

**MIAMI COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
OCTOBER 17, 2016
MEETING MINUTES**

Board In-service: Melissa Nichols, Community Relations Director updated the Board on Communications.

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, October 17, 2016, at 6:02 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	- 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: Al Decker, Andrew Kinder, Jessica Knupp, Leigh Anne Wenning, Melissa Nichols, Sharon Emerick, and Denise Kenworthy.

IV. PRESENTATION OF MINUTES

The minutes of the September 19, 2016 meeting were reviewed. A motion to accept the minutes of the September 19, 2016 meeting for the official record was made by Ms. Meyer. The motion was seconded by Mr. Johnston. 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 September 2016. A motion to accept the Monthly Financial Report for September 19, 2016 was made by Ms. Wendeln. The motion was seconded by Ms. Ojeda. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

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

Lori Meyer	- Yes	Mary Clevenger	- Excused
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. Other: None

VII. NEW BUSINESS

- A. Fire Alarm Proposal: A motion to approve the P&F Committee and Superintendent's recommendation to approve the purchase of a replacement Fire Alarm System at a not to exceed cost of \$38,700 was made by Ms. Wendeln. The motion was seconded by Ms. Ojeda. 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	-	Excused			

Motion was carried and so ordered.

- B. Additional Paid Holiday for 2016 Proposal: A motion to approve the Superintendent's recommendation to deem November 25, 2016 as a paid holiday for all Riverside DD employees was made by Mr. Johnston. The motion was seconded by Ms. Meyer. Mr. Baker asked for roll call vote:

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

Motion was carried and so ordered.

- C. Executive Session: A motion to adjourn to Executive Session for consideration of personnel matters was made by Ms. Ojeda at 6:16 p.m. The motion was seconded by Mr. Johnston. Mr. Baker asked for roll call vote.

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

Motion was carried and so ordered.

A motion to exit Executive Session and re-enter the public meeting was made by Ms. Ojeda at 6:50 p.m. The motion was seconded by Ms. Via. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

- D. Table of Organization Changes Proposal: A motion to approve the changes to the Table of Organization proposal as presented was made by Ms. Meyer. The motion was seconded by Ms. Ojeda. Mr. Baker asked for a roll call vote:

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

Motion was carried and so ordered.

- E. Table of Organization: A motion to approve the Quarterly Table of Organization as presented was made by Ms. Meyer. The motion was seconded by Ms. Ojeda. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

- F. Ethics Approval: None

- G. Conferences: A motion to approve the conference of Megan Beam at a cost of \$1473 was made by Mr. Johnston. 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	-	Yes			

Motion was carried and so ordered.

- H. Personnel Actions:

New Hires: None

Promotions/Transfers: None

Resignations/Contract Non-Renewal/ Retirement/Termination:

James Peepels, Lead Janitorial Specialist, resignation, effective 9/27/16

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

Date Change Only:

F-2 Then & Now Certificates for Invoices

F-6 Employee Reimbursement

F-6a Employee Reimbursement

F-21 Cash Control

F-26 Fees for Services to Eligible Individuals

F-26a Fees for Services to Eligible Individuals-Attachment A

G-3 Review of Services Provided Through Contract

G-15 Permits, Licenses and Inspections

G-19 Use of Sex Offender Information

P-1 Employee Attendance, Schedules, Standards and Absence Control

P-14 Outside Employment

P-37 Concealed Weapon Restriction

P-38 Drug and Alcohol Testing of Employees with CDL's

Changes to Policy:

- F-4** Pay Periods/Payroll Checks/Payroll Deduction – revises how and to whom paychecks are distributed.
- F-10** Mileage & Travel Reimbursement – removes field trip stipulations from the policy.
- G-2** Advertising, Contributions and Ticket Sales by Outside Agencies – updates the policy with the County Board name as well as the Riverside DD name.
- G-5** Buildings and Grounds – remove the RTI buildings from the policy.
- G-18** Community Relations – updates the policy to current practices.
- P-11** Holidays – Removed information related to the school employees. Clarified holiday pay for exempt and intermittent staff.
- P-25** Reasonable Accommodation – Employment – Added info related to the interactive process and clarified confidentiality as related to accommodations.
- P-32** Drug Free Workplace/Alcohol and Drug Abuse – revised to bring policy to current practices.

A motion to accept the date change only and changes to the Policies and Procedures 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.

- J. Other: Mr. Green and Mr. Kinder will present the 2017 Budget to the County Commissioners this Thursday at 1:45 p.m.

VIII. COMMENTS:

- Mr. Decker thanked the Board for their support during his time as SSA Director and for the new opportunity as Director of Quality and Innovations.
- Ms. Knupp updated the Board on the parking lot design. The plan will go to the Planning Commission for a hearing tomorrow evening.
- Mr. Kinder updated the Board on the new payroll system being implemented by the County.

IX. NEXT MEETING: Monday, November 21, 2016 p.m.

- X. **ADJOURNMENT** - A motion to adjourn the meeting at 6:59 p.m. was made by Ms. Meyer. 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