

<b>MIAMI COUNTY BOARD OF DEVELOPMENTAL DISABILITIES</b> <b>June 16, 2014</b> <b>MEETING MINUTES</b>
---

Board In-service: Mel Marsh, Acorn Consulting updated the Board on what is Strategic Planning and held a focus group.

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, June 16, 2014, at 5:30 p.m. at the Troy-Sidney facility.

**I. ROLL CALL**

Steve Baker	- Present	Lori Meyer	- Present
Dave Dippold	- Present	Andrew Johnston	- Present
Karen Wendeln	- Present	Hal Heiner	- Present
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: Blair Brubaker, Jessica Knupp, Sharon Emerick, Leigh Anne Wenning, Melissa Nichols, Andrew Kinder, Doug Jackson, and Denise Kenworthy.

**IV. PRESENTATION OF MINUTES**

The minutes of the May 19, 2014 meeting were reviewed. A motion to accept the minutes of the May 19, 2014 meeting for the official record was made by Ms. Meyer. The motion was seconded by Mr. Dippold. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

**V. PRESENTATION OF FINANCIAL REPORTS**

A. Monthly Financial Reports: Andrew Kinder, Business Director, reviewed the financial report for May 2014. A motion to accept the Monthly Financial Report for May 2014 was made by Ms. Wendeln. The motion was seconded by Ms. Meyer. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

B. Monthly Bills: The May 2014 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the May bills was made by Ms. Meyer. The motion was seconded by Mr. Dippold. Mr. Baker asked for a roll call vote:

Dave Dippold	- Yes	Lori Meyer	- Yes
Karen Wendeln	- Yes	Andrew Johnston	- Yes
Kim Ojeda	- Excused	Hal Heiner	- Yes

Steve Baker - Yes  
Motion was carried and so ordered.

**VI. OLD BUSINESS:**

A. None

**VII. NEW BUSINESS**

A. Liability and Fleet Insurance: A motion to approve the P&F Committee and Superintendent's recommendation to approve the continuation of the contract through the Southwestern Ohio Educational Purchasing Cooperative for another year at a cost not to exceed \$16,966 was made by Ms. Wenseln. The motion was seconded by Mr. Dippold. Mr. Baker asked for a roll call vote.

Karen Wendeln	-	Yes	Hal Heiner	-	Yes
Kim Ojeda	-	Excused	Steve Baker	-	Yes
Lori Meyer	-	Yes	Dave Dippold	-	Yes
Andrew Johnston	-	Yes			

Motion was carried and so ordered.

B. Proposal to the Table of Organization – RT Industries: A motion to approve the P&F Committee and Superintendent's recommendation to change the following titles; Operations Manager to Community Employment Services Manager and Vocational Services Coordinators to Vocational Services Specialists as well as provide a stipend for the Supported Employment Specialist who provides oversight of the job coaches at a not to exceed cost of \$3,000 annually was made by Mr. Dippold. The motion was seconded by Mr. Johnston. Mr. Baker asked for a roll call vote.

Lori Meyer	-	Yes	Dave Dippold	-	Yes
Andrew Johnston	-	Yes	Karen Wendeln	-	Yes
Hal Heiner	-	Yes	Kim Ojeda	-	Excused
Steve Baker	-	Yes			

Motion was carried and so ordered.

C. July Board Meeting/Payment of Bills: A motion to approve the Superintendent's recommendation to cancel the July Board meeting and authorize the Superintendent to pay the July bills was made by Mr. Heiner. The motion was seconded by Ms. Wendeln. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

D. Ethics Approval: None

E. Conferences: None

F. Personnel Actions:  
New Hires: None

**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:

**Date Change Only:**

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

**P-2** Appointing Authority

**P-8** Personnel Records

**P-9** Equal Employment Opportunity

**P-10** Grievances

**P-35** Sexual Harassment

**Change to Policy:**

**G-38** Resolution of Complaints and Appeals of Adverse Action Proposed or Initiated – This policy guides the process for individuals or stakeholders to bring matters of concern to the appropriate parties in order to address the issue. Changes made include:

1. The title of the policy changed to reflect the title of OAC 5123-2-1-12
  - Old: ADMINISTRATIVE RESOLUTION OF COMPLAINTS
  - New: RESOLUTION OF COMPLAINTS AND APPEALS OF ADVERSE ACTION PROPOSED OR INITIATED
2. More clearly defines the provisions this policy does not cover (i.e. circumstances where other means of resolution are available / appropriate).
3. Added a section to the policy that contains the definitions included in OAC 5123-2-1-12  
Formatted and used the language of OAC 5123-2-1-12 for informal and formal resolution of complaints and appeals of adverse actions. There are not procedural changes to the steps of either the informal or formal process. Both continue at the lowest level within the chain of command and appropriately progress to the highest level of administration.

A motion to accept the changes to the Policy and Procedures as outlined above by the Superintendent was made by Ms. Meyer. The motion was seconded by Mr. Johnston. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

- H. **Other:**

- I. Executive Session: Mr. Johnston made a motion to enter into Executive Session to discuss a matter of personnel, specifically to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official at 5:45 p.m. Mr. Dippold seconded. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

Ms. Meyer moved to go out of Executive Session at 6:40 and Ms. Wendeln seconded. Mr. Baker called for a voice vote. The motion was carried and so moved.

**VIII. COMMENTS:** None

**Comments from the Audience:**

- Mr. Heiner inquired as to the new date for the Social Security administration to visit and was told by Mr. Jackson that he is in the process of setting up a series of meetings around this topic.

**IX. NEXT MEETING:** Monday, August 18, 2014

- X. **ADJOURNMENT** - A motion to adjourn the meeting at 6:42 p.m. was made by Mr. Johnston. The motion was seconded by Mr. Dippold. 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**