

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

Board In-service: Self-Advocacy Through LifeCourse Tools.

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, November 20, 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	- Present
Karen Wendeln	- Present	Mandy Via	- Excused
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, Sherry Saddler, Leigh Anne Wenning, Jessica Knupp, Becky Snell, Melissa Nichols, and Megan Brinckerhoff

**IV. PRESENTATION OF MINUTES**

The minutes of the October 16, 2017 meeting were reviewed. A motion to accept the minutes of the October 16, 2017 meeting for the official record was made by Ms. Wendeln. The motion was seconded by Mr. Baker. 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 October 2017. A motion to accept the Monthly Financial Report for October 2017 was made by Ms. Clevenger. The motion was seconded by Ms. Meyer. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

B. Monthly Bills: The October 2017 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the October bills 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	- Excused	Steve Baker	- Yes
Andrew Johnston	- Excused	Lori Meyer	- Yes
Mary Clevenger	- Yes		

Motion was carried and so ordered.

**VI. OLD BUSINESS:**

**VII. NEW BUSINESS**

- A. Proposal for Desk Chair Purchases:** A motion to approve the P&F Committee and Superintendents recommendation of the Proposal for Desk Chair Purchases was made by Ms. Wendeln. The motion was seconded by Ms. Clevenger. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

- B. Contracts for 2018:** A motion to approve the P&F Committee and Superintendents recommendation of the Contracts for 2018 was made by Ms. Wendeln. The motion was seconded by Ms. Meyer. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

- C. Agreement Between West Central Ohio Network Council of Governments and Miami County Board of Developmental Disabilities:** A motion to approve the P&F Committee and Superintendents recommendation of the Agreement Between WestCon was made by Ms. Clevenger. The motion was seconded by Ms. Meyer. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

- D. Proposal For Recreation Manager Title and Pay Range:** A motion to approve the P&F Committee and Superintendents recommendation of the Proposal for Recreation Manager Titles and Pay Range was made by Ms. Wendeln. The motion was seconded by Ms. Clevenger. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

- E. Ohio Association of County Boards of DD:** A motion to approve the P&F Committee and Superintendents recommendation of the OACB Dues was made by Ms. Meyer. The motion was seconded by Ms. Wendeln. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

- F. Proposal for Master Contract with RTI 2018:** A motion to approve the P&F Committee and Superintendents recommendation of the Proposal for the Master Contract with RTI 2018 was made by Ms. Clevenger. The motion was seconded by Ms. Wendeln. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

- G. Board Meeting Dates 2018:** Mr. Green presented alternate dates for the January Board meeting. A motion to choose January 22<sup>nd</sup> for the alternative dates was made by Ms. Meyer. The motion was seconded by Ms. Wendeln. Mr. Baker asked for a voice vote. The motion was carried and so ordered.

- H. December Board Meeting and Payment of Bills:** A motion to approve the Superintendent's recommendation to cancel the December Board meeting and authorize the Superintendent to pay the December 2017 bills was made by Ms. Wendeln. The motion was seconded by Ms. Clevenger. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

- I. Nominating Committee:** Mr. Baker appointed to the Nominating Committee: Andrew Johnston, Mary Clevenger, and Lori Meyer.

- J. Ethics Approvals:** A motion that the Board accept the findings of the Ethics Committee in the hearing of a Critical Needs Fund for a client in need of new mattress and box springs for a total of \$305.66 was made by Ms. Wendeln. The motion was seconded by Ms. Clevenger. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

- K. Conferences:** A motion to approve the OACB conference attendance of Brian Green, Becky King, Sharon Emerick, Kathy Greenawalt-Cherry, Krista Smith, Dwayne Hall, Melissa Nichols, Becky Snell, and Leigh Anne Wenning for a total cost of \$4,000.30 was

made by Ms. Meyer. The motion was seconded by Ms. Wendeln. Mr. Baker asked for a roll call vote:

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

Motion was carried and so ordered.

**L. Personnel Actions:**

**New Hires:**

Kristin Watkins, SSA, full time, new hire effective 10/23/17

Tammie Pitts, Investigative Agents, full time, new hire effective 11/13/17

**Promotions/Transfers:**

Jacklyn Victor, promotion from SSA- Transition to SSA Manager, effective 11/20/17

**Resignations/Contract Non-Renewal/ Retirement/Termination:**

Patrick Gray, Recreation Manager, resignation effective 12/29/17

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

**Date Change Only:**

G-71 Alcohol and Drugs on Board Property

P-28 Employee Assistance Program

P-41 Transitional Work Program

T-2 Transportation Services

F-19 Purchases for the Program

SSA-2 Eligibility Determination

G-27 Incidents Adversely Affecting Health and Safety-MUI's

HS-5 Employee Hepatitis B Immunization

**New Policy:**

P-12 Life and Medical Insurance - Changed 35 hours to 30 which is the law under the ACA.

P-23 Ohio Public Employees Retirement System and State Teachers - Removed STRS info.

P-27 Non-Disciplinary Separation - Reorganized and included that we use an electronic exit survey rather than a paper one.

P-29 Disability Separation from Service, Voluntary Reduction - Updated the info on the exit interview to match the previous policy.

P-31 Intermittent Employees - Removed the info that is program specific. Intermittent employees may be used for short-term clerical tasks.

- P-39 Medical Examinations - Removed the info related to bus drivers.
- G-12 Title XX - Eligibility for program changed from Transportation to Early Intervention.
- G-9 Nonviolent Crisis Intervention - Remove wording for county board staff as direct services providers, as well as updating the availability of the trainers to now train agency and independent provider staff.

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

**N. Other:**

- A. If any Board Members are interested in attending the OACB 34<sup>th</sup> Annual Convention for the Delegate Assembly on November 29<sup>th</sup>, 2017, please inform Brian Green.
- B. Reminder to all Board Members to complete their online training and email Megan Brinckerhoff.

**VIII. COMMENTS:**

- Ms. Snell updated the Board on the following:
  - The new Investigative Agent, Tammie Pitts, has started work.
- Ms. Wenning updated the Board on the following:
  - The Mentor program is still progressing well, the new staff members have really liked having a mentor to turn and have found them very helpful.

**IX. EXECUTIVE SESSION:** A motion to adjourn to Executive Session at 6:31 p.m. to consider personnel matters 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.

A motion to adjust the Superintendent's annual salary by 3% effective January 1, 2018 and to extend his contract to December 31, 2019, adding one year to contract, was made by Ms. Wendeln. The motion was seconded by Ms. Meyer. Mr. Baker asked for a roll call vote:

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


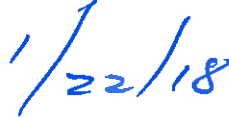

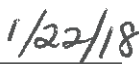
Motion was carried and so ordered.

A motion to exit from Executive Session at 6:45 p.m. 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.

**X. NEXT MEETING:** Monday, January 22, 2018

**XI. ADJOURNMENT** - A motion to adjourn the meeting at 6:59 p.m. was made by Ms. Meyer. The motion was seconded by Ms. Clevenger. 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