

MIAMI COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
October 20, 2014
MEETING MINUTES

Board In-service: Renee Place, Executive Director of WestCON, updated the Board on WestCON.

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, October 20, 2014, at 6:08 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	- 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: Leigh Anne Wenning, Melissa Nichols, Blair Brubaker, Jessica Knupp, Andrew Kinder, Al Decker, Sharon Emerick, and Denise Kenworthy.

IV. PRESENTATION OF MINUTES

The minutes of the September 22, 2014 meeting were reviewed. A motion to accept the minutes of the September 22, 2014 meeting for the official record was made by Mr. Johnston. 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: Andrew Kinder, Business Director, reviewed the financial reports for September 2014. A motion to accept the Monthly Financial Reports for September 2014 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.

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

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

Lori Meyer - Yes
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 Ms. Ojeda. Mr. Baker asked for a voice vote. Motion was carried and so ordered.
- B. Other: None

VII. NEW BUSINESS

- A. Discussion of 2015 Budget: A motion to approve the 2015 Budget as presented was made by Mr. Johnston. The motion was seconded by Ms. Meyer. Mr. Baker asked for a roll call vote.
- | | | | | | |
|-----------------|---|-----|--------------|---|-----|
| Karen Wendeln | - | Yes | Hal Heiner | - | Yes |
| Kim Ojeda | - | Yes | Steve Baker | - | Yes |
| Lori Meyer | - | Yes | Dave Dippold | - | Yes |
| Andrew Johnston | - | Yes | | | |
- Motion was carried and so ordered.

- B. Strategic Plan: A motion to approve the P&F Committee and Superintendent's recommendation to approve the Strategic Plan as presented 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.

- C. Office 365 Purchase Proposal: A motion to approve the P&F Committee and Superintendent's recommendation to purchase Office 365 at an annual cost of \$8,817.60 and a one-time beginning cost of \$17,700 for a total not to exceed cost of \$26,517.60 was made by Mr. Dippold. The motion was seconded by Ms. Wendeln. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

- D. Proposed Title and Pay Range Change, SSA Manager: A motion to approve the P&F Committee and Superintendent's recommendation to change the two existing SSA Supervisors to SSA Managers in pay range 19 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	-	Yes
Andrew Johnston	-	Yes	Karen Wendeln	-	Yes

Hal Heiner - Yes Kim Ojeda - Yes
Steve Baker - Yes
Motion was carried and so ordered.

- E. Relief Receptionist/Administrative Support Position: A motion to approve the P&F Committee and Superintendent's recommendation to create the Relief Receptionist/Administrative Support position at a pay range of 2 was made by Ms. Wendeln. The motion was seconded by Ms. Ojeda. 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 - Yes
Motion was carried and so ordered.

- F. Table of Organization Change – Intervention Specialist: A motion to approve the P&F Committee and Superintendent's recommendation to move the Intervention Specialist position from RT Industries to work under the Ancillary Services group in the Operations Department was made by Mr. Dippold. The motion was seconded by Ms. Ojeda. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

- G. Ethics Approval: None

- H. Conferences: A motion to approve the conference attendance of Erin Clark and Brian Green at the OACB conference in December at a cost of \$945 was made by Mr. Dippold. The motion was seconded by Ms. Wendeln. 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.

- I. Personnel Actions:

New Hires:

David Moore, Recreation Assistant, effective Oct. 6, 2014

Promotions/Transfers:

Julee Via, demotion, from VOA to Intermittent VOA, effective Oct. 10, 2014

Resignations/Contract Non-Renewal/ Retirement/Termination:

Adrian Parks, Recreation Assistant, effective, Sept. 23, 2014, resignation

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

Date change only:

- F-2** Then & Now Certificates for Invoices
- F-4** Pay Periods/Payroll Checks/Payroll Deduction
- F-6** Employee Reimbursement
- F-6a** Employee Reimbursement
- F-21** Cash Control
- F-26** Fees for Services to Eligible Individuals
- F-26a** Fees for Services to Eligible Individuals
- G-2** Advertising, Contributions, and Ticket Sales by Outside Agencies
- G-3** Review of Services Provided through Contract
- G-5** Buildings and Grounds
- G-15** Permits, Licenses & Inspections
- G-19** Use of Sex Offender Information
- G-29** Release of Information
- G-44** Consumers Rights to Protected Health Information
- G-45** Privacy Policy for Health Insurance Portability and Accountability Act
- G-46** Privacy Notice
- G-47** Sanctions for Violation of Health Insurance Portability and Accountability Act
- G-48** Individual Complaints and Grievances for Protected Health Information
- G-49** Administration of Health Insurance Portability and Accountability Act
- G-51** Uses and Disclosures for Which No Release or Authorization is Required
- G-53** Security Policy
- G-54** Security Policies for All Staff
- G-55** Security Policies for Human Resources Staff and Supervisors
- G-56** Facility Security and Access Control
- G-57** Annual Security Evaluation
- G-58** Audit Control and Activity Review Policy
- G-59** Malicious Software Protection Policy
- G-60** Security Awareness Program
- G-61** Data Backup Policy
- G-62** Disaster Recovery Plan and Emergency Mode Operation
- G-63** Device and Media Disposal and Re-Use
- G-64** Technical Safeguards
- G-65** Portable Computing Devices
- G-67** Security Officer Job Description
- P-1** Employee Attendance, Schedules, Standards and Absence Control
- P-11** Holidays
- P-25** Reasonable Accommodation – Employment

- P-32** Drug Free Workplace/Alcohol and Drug Abuse
- P-37** Concealed Weapon Restriction
- P-38** Drug and Alcohol Testing of Employees with Commercial Driver's Licenses

Changes to policy:

- F-7** Cell Phone Use – This policy was changed to reflect current organization practices.
- F-10** Mileage & Travel Reimbursement – The change to this policy raises the limits for Superintendent/Board approval of travel requests.
- F-20** Computer Use Policy – The minor changes to the policy reflect current organization practices.
- G-18** Community Relations – a change to the title of the Community Relations Director.
- P-14** Outside Employment - Changes made were to reflect current language and current certification requirements.

A motion to accept the changes to the Policy and Procedures as outlined above by the Superintendent 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.

- K. Other: Mr. Green inquired if the Board would like to start next month's meeting at 5:30 p.m. as there will be no Inservice prior to the meeting and all agreed.

Mr. Baker presented Mr. Dippold with a Certificate of Gratitude for his time served on the Board.

VIII. COMMENTS: None

Comments from the Audience: None

IX. NEXT MEETING: Monday, November 17, 2014 at 5:30 p.m.

- X. **ADJOURNMENT** - A motion to adjourn the meeting at 7:40 p.m. was made by Mr. Heiner. The motion was seconded by Mr. Johnston. 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