

**MIAMI COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**  
**January 22, 2018**  
**MEETING MINUTES**

Board In-service: Updates on Major Unusual Incidents presented by Becky Snell, Al Decker, and Tammie Pitts.

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, January 22, 2018, at 6:02 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, Becky Snell, Melissa Nichols, and Megan Brinckerhoff.

**IV. REORGANIZATION MEETING**

Brian Green started with roll call. After discussion with Karen Wendeln the following were proposed as officers for 2018: President – Steve Baker, Vice-President – Lori Meyer, Secretary – Karen Wendeln. Mr. Green asked if there were any other nominations from the floor. After having no reply, he 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. He then turned the meeting back over to Mr. Baker, President.

Mr. Baker asked if the Board members wanted to keep the time and day of the meetings the same as the last year. A motion to continue the Board meetings on the third Monday of the month at 6:00 pm with Inservice at 5:30 pm 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.

Committee appointments are as follows: Personnel/Finance – Kim Ojeda, Andrew Johnston, Karen Wendeln; Ethics Council – Mandy Via, Mary Clevenger, Steve Baker; OACB Advocate – Lori Meyer.

Ms. Wendeln made a motion to adjourn the Re-organization meeting at 6:05 pm and Ms. Ojeda seconded. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

**IV. PRESENTATION OF MINUTES**

The minutes of the November 20, 2017 meeting were reviewed. A motion to accept the minutes of the November 20, 2017 meeting for the official record was made by Ms. Ojeda. The motion was seconded by Ms. Clevenger. 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 November and December 2017. A motion to accept the Monthly Financial Report for November and December 2017 was made by Ms. Clevenger. The motion was seconded by Ms. Ojeda. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

B. Monthly Bills: The November and December 2017 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the November and December bills was made by Ms. Ojeda. The motion was seconded by Ms. Wendeln. 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. Table of Organization: A motion to approve the Quarterly Table of Organization was made by Ms. Ojeda. The motion was seconded by Ms. Clevenger. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

**VII. NEW BUSINESS**

A. Strategic Plan Update: Reviewed the Strategic Plan Progress Report.

B. Superintendent Development Plan: A motion to approve the Superintendent's Professional Development Plan for 2018 was made by Ms. Meyer. 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.

**C. Proposal for Forklift Purchase:** A motion to approve the P&F Committee and Superintendents recommendation of the Proposal for Forklift Purchase at a cost not to exceed \$10,000 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.

**D. Proposal to Unite Community Outreach Coordinator and Communications Coordinator Positions:** A motion to approve the P&F Committee and Superintendents recommendation of accepting the Proposal to Unite the Community Outreach Coordinator and Communications Coordinator Positions 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.

**E. Resolutions of Payments for WestCON Funds:** A motion to approve the P&F Committee and Superintendents recommendation of this resolution authorizing payment of the budgeted amount of \$4,547,648 for 2018 Waiver Match and \$444,500 for 2018 supported living, unfunded individuals, critical needs fund, home choice fund, community first fund, Rental Assistance Program, Housing Improvement, and Provider Partnership Network to be paid to WestCON COG in two installments was made by Ms. Clevenger. 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.

**F. Proposal for Interior Remodel Bid:** A motion to approve contracting with Fender Construction to complete the interior remodel project at a cost not to exceed \$431,894 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.

**G. Proposal for Phone System:** A motion to approve the P&F Committee and Superintendents recommendation of the purchase of the phone system upgrades for a

total cost of \$8,515.70 was made by Ms. Clevenger. The motion was seconded by Ms. Meyer. 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.

H. Board Meeting Dates 2018: Mr. Green presented alternate dates for the February Board meeting. A motion to choose February 26 for the alternative dates was made by Ms. Ojeda. The motion was seconded by Ms. Wendeln. Mr. Baker asked for a voice vote. The motion was carried and so ordered.

I. Non-Profit Housing Board Member Appointment Proposal: A motion to approve the P&F Committee and Superintendents recommendation to appoint Josh Barrentine as the fifth board member of Housing Opportunities for People (HOP) 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.

J. Ethics Approvals: None.

K. Conferences: None.

L. Personnel Actions:

**New Hires:**

Jennifer Puckett, SSA, full time, new hire effective 1/2/18

Deborah Needham, SSA, full time, new hire effective 1/2/18

**Promotions/Transfers:**

Logan Francis, promotion from SSA to SSA- Transition, effective 11/20/17

Krista Smith, promotion from Community Relations Coordinator to Recreation Supervisor, effective 12/11/17

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

Holly Snyder, SSA, Resignation effective 12/1/17

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

N. Changes to Policy:

- AS-1** Adult Services Philosophy and Purpose - Rescinded policy due to privatization of RT Industries.
- AS-2** Adult Services Days of Operation, Calendar and Attendance – Rescinded policy due to privatization of RT Industries.
- AS-3** Adult Services Physical Facilities - Rescinded policy due to privatization of RT Industries.
- AS-4** Adult Services Staffing - Rescinded policy due to privatization of RT Industries.
- AS-5** Adult Services Program Eligibility, Enrollment and Evaluation - Rescinded policy due to privatization of RT Industries.
- AS-6** MCBDD and RT Industries Contractual Agreement - Rescinded policy due to privatization of RT Industries.
- AS-7** Client Counsel - Rescinded policy due to privatization of RT Industries.
- AS-8** Work for Companies on Strike - Rescinded policy due to privatization of RT Industries.
- AS-10** The Provision of Transitional Developmental Disability Waiver, Adult Day Health Center Services - Rescinded policy due to privatization of RT Industries.
- T-7** Documentation of Transportation Services - Rescinded policy due to privatization of RT Industries.

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

**O. Other:**

**VIII. COMMENTS:**

- Ms. Nichols updated the Board on the following:
  - Update on the Community Awareness and Opportunities Departments,
  - Working on an updated Riverside logo, will include ‘Miami County Board’
  - RecZone Planning meeting tonight, anyone interested may attend
    - Changes to planning will be discussed.
- Ms. Emerick updated the Board on the following:
  - Provider Partnership Network meeting on January 25<sup>th</sup>
    - Will discuss professional training for DSP’s potentially using the Academy.
  - Early Intervention has seen numbers drop, most referrals are word of mouth as most doctor referrals are routed through Cleveland Sight Center.
- Ms. Snell updated the Board on the following:
  - Al Decker has fully transitioned into his new Investigative Agent role very well.
- Ms. Knupp updated the Board on the following:

- Becky Snell's new position has had a positive trickle-down effect from the Quality and Innovations Department into the Service and Support Administration Department.
- Ms. Saddler updated the Board on the following:
  - As of 1/1/18 the Business Department has updated its cost codes.





**IX. EXECUTIVE SESSION:** A motion to adjourn to Executive Session at 6:45 p.m. to consider personnel matters was made by Ms. Ojeda. The motion was seconded by Ms. Clevenger. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

A motion to exit from Executive Session at 7:59 p.m. was made by Ms. Ojeda. The motion was seconded by Ms. Clevenger. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

**X. NEXT MEETING:** Monday, February 26, 2018

**XI. ADJOURNMENT** - A motion to adjourn the meeting at 8:00 p.m. was made by Ms. Ojeda. The motion was seconded by Mr. Johnston. Mr. Baker called for a voice vote. Motion was carried and so ordered.

Minutes approved by:

	
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<b>STEVE M. BAKER, PRESIDENT</b>	<b>DATE</b>
	
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<b>KAREN WENDELN, RECORDING SECRETARY</b>	<b>DATE</b>