

**MIAMI COUNTY BOARD OF DEVELOPMENTAL DISABILITIES (RIVERSIDE)  
JUNE 18, 2018  
MEETING MINUTES**

Board In-service: Remote Support and Supportive Technology, given by Jessica Knupp, SSAs and individuals served.

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, June 18, 2018, at 6:08 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

**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 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, and Megan Wade-Allen.

**IV. PRESENTATION OF MINUTES**

The minutes of the May 21, 2018 meeting were reviewed. Mr. Baker noted it would be necessary to add the names of Bobby Phillips and Wade Westfall to the Introduction of Staff/Guests section. A motion to accept the amended minutes of the May 21, 2018 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 May 2018. A motion to accept the Monthly Financial Report for May 2018 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 May 2018 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the May 2018 bills was made by Mr. Johnston. The motion was seconded by Ms. Ojeda. Mr. Baker asked for a roll call vote:

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

Motion was carried and so ordered.

**VI. OLD BUSINESS:**

Miracle League: A letter in response to the request by the Miracle League of the Miami Valley was reviewed along with supporting documentation. All Board members in attendance were in agreement that s/he would sign the response letter to be sent to Bobby Phillips, President of the Miracle League of the Miami Valley.

**VII. NEW BUSINESS**

**A. Proposal for Liability and Fleet Insurance:** A motion to approve the P&F Committee and Superintendent's recommendation for the purchase of liability insurance through Southwestern Ohio Educational Purchasing Cooperative (EPC) for a period ending June 30, 2019 at cost of \$15,410.00 was made by Ms. Ojeda. 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.

**B. Proposal for HR Director Title Change:** A motion to approve the P&F Committee and Superintendent's recommendation to change the title of the HR Director position to "Personnel and Staff Development Director" was made by Ms. Wendeln. The motion was seconded by Ms. Clevenger. 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	-	Yes			

Motion was carried and so ordered.

**C. Proposal for Project EAGLE County Board Contribution:** A motion to approve the Superintendent's recommendation to support Project EAGLE at a cost not to exceed \$20,000.00 (up to \$10,000.00 per year for two (2) years was made by Ms. Clevenger. The motion was seconded by Ms. Wendeln. Mr. Baker asked for a roll call vote.

Andrew Johnston	-	No	Lori Meyer	-	No
Mary Clevenger	-	Yes	Karen Wendeln	-	Yes
Mandy Via	-	Yes	Kim Ojeda	-	Yes
Steve Baker	-	Yes			

Motion was carried and so ordered.

**D. Proposal for Superintendent's Purchase Authority Increase:** A motion to approve the Business Director's recommendation to increase the Superintendent's purchase

authority from \$5,000.00 to \$15,000.00 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.

- E.** Classification Plan: A motion to approve the revised Classification Plan was made by Ms. Meyer. Motion seconded by Ms. Ojeda. Mr. Baker asked for a voice vote. Motion carried and so ordered.
- F.** Ethics Approvals: None.
- G.** Conferences: None.
- H.** Personnel Actions:
  - New Hires: Brandi Morrison, SSA; Full-time, effective 7/9/18. Airance Roseman, SSA; Full-time, effective 7/9/18.
  - Promotions/Transfers: None.
  - Resignations/Contract Non-Renewal/ Retirement/Termination: None.
- I.** Policies/Procedures: The Superintendent recommended the adoption of the Policies and Procedures listed below:

**Change to Policy:**

- B-7** Responsibilities/Prohibition of Members – Minor grammatical correction from “it’s” to “its’.”
- B-13** Strategic Plan – Removed “three-year” stipulation from policy, added requirement for Strategic Plan to meet sections 5126.04 and 5126.054 of the ORC, and added wording to detail how self-advocacy will be promoted through the person-centered planning process, activities, and community connections.
- F-19** Purchases for the Program – Increased purchase authority of the Superintendent from \$5,000.00 to \$15,000.00.
- G-4** Behavior Support Strategies – Removed paragraph referencing Riverside providing direct care services to children. Revised wording regarding restrictive measures for children to define restrictive measure placement in ISP, and detailed age-appropriate restrictive measures for children.
- G-38** Resolution of Complaints and Appeals of Adverse Action Proposed or Initiated – Removal of wording that applies to pre-school programs, minor formatting corrections, and revision of wording to be person-centered.

**G-72** Employment First Initiative – Language revision to reflect current Employment First language as adopted by Miami County Board of Developmental Disabilities (Riverside).

**P-8** Personnel Records – Updated to reflect current practices, including access to electronic files.

**Date change only:**

**B-6** Duties of Officers of Board

**B-8** Appearance and Presentation Before the Board

**B-9** Meetings of the Board

**B-10** Administrative Organization

**B-11** Table of Organization

**G-1** Principles of Self-Determination

**P-2** Appointing Authority

**P-9** Equal Employment Opportunity

**P-10** Grievances

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

**J. Other:**

Authorization for July Payment of Bills: A motion to authorize the Superintendent to pay July 2018 bills 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.

**VIII. COMMENTS:**

- Ms. Snell made the following comments to the Board:
  - The Housing Coordinator, Lori Bricker, recently attended a remote technology summit. A new Technology First policy is in the works.
- Ms. Nichols made the following comments to the Board:
  - Riverside is participating in the Tipp City Police Department's Autism Awareness event on June 30, 2018. The Special Olympics has a new CEO in the State office; a field trip is in the planning process for Ms. Nichols and the Recreation Supervisor, Krista Smith.

**IX. NEXT MEETING:** Monday, August 20, 2018

- X. ADJOURNMENT** - A motion to adjourn the meeting at 7:00 p.m. was made by Ms. Ojeda. The motion was seconded by Ms. Clevenger. Mr. Baker called for a voice vote. Motion was carried and so ordered.

Meeting adjourned.

Minutes approved by:

\_\_\_\_\_  
**STEVE M. BAKER, PRESIDENT**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**KAREN WENDELN, RECORDING SECRETARY**

\_\_\_\_\_  
**DATE**