

**MIAMI COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
SEPTEMBER 26, 2016  
MEETING MINUTES**

Board In-service: No InService

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, September 26, 2016, at 5:30 p.m. at the Troy-Sidney facility.

**I. ROLL CALL**

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

**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 August 15, 2016 meeting were reviewed. A motion to accept the minutes of the August 15, 2016 meeting for the official record was made by Ms. Meyer. The motion was seconded by Ms. Wendeln. 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 August 2016. A motion to accept the Monthly Financial Report for August 2016 was made by Ms. Wendeln. The motion was seconded by Ms. Meyer. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

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

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

Motion was carried and so ordered.

**VI. OLD BUSINESS:**

A. Other: None

**VII. NEW BUSINESS**

A. 2017 Budget: A motion to approve the P&F Committee and Superintendent's recommendation to approve the 2017 Budget as presented was made by Ms. Wendeln. The motion was seconded by Mr. Johnston. Mr. Baker asked for a roll call vote:

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

Motion was carried and so ordered.

B. Lighting Study and Design Proposal: A motion to approve the P&F Committee and Superintendent's recommendation for the lighting and design study at a not to exceed cost of \$7,200 was made by Mr. Johnston. The motion was seconded by Ms. Wendeln. Mr. Baker asked for roll call vote:

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

Motion was carried and so ordered.

C. Public Speaking and Customer Service Training Proposal: A motion to approve the P&F Committee and Superintendent's recommendation for Public Speaking and Customer Service Training through Impact Group at a not to exceed cost of \$7,000 was made by Mr. Johnston. The motion was seconded by Ms. Meyer. Mr. Baker asked for a roll call vote:

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

Motion was carried and so ordered.

D. Leadership Programs: Mr. Green announced that Erin Clark will be attending Leadership Troy and Krista Smith will be attending Leadership Piqua for 2017.

E. Ethics Approval: A motion to approve the items heard by the Ethics Committee was made by Ms. Meyer. The motion was seconded by Ms. Wendeln. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

F. Conferences: None

G. Personnel Actions:

**New Hires:**

James Peepels, Lead Janitorial Specialist, effective 9/26/16

**Promotions/Transfers:** None

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

Kathy Scott, Community First Coordinator, resignation, effective 9/23/16

Lawrence Hinde, Lead Janitorial Specialist, termination, effective 9/9/16

Sarah DePouw, Service and Support Administrator, retirement, effective 12-31-16

H. Policies/Procedures: The Superintendent recommended the adoption of the Policies and Procedures listed below:

**Date Change Only:**

**G-17** Program Operations/Routine Opening/Closing and Emergency Closing

**G-20** Research or Experimental Programs

**G-33** Program Accessibility

**G-35** Liability Insurance

**G-42** Sales and Solicitation

**Changes to Policy:**

**G-7** Visitors to Facilities – updated to match current practices.

**G-21** Safety – updated to match current practices.

**G-34** Tobacco Free Environment – updated to match current practices.

**P-15** Employee Ethics and Code of Conduct – added the Code of Conduct, agency Values and customer service standards to the policy.

**REC-1** Recreation Opportunities – updated to match current procedures.

**REC-2** Recreation Transportation – updated to match current practices.

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

I. Other: P&F Committee meeting will be moved for October from the 10<sup>th</sup> (Columbus Day) to Tuesday, October 11, 2016 at 5:00 p.m. at Riverside.

**VIII. COMMENTS:**

- Ms. Nichols updated the Board on the following:
  - Aktion Club held their Diaper Drive yesterday and collected 1,100 diapers for use by our EI department.
  - The Advocacy Synergy conference will be held next week. We have two staff, Krista Smith and Dwayne Hall that will be attending with a group of four consumers, two females and two males. Brian will be attending as well.

- We are instituting our own One Call Now system and hope to have it populated and operational by the end of the year.
- The next STABLE Account information session will be this week.
- Working on co-branding initiative to be used with all providers.
- Ms. Wenning updated the Board on her work with the new RT Human Resources Manager. RT will be taking over the hiring and orientation of new staff soon.
- Ms. Emerick updated the Board on the following:
  - The quarterly Provider Partnership Network (PPN) meeting will be held this Thursday with a revised meeting format to include time for the providers to share and discuss issues that are relevant to all.
  - In Early Intervention (EI) world our staff are seeing an upswing in the number of Moms and babies touched by the heroin epidemic. Last year we had two of these cases and this year, thus far, we have had twenty-three (23).
  - Working with Ashley Brocious, hired by RT as the Program Services Manager to hand off the temporary duties over supported employment.
- Mr. Kinder updated the Board on Title XX. In the past we have always billed for Transportation services. We will now be billing for EI services in the future. We bill approximately \$57,000 per year.
- Ms. Via talked to the Board about the award her son Ethan was presented by the Newton Board of Education. The family and Riverside staff have been working diligently with the schools to allow Ethan to participate in typical sports activities. With the collaboration of the schools, Riverside, the family and an aide, Ethan is now participating in cross country events. His first race he ran a modified race and then moved on to a full race for his second event. At his most recent race he was running alongside another student from a different school as they encouraged each other for the duration of the race. The school presented Ethan with a certificate at their Board meeting.

**IX. EXECUTIVE SESSION:** A motion to adjourn to Executive Session at 6:09 p.m. to consider personnel matters was made by Mr. Johnston. The motion was seconded by Ms. Meyer.

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

Motion was carried and so ordered.

A motion to exit from Executive Session at 6:48 p.m. was made by Ms. Wendeln. The motion was seconded by Ms. Meyer.

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

Motion was carried and so ordered.

**X. NEXT MEETING:** Monday, October 17, 2016 p.m.

- XI. **ADJOURNMENT** - A motion to adjourn the meeting at 6:49 p.m. was made by Ms. Meyer. The motion was seconded by Mr. Johnston. Mr. Baker called for a voice vote. Motion was carried and so ordered.

Minutes approved by:

<b>STEVE M. BAKER, PRESIDENT</b>	<b>DATE</b>
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<b>KAREN WENDELN, RECORDING SECRETARY</b>	<b>DATE</b>
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