

**MIAMI COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
FEBRUARY 27, 2017
MEETING MINUTES**

Board In-service: Penny Hines, Occupational Therapist, introduced one of our Early Intervention families, Chris, Victoria and Evelyn who updated the Board on our Early Intervention services from the family perspective.

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, February 27, 2017, at 6:02 p.m. at the Troy-Sidney facility.

I. ROLL CALL

Steve Baker	- Present	Andrew Johnston	- Excused
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, Melissa Nichols, Andrew Kinder, Leigh Anne Wenning, Al Decker and Denise Kenworthy.

Mr. Bruening and Mr. Barno of the Tipp City Knights of Columbus presented to Board President Steve Baker a check in the amount of \$652.00, a part of their fundraising effort for Riverside.

IV. PRESENTATION OF MINUTES

The minutes of the January 23, 2017 meeting were reviewed. A motion to accept the minutes of the January 23, 2017 meeting for the official record 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.

V. PRESENTATION OF FINANCIAL REPORTS

- A. Monthly Financial Reports: Andrew Kinder, Business Director, reviewed the financial report for January 2017. A motion to accept the Monthly Financial Report for January 2017 was made by Ms. Clevenger. The motion was seconded by Ms. Wendeln. Mr. Baker asked for a voice vote. Motion was carried and so ordered.
- B. Monthly Bills: The January 2017 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the January

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	-	Excused			

Motion was carried and so ordered.

VI. OLD BUSINESS:

A. Other:

VII. NEW BUSINESS

A. EPC Natural Gas Resolution: A motion to approve the resolution to continue participation with the EPC for purchase of natural gas in a one-year program with Direct Energy Business Marketing, LLC 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	-	Excused	Lori Meyer	-	Yes
Mary Clevenger	-	Yes			

Motion was carried and so ordered.

B. Ethics Approval: A motion to approve item one 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.

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

Motion was carried and so ordered.

A motion to approve the second item heard by the Ethics Committee was made by Ms. Clevenger. The motion was seconded by Ms. Via. Mr. Baker asked for a voice vote. The motion was carried and so ordered.

C. Conferences: None

D. Personnel Actions:

New Hires:

Patrick Gray, Recreation Manager, effective 2-13-2017

Promotions/Transfers: None

Resignations/Contract Non-Renewal/ Retirement/Termination:

None

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

Date Change Only:

- G-49** Administration of Health Insurance Portability & Accountability Act
- G-50** Business Associates
- G-53** HIPAA Security Policies
- G-54** HIPAA Security Policies for All Staff
- G-55** HIPAA Security HR Staff and Supervisors
- G-72** Employment First Initiative

Changes to Policy:

- G-39** Ethics Council- Updated to remove redundant wording and to clarify direct payment to eligible individuals or family members.
- G-43** Records Access and Retention – Updated to current procedures and changed consumer to eligible individual.
- G-43A** Records Access and Retention, Appendix A – Many of the separated files are now kept within the main SSA file so that information was updated to current procedures. Example: there is no special recreation enrollment form. A referral may be kept within the main file.
- G-70** Telephone and Voicemail Use – Removed the number of current phones in use.
- P-13** Filling Vacant Positions
- P-33** Evaluation of Applicants/Background Investigations
- SSA-9** On-Call/After Hours Availability

Policy Rescinded:

- HS-6** Ancillary Records Retention – Ancillary records have been included in the agency records retention policy.

A motion to accept the 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.

- F. Other: Mr. Green apprised the Board of the steady rise in number of individuals served. Mr. Green updated the Board on the parking lot progress to date.

VIII. COMMENTS: None

- Ms. Nichols updated on the following:
 - DD Awareness Month begins on Wednesday with an Open House kickoff at 1:00 p.m. in the Riverside gym.
 - Thursday is Spirit Night for Special Olympics.
 - The K of C Skills basketball tournament is upcoming on March 5th.
 - The PAC will be holding a Chipotle night next Thursday, March 9th.

IX. NEXT MEETING: Monday, March 20, 2017

X. ADJOURNMENT - A motion to adjourn the meeting at 6:20 p.m. was made by Ms. Ojeda. The motion was seconded by Ms. Clevenger. 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