

**MIAMI COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
APRIL 17, 2017  
MEETING MINUTES**

The Board recognized Mrs. Joyce Fulton for her and her late husband Bills' service to Riverside as treasurer of the political action committee, Friends for Riverside.

Board In-service: Jeanette Tron, SSA, and Lorie Bricker, Housing Coordinator updated the Board on Exploring DC Downsizing.

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, April 17, 2017, at 6:00 p.m. at the Troy-Sidney facility.

**I. ROLL CALL**

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

**IV. PRESENTATION OF MINUTES**

The minutes of the March 20, 2017 meeting were reviewed. A motion to accept the minutes of the March 20, 2017 meeting for the official record 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.

**V. PRESENTATION OF FINANCIAL REPORTS**

A. Monthly Financial Reports: Andrew Kinder, Business Director, reviewed the financial report for March 2017. A motion to accept the Monthly Financial Report for March 2017 was made by Ms. Ojeda. The motion was seconded by Ms. Meyer. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

B. Monthly Bills: The March 2017 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the March 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
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Karen Wendeln	-	Yes	Mandy Via	-	Excused
Kim Ojeda	-	Yes	Steve Baker	-	Yes
Andrew Johnston	-	Excused			

Motion was carried and so ordered.

**VI. OLD BUSINESS:**

A. Table of Organization: A motion to approve the Quarterly Table of Organization 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. Other: None

**VII. NEW BUSINESS**

A. 2017 Classification Plan: A motion to approve the updated Classification Plan as submitted 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. Laptop Purchases Proposal: A motion to approve the P&F Committee and Superintendents recommendation to purchase twenty (20) laptop computers and docking stations 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	-	Excused
Kim Ojeda	-	Yes	Steve Baker	-	Yes
Andrew Johnston	-	Excused	Lori Meyer	-	Yes
Mary Clevenger	-	Excused			

Motion was carried and so ordered.

C. Implementation of Mentorship Stipend Proposal: A motion to approve the P&F Committee and Superintendents recommendation to develop a mentorship program along with a stipend 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	-	Excused	Lori Meyer	-	Yes
Mary Clevenger	-	Excused	Karen Wendeln	-	Yes
Mandy Via	-	Excused			

Motion was carried and so ordered.

D. Ethics Approvals: None

E. Conferences: None

F. Personnel Actions:  
**New Hires:** Christina Back, Early Intervention Service Coordinator, effective 5/1/2017

**Promotions/Transfers:** Kaelyn Foreman, Developmental Specialist to Early Intervention Service Coordinator, lateral transfer, effective 4/24/2017

**Resignations/Contract Non-Renewal/ Retirement/Termination:**  
Andrew Kinder, Business Director, resignation, effective 5/5/2017.

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

**Date Change Only:**

- G-63** HIPAA Device and Media Disposal and Re-Use
- G-64** HIPAA Technical Safeguards
- G-65** HIPPA Portable Computing Devices
- G-66** HIPAA Reporting of Privacy/Security Violations, Sanctions, Etc.
- T-3** Use and Operation of Board Owned Vehicles
- T-4** Driving Vehicles Other Than Board Owned

**Changes to Policy:**

**HS-9** Pandemic Influenza Response Plan – Minor changes to reflect our operation now and post-transition.

**P-4** Certifications/Registrations/Licenses – Updated to include database information for revocation of licenses/certifications. Removed information related to DOE.

**SSA-4** Local Funds and Medicaid Waiver Administration – Changed the way that the local funds are broken down at WestCON. Language in revised policy aligns with current SSA Department practices.

A motion to accept the changes to the Policies and Procedures 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.

- H. **Other:**

Mr. Green updated the Board on the parking lot construction to date.

Mr. Green updated the Board on where we are in our Transition plan.

**VIII. COMMENTS:**

- Ms. Emerick updated on the following:
  - The EI – Help Me Grow system has changed to a new title “Bold Beginnings” and services are now under this umbrella. Melissa is assisting the EI department with branding for this new name that the state has chosen.
  - Recently a survey was completed by providers showing that the number one issue they are experiencing is recruitment.
- Mr. Battista updated the Board on rule changes from the state that affect our processes and the manner in which our ISP’s are written. The SSA

department will be receiving additional training on person centered planning and outcomes through OACB in the near future.

- Mr. Decker updated the Board on the Tri-County Board offering crises response training which we are sending two staff to attend.
- Mr. Kinder thanked the Board for their support during his tenure and for the opportunities that were provided to him in working for Miami County.
- Ms. Wenning thanked the Board for approving the Mentorship program.

**IX. EXECUTIVE SESSION:** A motion to adjourn to Executive Session at 6:47 p.m. to consider personnel matters 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.

A motion to leave Executive Session 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.

A motion to re-enter regular session at 7:06 p.m. was made by Ms. Ojeda. The motion was seconded by Ms. Meyer. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

A motion to approve the recommendation of contracting with SWOCOG for Business Services not to exceed the amount of \$15,000 was made by Ms. Ojeda. The motion was seconded by Ms. Meyer. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

A motion to approve the recommendation to allow the Superintendent to decide if the current Business Director position should be hired as a full time or full time shared position with another county or counties and grant the authority to hire or contract as determined for a cost not to exceed the current Business Director pay range 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	-	Excused
Kim Ojeda	-	Yes	Steve Baker	-	Yes
Andrew Johnston	-	Excused			

Motion was carried and so ordered.

- X. **NEXT MEETING:** Monday, May 15, 2017
  
- XI. **ADJOURNMENT** - A motion to adjourn the meeting at 7:08 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:

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**STEVE M. BAKER, PRESIDENT** **DATE**

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**KAREN WENDELN, RECORDING SECRETARY** **DATE**