

**MIAMI COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
JUNE 19, 2017  
MEETING MINUTES**

Board In-service: Laura Drake Esq., Associate Director, Community Fund Management Foundation, updated the Board on STABLE Accounts.

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, June 19, 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	- 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, Megan Brinckerhoff and Denise Kenworthy.

**IV. PRESENTATION OF MINUTES**

The minutes of the May 15, 2017 meeting were reviewed. A motion to accept the minutes of the May 15, 2017 meeting for the official record was made by Ms. Wendeln. The motion was seconded by Ms. Via. 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 May 2017. A motion to accept the Monthly Financial Report for May 2017 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.

B. Monthly Bills: The May 2017 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the May bills was made by Ms. Wendeln. The motion was seconded by Ms. Via. 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	- Excused

Mary Clevenger - Excused  
Motion was carried and so ordered.

**VI. OLD BUSINESS:**

A. Other: None

**VII. NEW BUSINESS**

A. Liability and Fleet Insurance Proposal: A motion to approve P&F Committee and Superintendents recommendation to purchase liability insurance through the Southwestern Ohio Educational Purchasing Cooperative (EPC) at an amount of \$17,562 for a period ending June 30, 2018 was made by Ms. Wendeln. The motion was seconded by Mr. Johnston. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

B. Interior Building Remodel Proposal: A motion to approve the P&F Committee and Superintendents recommendation to contract with a design professional service to develop project drawings, specifications, packages for bid and construction management and oversight at a not to exceed cost of \$50,000 was made by Mr. Johnston. 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	-	Excused	Mary Clevenger	-	Excused
Karen Wendeln	-	Yes			

Motion was carried and so ordered.

C. July Board Meeting/Payment of Bills: A motion to approve the Superintendent's recommendation to cancel the July Board meeting 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.

D. Ethics Approvals: No Ethics

E. Conferences: A motion to approve the attendance of Brenda Miller and Megan Beam at Nonviolent Crisis Intervention Training on October 10-13, 2017 at a not to exceed total cost of \$5,996 was made by Ms. Wendeln. The motion was seconded by Ms. Via. Mr. Baker asked for a roll call vote:

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

Motion was carried and so ordered

F. Personnel Actions:

**New Hires:** None

**Promotions/Transfers:**

Megan Beam, Service & Support Administrator to Behavior Support Specialist, lateral transfer, effective 7/24/2017.

**Resignations/Contract Non-Renewal/ Retirement/Termination:** None  
Jordan Helmer, Support Specialist, resignation, effective 6/23/17

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

**Date change only:**

**P-03** Political Activity

**P40** Staff Orientation

**P-43** Social Media

**SSA-1** Service & Support Administration Policy

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.

H. Other:

Mr. Green updated the Board on the parking lot completion.

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

**VIII. COMMENTS:**

- Ms. Nichols updated on the following:
  - Presented the outcome of the Strawberry Festival booth for the Friends for Riverside account which made approximately \$4,800 with an account balance of over \$35,000 for the PAC.
  - Recreation - has received a G.I.F.T. grant from the Troy Foundation, through Teen Leadership Troy organization which will be used for disc golf.
  - Advocacy – working on training with the LifeCourse tools.
  - Employment – Had a presenter on the SALT training and are looking at bringing in this training for families and children.
  
- Ms. Knupp updated with the following:
  - Megan Beam, SSA, is moving to the Behavior Support Coordinator position which has left an SSA position open. Interviews are underway to fill this position.
  - The funding specialist position approved last month is preparing for interviews.

- Ms. Emerick updated the Board on the following:
  - The grant received by WestCON to create a training portal for provider agencies is underway and should be up and running by the end of 2017.
  - WestCON has a person, Nancy Connelly, who will be providing on-site technical assistance to providers working through the new rule changes.
- Ms. Wenning updated on the IT issues the agency has encountered recently. IT is working to prevent computer viruses and assisting RT as they proceed forward with the separation of the phone and computer systems.
- Mr. Green enquired whether the Board wants to meet at 5:30 or 6:00 for the August meeting as there is no Inservice. It was decided that the Board will meet at 5:30 p.m.

**IX. NEXT MEETING:** Monday, August 21, 2017

**X. ADJOURNMENT** - A motion to adjourn the meeting at 6:25 p.m. was made by Ms. Wendeln. The motion was seconded by Ms. Via. 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**