

**MIAMI COUNTY BOARD OF DEVELOPMENTAL DISABILITIES (RIVERSIDE)
MAY 21, 2018
MEETING MINUTES**

Board In-service: None.

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, May 21, 2018, at 5:30 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

I. ROLL CALL

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

II. PLEDGE OF ALLEGIANCE

Everyone in attendance joined in giving the Pledge of Allegiance, led by Mr. Baker, President.

III. INTRODUCTION OF STAFF/GUESTS

The following staff were in attendance: Sharon Emerick, Melissa Nichols, Sherry Saddler, Jessica Knupp, Leigh Anne Wenning, Becky Snell, Denise Kenworthy, and Megan Wade-Allen. Guests in attendance were Bobby Phillips and Wade Westfall.

IV. PRESENTATION OF MINUTES

The minutes of the April 16, 2018 meeting were reviewed. A motion to accept the minutes of the April 18, 2018 meeting for the official record 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.

V. PRESENTATION OF FINANCIAL REPORTS

A. Monthly Financial Reports: Sherry Saddler, Business Director, reviewed the financial report for April 2018. A motion to accept the Monthly Financial Report for April 2018 was made by Ms. Wendeln. The motion was seconded by Ms. Ojeda. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

B. Monthly Bills: The April 2018 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the April 2018 bills was made by Ms. Meyer. The motion was seconded by Ms. Wendeln. Mr. Baker asked for a roll call vote:

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

Motion was carried and so ordered.

VI. OLD BUSINESS:

Miracle League: Bobby Phillips and Wade Westfall presented the Miracle League Project to the Board. Following the presentation, Steve Baker, President, requested no vote be taken; rather, the presentation was for informational purposes only. Ms. Via joined the meeting during the presentation.

VII. NEW BUSINESS

A. Flooring Proposal: A motion to approve the P&F Committee and Superintendent's recommendation for the purchase and installation of carpeting, ceramic tile, and cover at cost not to exceed \$28,808.00 was made by Ms. Wendeln. The motion was seconded by Ms. Ojeda. 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	-	Excused			

Motion was carried and so ordered.

B. Access Control System Installation and Upgrade Proposal: A motion to approve the P&F Committee and Superintendent's recommendation for the installation and upgrade of Brivo access control system from COPP Integrated Systems at a cost not to exceed \$20,893.60, plus a recurring cost of \$149.99 per month for twelve (12) months for Cloud access through Brivo was made by Ms. Meyer. The motion was seconded by Ms. Wendeln. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

C. Affiliate Organization Summary: An Affiliate Organization Summary for each of the following organizations was presented to the Board: Housing Opportunities for People, Aktion Club of Miami County, Miamibucs, Riverside Recreation, Special Olympics, Riverside Corporation, and Friends for Riverside.

D. Ethics Approvals: None.

E. Conferences: None.

F. Personnel Actions:

New Hires: Lindy Schaffnit, Administrative Assistant – Community Awareness & Opportunities Dept., Part-Time, effective May 29, 2018.

Promotions/Transfers: None.

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

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

Change to Policy:

- B-2** Orientation of New Board Members – Revised orientation items to include vision and values along with the mission and added brief review of strategic plan.
- B-4** Governance of Board Operations – Revised wording to remove “mental retardation” and replace with “developmental disabilities.”
- P-26** Employee Compensation – Revised wording to reflect correct hourly status, removed wording for Temporary Employees, and revised the Reclassification of Position policy to clarify the procedures.

Date change only:

- T-10** Vehicle Accidents

New Policy:

- SSA-10** Provider Overtime – Outlines the parameters to authorize additional units of service for an independent provider under a home and community-based Medicaid waiver component, above sixty (60) hours in a work week.

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

H. Other:

- Rescind Cozy Corridor Proposal: Brian Green updated the Board on the ongoing construction projects happening around the building. At this time, the Superintendent recommends rescinding the Cozy Corridor Proposal approved in April 2018 and solicit new bids for the Cozy Corridor and any final construction related to renovation projects this year. A motion to rescind the Cozy Corridor Proposal was made by Ms. Ojeda. The motion was seconded by Ms. Wendeln. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

VIII. COMMENTS:

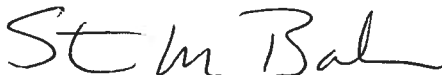
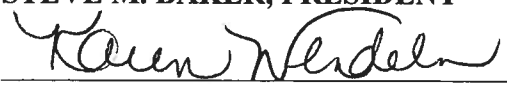
- Ms. Snell made the following comments to the Board:
 - The new Investigative Agent, Tammie Pitts, has completed her six (6) month probationary period and is doing very well. Also, Ms. Snell attended the OACB conference in May, and reports that the new MUI rules being implemented in the fall will make positive changes to our organization and its' practices.
- Ms. Emerick made the following comments to the Board:
 - www.dspohio.org is up and running. Also, DSP has created new posters of different sizes for providers to display. Ms. Emerick will have a few nicely framed and hung throughout Miami County to encourage people to explore the DSP career.
- Ms. Knupp updated the Board on the status of the SSA Department, stating that they were extremely busy, but working well together as a team to tackle the active caseload. She shared that there would soon be three (3) vacancies in the SSA Department, and that interviews will be conducted this week.
- Ms. Wenning thanked the Board for approving the Mentoring Program and shared that there are now ten (10) employees who have completed the program, with more expected in the future.
- Ms. Nichols made the following comments to the Board:
 - Ms. Nichols also attended the OACB Conference last month and was impressed with the excellent ideas to streamline communication. The Strawberry Festival will again find Riverside staff working the Hickory River Booth Saturday and Sunday. We are not running the Berry Special Soccer Tournament this year, but the Bell Choir has been invited to perform on Sunday.

IX. NEXT MEETING: Monday, June 18, 2018

X. ADJOURNMENT - A motion to adjourn the meeting at 6:40 p.m. was made by Mr. Ojeda. The motion was seconded by Ms. Meyer. Mr. Baker called for a voice vote. Motion was carried and so ordered.

Meeting adjourned.

Minutes approved by:

	6/18/18
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STEVE M. BAKER, PRESIDENT	DATE
	6-18-18
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KAREN WENDELN, RECORDING SECRETARY	DATE