

MIAMI COUNTY BOARD OF DEVELOPMENTAL DISABILITIES September 18, 2017 MEETING MINUTES
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Board In-service: None.

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, September 18, 2017, at 5:31 p.m. at the Troy-Sidney facility.

I. ROLL CALL

Steve Baker	- Present	Andrew Johnston	- Present
Lori Meyer	- Present	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: Sharon Emerick, Sherry Saddler, Leigh Anne Wenning, Jessica Knupp, and Megan Brinckerhoff

IV. PRESENTATION OF MINUTES

The minutes of the August 21, 2017 meeting were reviewed. A motion to accept the minutes of the August 21, 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 August 2017. A motion to accept the Monthly Financial Report for August 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 August 2017 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the August bills was made by Mr. Meyer. The motion was seconded by Ms. Clevenger. 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	-	Yes
Mary Clevenger	-	Yes			

Motion was carried and so ordered.

VI. OLD BUSINESS:

A. Other: None

VII. NEW BUSINESS

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

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

Motion was carried and so ordered.

- B. Proposal to Adjust Pay Range and Pay Classification:** A motion to approve the P&F Committee and Superintendents recommendation of the Proposal to Adjust Pay Range and Adjust the Pay Classification 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	-	Yes
Steve Baker	-	Yes	Andrew Johnston	-	Yes
Lori Meyer	-	Yes	Mary Clevenger	-	Yes
Karen Wendeln	-	Yes			

Motion was carried and so ordered.

- C. Proposal to Adopt Professional Development Program:** Decision to table the Proposal to Adopt a Professional Development Program until the next board meeting.

- D. Proposal for HVAC Air Handler Room Updates:** A motion to approve the P&F Committee and Superintendents recommendation of the Proposal for the HVAC Air Handler Room Updates, costs for the project include engineering and design from Ruetschle Architects and labor and materials from Reich, our current contracted HVAC company at a total project cost of \$9,615, was made by Ms. Wendeln. The motion was seconded by Ms. Clevenger. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

- E. Proposal for 2018 Payroll:** The P&F Committee and Superintendents recommends that the board approve salary and benefit increases in the amount of \$198,867, a motion was made by Ms. Meyer. The motion was seconded by Ms. Clevenger. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

- F. Proposed Resolution for Carry-over Employees:** The P&F Committee and Superintendents recommends that the board approve the Proposed Resolution for Carry-over Employees, the Board has determined that it will cease to provide transportation and adult day services, effective December 31, 2017. Board employees assigned to provide services through RT Industries on January 1, 2017 shall be offered employment as non-profit employees and be considered as

“carry over” employees for purpose of Ohio Public Employee Retirement System; (c) the Board has offered its current transportation and adult day services employees a separation agreement or memorandum of understanding with incentives conditional upon an employee maintaining employment with the Board through December 31, 2017, a motion was made by Ms. Wendeln. The motion was seconded by Ms. Ojeda. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

G. Leadership Program 2018: The Leadership Troy program is an excellent educational process that develops leadership skills, increases community awareness, promotes networking with other agencies, etc. For 2018 the Superintendent is planning to send Sherry Saddler, Business Director, to Leadership Troy at a cost of \$520. This is for the Board’s information. No action is necessary.

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

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

Motion was carried and so ordered.

I. Conferences: None.

J. Personnel Actions:

New Hires:

Promotions/Transfers:

Al Decker, transfer from Quality and Innovations Director to Investigative Agent, effective 8/23/17

Keri Kingrey, Lateral Transfer from Administrative Assistant Childrens to Administrative Assistant SSA, effective 8/28/17

Megan Brinckerhoff, Promotion from HR Specialist to Executive Assistant to the Superintendent, effective 9/1/17

Julia Williams, Promotion from Support Specialist to Recreation, effective 9/18/17

Resignations/Contract Non-Renewal/ Retirement/Termination:

Chelsea Smith, resignation from Intermittent Building Aide/VOA, effective 7/14/17

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

Change to Policy:

B-12 Digital Recording: Policy changed to reflect modern recording technologies.

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

L. Other:


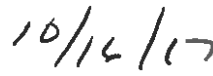


VIII. COMMENTS:

- Ms. Emerick updated the Board on the following:
 - Direct Support Professional Week is September 10-16, Riverside handed out cups with candy and a letter.
- Ms. Wenning updated the Board on the following:
 - We have two active mentors working with new staff members, the mentorship program has been very well received and is being used.

IX. NEXT MEETING: Monday, October 16, 2017

X. ADJOURNMENT - A motion to adjourn the meeting at 6:12 p.m. was made by Ms. Clevenger. 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