

**MIAMI COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
MAY 15, 2017  
MEETING MINUTES**

Board In-service: Dwayne Hall, Community Navigator, updated the Board on Community Navigation with the assistance of Catherine Smith, Tristan Yingst and Jason McCabe.

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, May 15, 2017, at 5:51 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	- Excused		

**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, Sherry Saddler, Jessica, Knupp, Leigh Anne Wenning, Al Decker and Denise Kenworthy.

**IV. PRESENTATION OF MINUTES**

The minutes of the April 17, 2017 meeting were reviewed. A motion to accept the minutes of the April 17, 2017 meeting for the official record 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.

**V. PRESENTATION OF FINANCIAL REPORTS**

A. Monthly Financial Reports: Sherry Saddler, Business Director, reviewed the financial report for April 2017. A motion to accept the Monthly Financial Report for April 2017 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. Monthly Bills: The April 2017 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the April bills was made by Ms. Meyer. The motion was seconded by Ms. Via. Mr. Baker asked for a roll call vote:

Lori Meyer	-	Yes	Mary Clevenger	-	Excused
Karen Wendeln	-	Yes	Mandy Via	-	Yes

Kim Ojeda - Excused Steve Baker - Yes  
Andrew Johnston - Yes  
Motion was carried and so ordered.

**VI. OLD BUSINESS:**

A. Other: None

**VII. NEW BUSINESS**

A. Affiliate Organization Summary: A motion to approve the updated Affiliate Organization Summary as submitted was made by Ms. Wendeln. The motion was seconded by Mr. Johns. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

B. Server Purchase Proposal: A motion to approve the P&F Committee and Superintendents recommendation to purchase a new server at cost not to exceed \$15,000 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 - Excused Steve Baker - Yes  
Andrew Johnston - Yes Lori Meyer - Yes  
Mary Clevenger - Excused

Motion was carried and so ordered.

C. Table of Organization Change: A motion to approve the P&F Committee and Superintendents recommendation to move the Systems Supervisor and one Administrative Assistant to report to the SSA Director and one Administrative Assistant to report to the Community Awareness and Opportunities Director was made by Ms. Wendeln. The motion was seconded by Mr. Johnston. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

D. Additional Position – Funding Specialist: A motion to approve the P&F Committee and Superintendents recommendation to add the position of Funding Specialist to report to the Systems Supervisor in pay range 9 was made by Mr. Johnston. The motion was seconded by Ms. Via. 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 - Excused  
Steve Baker - Yes

Motion was carried and so ordered.

E. Non-Profit Housing Board Development Proposal: A motion to approve the P&F Committee and Superintendents recommendation to develop a new non-profit housing corporation, appoint four initial Board members to the Housing Opportunities for People (HOP) board and terminate the

agreement with Creative Living Systems, Inc. after HOP assumes responsibility of all assets and business functions 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.

F. Non-Profit Housing Board Member Appointments Proposal: A motion to approve the P&F Committee and Superintendents recommendation to approve the appointment of Robert Helman, Stephanie Black, Jessica Minesinger and Katie Wahl as the four initial board members of HOP was made by Mr. Johnston. The motion was seconded by Ms. Meyer. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

G. Ethics Approvals: A motion to approve item the item 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.

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

Motion was carried and so ordered.

H. Conferences: None

I. Personnel Actions:

**New Hires:** Sherry Saddler, Business Director, contract start date 5/1/2017

**Promotions/Transfers:** Kaye Sholtis, Behavior Support Coordinator to Developmental Specialist, lateral transfer, effective 5/1/2017

**Resignations/Contract Non-Renewal/ Retirement/Termination:** None

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

**Date change only:**

**G-68** HIPAA Responsibilities for Privacy Officer

**G-73** Building Access Control

**Change to Policy:**

**G-67** HIPAA Security Officer Duties – Updated to reflect our current practices.

**P-7** Unpaid Leave - Updated with information related to health insurance premiums and secondary employment

**P-24** Qualifications of Employees – Updated registries according to rule, along with information related to BCI checks and initial verification of an absence of criminal history.

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

K. 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 new name has been rejected by the state legislature. The Help Me Grow name and logo will remain as is for the present time.
  
- Ms. Emerick updated for Ms. Nichols with the following:
  - Aktion Club participated with Kiwanis in their recent Pancake Day.
  - UVCC students participated in a fundraiser donating proceeds to our Recreation program.
  - The Special Olympics sports banquet was held last Friday.
  - Strawberry Festival activities are coming up. Sign-ups are being held for volunteers.
  
- Ms. Wenning updated the Board on the recent Inservice Day and on our lingering computer issues and the proposed solutions.
  
- Ms. Saddler thanked the Board for their support of our trial “sharing” agreement with Champaign and Shelby Counties and informed the Board that she and Brian will be visiting the County Auditor’s office soon so she can become acquainted.

**IX. NEXT MEETING:** Monday, June 19, 2017

**X. ADJOURNMENT** - A motion to adjourn the meeting at 6:28 p.m. was made by Mr. Johnston. The motion was seconded by Ms. Wendeln. Mr. Baker called for a voice vote. Motion was carried and so ordered.

Minutes approved by:

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**STEVE M. BAKER, PRESIDENT**

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**DATE**

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**KAREN WENDELN, RECORDING SECRETARY**

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**DATE**