

**MIAMI COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**  
**August 18, 2014**  
**MEETING MINUTES**

Board In-service: Jessica Knupp, Operations Director and Steve Cox, Facilities Manager updated the Board on Our Community Capital Houses.

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, August 18, 2014, at 6:05 p.m. at the Troy-Sidney facility.

**I. ROLL CALL**

Steve Baker	- Present	Lori Meyer	- Present
Dave Dippold	- Excused, Joined at 6:20 p.m.		
Karen Wendeln	- Present	Andrew Johnston	- Present
Kim Ojeda	- Present	Hal Heiner	- 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: 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 June 16, 2014 meeting were reviewed. A motion to accept the minutes of the June 16, 2014 meeting for the official record 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.

**V. PRESENTATION OF FINANCIAL REPORTS**

A. Monthly Financial Reports: Andrew Kinder, Business Director, reviewed the financial reports for June and July 2014. A motion to accept the Monthly Financial Reports for June and July 2014 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.

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

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

Dave Dippold - Excused  
Motion was carried and so ordered.

**VI. OLD BUSINESS:**

- A. Quarterly Table of Organization - A motion to approve the Quarterly Table of Organization was made by Ms. Wendeln. The motion was seconded by Mr. Johnston. Mr. Baker asked for a voice vote. Motion was carried and so ordered.
- B. Other - None

**VII. NEW BUSINESS**

- A. Resolution for Purchase of Bus: A motion to approve the P&F Committee and Superintendent's recommendation to purchase one new bus at a not to exceed cost of \$100,000 was made by Ms. Wendeln. The motion was seconded by Mr. Johnston. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

- B. Proposal for Contract Agreement with WestCON – Play Coordinator and Developmental Specialist Part Time: A motion to approve the P&F Committee and Superintendent's recommendation to enter into a contract to hire a part time Play Coordinator and Developmental Specialist for the remainder of 2014 at a not to exceed cost of \$12,752.41 was made by Mr. Heiner. The motion was seconded by Ms. Ojeda. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

- C. Human Resources Assistant Position Proposal: A motion to approve the P&F Committee and Superintendent's recommendation to change the title of the Human Resources Assistant to The Human Resources Specialist and raise the pay range to range 8 was made by Ms. Wendeln. The motion was seconded by Ms. Meyer. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered

- D. BODD Works Training Proposal: A motion to approve the P&F Committee and Superintendent's recommendation to enter into an agreement with School Works/BODD Works for a training delivery system at a not to exceed cost of \$4,422 start-up fee and \$3,850 annual fee was made by Mr. Johnston. The motion was seconded by Ms. Meyer. Mr. Baker asked for a roll call vote:

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

Motion was carried and so ordered.

- E. September Board Meeting Change: A motion to change the September Board meeting to September 22<sup>nd</sup> at 5:30 p.m. and to add a Special Board meeting on September 8<sup>th</sup> at 5:30 p.m. was made by Mr. Johnston. The motion was seconded by Ms. Meyer. Mr. Baker asked for a voice vote. The motion was carried and so ordered.

- F. Ethics Approval: None

- G. Conferences: None

- H. Personnel Actions:

**New Hires:**

Brooke Poling, Intermittent VOA, effective July 7, 2014

**Promotions/Transfers:** None

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

Amanda Osterloh, Help Me Grow, resignation effective June 6, 2014

Tory Cope, Developmental Specialist, resignation effective June 27, 2014

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

**Date Change Only:**

**CS-1** Early Intervention Services

**CS-3** Safety/Supplies for Children's Programs

**CS-4** Bus and Van Use for Children's Programs

**F-22** Fiscal Reporting for Medicaid Administration Claiming System (MAC)

**P-16** Employee Identification Badges

**P-20** Position Descriptions

**P-34** Healthy Workplace

**P-36** Family and Medical Leave

**P-42** Public Records Policy

**Change to Policy:**

**G-9** Crises Prevention Intervention Training / Nonviolent Crises Intervention – This was updated to reflect current practices and expectations for staff to be training in CPI. Language was changed to coincide with language that the Crises Institute is currently using.

**G-24** Volunteers – was updated to clarify the policy and to make the process to volunteer easier for those that only wished to volunteer on a limited and supervised basis. Volunteers who wish to volunteer on a more frequent basis and may be left unsupervised with individual are put through a more rigorous process.

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 Ms. Wendeln. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

J. Other: None

K. Executive Session: Mr. Heiner 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 6:40 p.m. Ms. Ojeda seconded. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

Mr. Dippold moved to go out of Executive Session at 7:19 and Ms. Meyer seconded. Mr. Baker called for a voice vote. The motion was carried and so moved.

**VIII. COMMENTS:** None

**Comments from the Audience:**

- Mr. Brubaker updated the Board on the summer vocational camp with 18 students attending and the career exploration camp with 7 students attending.
- Ms. Nichols discussed the new Crises Communications Plan, the Leadership Troy visit this week and the upcoming Chicken Dinner on September 12<sup>th</sup>.
- Ms. Wenning updated on the review of applications for the HR Specialist position and the two SSA positions.
- Ms. Knupp updated the Board on the following:
  - Recreation summer camps are finished for the year. New things were tried and they will be working to get feedback from staff and parents in order to make improvements for next year.

- The Special Olympics golf tournament is tomorrow and the Traditional softball season is going strong.
- The Facilities and Ancillary departments have worked together to do a remodel on one of the preschool bathrooms.
- Ancillary is currently donating used therapy equipment to families with a need.
- Mr. Kinder shared that the exit conference has taken place for the Cost Report Audit; the 2015 budgeting process is underway and the Transportation department is happy to be back to “normal” after all the summer camps are finished.
- Ms. Emerick thanked the Board for approval of the Play Coordinator/Dev. Specialist temporary hire of Katie Kurtz.
- Mr. Jackson updated the Board on the following:
  - The Supported Living Advisory Council, which has existed since 1994, is going to be disbanded as the law has changed. Currently two board members serve on this advisory council.
  - Mr. Jackson announced his resignation as of September 19<sup>th</sup>. He will be taking a position as the Superintendent of the Montgomery Developmental Center.

**IX. NEXT MEETING:** Monday, September 22, 2014

**X. ADJOURNMENT** - A motion to adjourn the meeting at 7:20 p.m. was made by Mr. Johnston. The motion was seconded by Ms. Ojeda. Mr. Baker called for a voice vote. Motion was carried and so ordered.

Minutes approved by:

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**STEVE M. BAKER, PRESIDENT**

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

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

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