers:**

Jay Via - promotion, Janitorial Contract Supervisor to Facilities Supervisor, effective 7/11/2016

**Resignations/Contract Non-Renewal/ Retirement/Termination:**

Nancy Royer - resignation, Vehicle Operator, effective 7/12/2106  
Hannah Bornhorst, Intermittent Building Aide/Summer Program, effective 8/5/2016  
Meaghan Baker, Intermittent Building Aide/Summer Program, effective 8/5/2016  
McKenna Kotwica, Intermittent Building Aide/Summer Program, effective 8/5/2016  
Traci Parker, Intermittent Building Aide/Summer Program, effective 8/5/2016

- E. Policies/Procedures: The Superintendent recommended the adoption of the Policies and Procedures listed below:  
**Date Change Only:**

- F-22** Medicaid Administration Claiming (MAC)  
**P-42** Public Records Policy

**Changes to Policy:**

- CS-1** Early Intervention Services – policy is changed in response to rule changes.  
**G-24** Volunteers – updated to match current practices.  
**P-16** Employee Identification Badges – updated to match current agency practices.  
**P-20** Position Descriptions – updated to match current agency practices.  
**P-34** Healthy Workplace – updated to match current agency practices.  
**P-36** Family and Medical Leave – updated with information from the most recent FLSA law updates and recommendations from the attorney.

A motion to accept the date change only and changes to the Policies and Procedures was made by Mr. Johnston. The motion was seconded by Ms. Ojeda. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

**Rescind Policy:**

- CS-3** Safety/Supplies for Children's Programs – rescinded due to removal of Preschool program.  
**CS-4** Bus and Van Use for Children's Program – rescinded due to removal of Preschool program.

A motion to accept the Rescinded Policies and Procedures was made by Ms. Meyer. The motion was seconded by Ms. Clevenger. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

- F. Other: Mr. Green updated the Board on the Monthly Service Report showing we are now over 1000 eligible individuals in Miami County.

**VIII. COMMENTS:** None

- Ms. Nichols updated the Board on the following:
  - Leadership Troy visited last week and held their annual United Way fair at our facility.
  - The Advocacy initiative is going well. Last month Michael Ham presented here and this week Bill Beagle will be presenting to our group.
  - Next month there will be a regional advocacy event held with other counties.
  - The new program on WOTVC featuring our agency will be ready for our first episode next month.
- Ms. Emerick updated the Board on the growing numbers for Help Me Grow and Early Intervention as well as the struggles happening in the private provider world relative to compliance with the new rules that become effective November 1, 2016.
- Mr. Decker shared the agency review of the core functions for SSA's and the input from our recent mock accreditation.
- Ms. Knupp updated the Board on the parking lot renovation and timeline.

- Mr. Kinder discussed the upcoming 2017 budget which will be presented to the Board in September.

**IX. EXECUTIVE SESSION:** A motion to adjourn to Executive Session at 6:02 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee was made by Ms. Wendeln. The motion was seconded by Ms. Clevenger.

Andrew Johnston	-	Yes	Lori Meyer	-	Yes
Mary Clevenger	-	Yes	Karen Wendeln	-	Yes
Mandy Via	-	Yes	Kim Ojeda	-	Yes
Steve Baker	-	Yes			

Motion was carried and so ordered.

A motion to exit from Executive Session at 6:30 p.m. was made by Ms. Ojeda. The motion was seconded by Ms. Meyer.

Mary Clevenger	-	Yes	Karen Wendeln	-	Yes
Mandy Via	-	Yes	Kim Ojeda	-	Yes
Steve Baker	-	Yes	Andrew Johnston	-	Absent
Lori Meyer	-	Yes			

Motion was carried and so ordered.

**X. NEXT MEETING:** Monday, September 19, 2016 p.m.

**XI. ADJOURNMENT** - A motion to adjourn the meeting at 6:30 p.m. was made by Ms. Clevenger. The motion was seconded by Ms. Ojeda. Mr. Baker called for a voice vote. Motion was carried and so ordered.

Minutes approved by:

\_\_\_\_\_  
**STEVE M. BAKER, PRESIDENT** **DATE**

\_\_\_\_\_  
**KAREN WENDELN, RECORDING SECRETARY** **DATE**