

**MIAMI COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
MARCH 20, 2017
MEETING MINUTES**

Board In-service: Brenda Miller and Kaye Sholtis, Behavior Support Coordinators, with the help of Suzy Ledford, Human Rights Committee Member updated the Board on Behavior Support.

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, March 20, 2017, at 6:00 p.m. at the Troy-Sidney facility.

I. ROLL CALL

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

IV. PRESENTATION OF MINUTES

The minutes of the February 27, 2017 meeting were reviewed. A motion to accept the minutes of the February 27, 2017 meeting for the official record was made by Ms. Ojeda. 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 February 2017. A motion to accept the Monthly Financial Report for February 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 February 2017 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the February bills 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	-	Excused

Mary Clevenger - Yes
Motion was carried and so ordered.

VI. OLD BUSINESS:

A. Other: None

VII. NEW BUSINESS

A. Adjust Days Worked (244-260): A motion to approve the proposal to change the days worked for the Janitorial Specialist from 244 to 260 was made by Mr. Johnston. 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	-	Excused
Mary Clevenger	-	Yes	Karen Wendeln	-	Yes
Mandy Via	-	Yes			

Motion was carried and so ordered.

B. Full-time Early Intervention Service Coordinator: A motion to approve the proposal to add a Part-Time Early Intervention Service Coordinator was made by Ms. Clevenger. The motion was seconded by Ms. Wendeln. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

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

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

Motion was carried and so ordered.

D. Conferences: None

E. Personnel Actions:
New Hires: None

Promotions/Transfers: None

Resignations/Contract Non-Renewal/ Retirement/Termination:

Tracy Millhon, Early Intervention Service Coordinator, resignation, effective 3/17/2017.

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

Date Change Only:

- G-51** Uses and Disclosures for Which No Release or Authorization is Required
G-57 Annual Security Evaluation
G-58 Audit Control and Activity Review Policy
G-59 Malicious Software Protection Policy
G-60 Security Awareness Program
G-61 Data Backup Policy
G-62 Disaster Recovery Plan & Emergency Mode Operation

Changes to Policy:

- CS-1** Early Intervention Services – Updated to include Central Coordination and/Service Coordination as was previously approved in a 2013 Board Resolution.
G-14 Quality Assurance – Updated to reflect current OAC (Ohio Administrative Code) amendments.

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

- G. Other: Mr. Green updated the Board on the parking lot construction to date.

VIII. COMMENTS: None

- Ms. Wenning updated on the following:
 - The Equitrac system the Board approved last month is in the process of being setup and training for all staff to be provided.
 - IT for RTI is underway for separation. Both buildings will have their own IT and their own telephone systems.
 - All Staff Inservice will take place on May 5th and planning for the day is underway.
- Mr. Decker updated the Board on a request from WestCON for nursing quality assurance reviews for another county within the COG, Champaign County. We have agreed to have our registered nurse, Becky King, conduct those reviews.
- Ms. Nichols updated the Board on activities for DD Awareness month; the billboards that are now up in three locations around the county; and the latest episode of ABLE TV which is finishing up and should be online this week.

- Ms. Ojeda asked for information from the Business Director for next month on how the changes at the federal level may affect our funding.

IX. NEXT MEETING: Monday, April 17, 2017

X. ADJOURNMENT - A motion to adjourn the meeting at 6:18 p.m. was made by Ms. Ojeda. The motion was seconded by Ms. Wendeln. 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