

**MIAMI COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
JANUARY 23, 2017
MEETING MINUTES**

Board In-service: Krista Smith, Community Outreach Coordinator and Dwayne Hall, Community Navigator updated the Board on the Synergy Conference/Advocacy. Assisting in this effort were: Paula Baker, Taylor Hinkle, Karen Hill, Bobby Pritchard, Antwan Hill, and Angela Hess.

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, January 23, 2017, at 6:04 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	- Excused
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, Melissa Nichols, Andrew Kinder, Al Decker and Denise Kenworthy.

Andrew Johnston, board member, administered the Oath of Office to Kim Ojeda and Steve Baker.

IV. REORGANIZATION MEETING

A motion to adjourn to the reorganization meeting was made by Ms. Meyer at 6:06 p.m. 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	- Excused
Kim Ojeda	- Yes	Steve Baker	- Yes
Andrew Johnston	- Yes		

Motion was carried and so ordered.

Brian Green started with roll call. After discussion with Karen Wendeln the following were proposed as officers for 2017: President – Steve Baker, Vice-President – Lori Meyer, Secretary – Karen Wendeln. Mr. Green asked if there were any other nominations from the floor. After having no reply, he asked for a roll call vote:

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

Motion was carried and so ordered. He then turned the meeting back over to Mr. Baker, President.

Mr. Baker asked if the Board members wanted to keep the time and day of the meetings the same as the last year. A motion to continue the Board meetings on the third Monday of the month at 6:00 p.m. with Inservice at 5:30 p.m. 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.

Committee appointments are as follows: Personnel/Finance – Kim Ojeda, Andrew Johnston, Karen Wendeln; Ethics Council – Mandy Via, Mary Clevenger, Steve Baker; OACB Advocate – Lori Meyer.

Ms. Ojeda made a motion to adjourn the Re-organization meeting at 6:09 p.m. and Ms. Wendeln seconded. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

V. PRESENTATION OF MINUTES

The minutes of the November 21, 2016 meeting were reviewed. A motion to accept the minutes of the November 21, 2016 meeting for the official record was made by Mr. Johnston. The motion was seconded by Ms. Wendeln. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

VI. PRESENTATION OF FINANCIAL REPORTS

A. Monthly Financial Reports: Andrew Kinder, Business Director, reviewed the financial report for November and December 2016. A motion to accept the Monthly Financial Report for November and December 2016 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.

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

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

Motion was carried and so ordered.

VII. OLD BUSINESS:

A. Table of Organization: A motion to approve the Quarterly Table of Organization was made by Ms. Ojeda. The motion was seconded by Ms.

Wendeln. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

VIII. NEW BUSINESS

A. Strategic Plan Progress Report: A motion to approve the Strategic Plan Progress Report as presented 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. Resolution for Payment of WestCON Funds: A motion to approve the P&F Committee and Superintendent's recommendation authorizing the payment to WestCON of the 2017 Supported Living and Waiver Match and Family Support Services funds in an amount not to exceed \$4,470,648 was made by Ms. Meyer. The motion was seconded by Ms. Ojeda. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

C. Superintendent Professional Development Plan 2017: A motion to approve the Superintendent's Professional Development Plan for 2017 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.

D. Purchase of Equitrac Proposal: A motion to approve the P&F Committee and Superintendent's recommendation to approve the Equitrac purchase proposal for a not to exceed cost of \$9,766 was made by Ms. Wendeln. 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	-	Excused	Kim Ojeda	-	Yes
Steve Baker	-	Yes			

Motion was carried and so ordered.

E. Parking Log Replacement and Expansion Proposal: A motion to approve contracting with Finrock Construction Company and Bowser Morner to complete the parking lot replacement and expansion project at a cost not to exceed \$473,600 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	-	Excused
Kim Ojeda	-	Yes			

Motion was carried and so ordered.

- F. Superintendent Signature: A motion to approve the Superintendent's signing of a Waiver of Notice of Probate of Will 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.

- G. Ethics Approval: A motion to approve both 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.

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

Motion was carried and so ordered.

- H. Conferences: None

- I. Personnel Actions:

New Hires:

Abigail Henderson, Investigative Agent, effective 12/19/16

Promotions/Transfers:

Logan Francis, Recreation Manager to SSA, lateral transfer effective 2/6/17

Resignations/Contract Non-Renewal/ Retirement/Termination:

Doug Henning, Investigative Agent, resignation effective 11/4/16

Danielle Wilges, SSA, resignation effective 12/23/16

Nancy Battista, Support Specialist, retirement effective 1/31/17

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

Date Change Only:

G-29 Release of Information

G-36 Medicaid Services Administrative Resolution of Complaints (Due Process)

G-44 Consumers Rights to Protected Health Information

G-45 Privacy Policy for Health Insurance Portability and Accountability Act

G-46 Privacy Notice

G-47 Sanctions for Violation of H.I.P.A.A.

G-48 Individual Complaints and Grievances for Protected Health Information

P-30 Worker's Compensation/Unemployment Compensation

SSA-3 Supported Living Program Definition, Purpose and Philosophy

SSA-6 Individual Service Plans

Changes to Policy: None

Policy Rescinded:

HS-2b Kitchen Use—The County Board no longer maintains a licensed kitchen.

HS-3a Immunizations- We no longer operate a Preschool program.

HS-4 Tuberculosis Screening and Control – Ohio Administrative Code no longer requires TB testing for employees or adult consumers and we no longer have preschool children in the building.

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

K. Other: None

IX. COMMENTS: None

- Ms. Emerick updated on the following:
 - Provider Partnership Network will hold their next meeting this Thursday, January 26th. The providers are cooperating and participating nicely.
 - Help Me Grow has been moved under the DODD umbrella for everything other than central intake.
- Ms. Nichols updated with the following:
 - Developmental Disabilities Month is upcoming in March and activities and news articles are underway.
 - The Night to Shine dance, sponsored by the Tim Tebow Foundation is being organized and hosted by the Troy Christian Church. We are working with Troy Christian on this activity that will take place on February 10, 2017.
- Mr. Kinder updated the Board on taking over the Facilities Department and coming up to speed on all the facilities based projects the agency is undertaking.

X. NEXT MEETING: Monday, February 27, 2017

XI. ADJOURNMENT - A motion to adjourn the meeting at 6:44 p.m. was made by Ms. Wendeln. 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