

MIAMI COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
November 17, 2014
MEETING MINUTES

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, November 17, 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	- Excused	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 October 20, 2014 meeting were reviewed. A motion to accept the minutes of the October 20, 2014 meeting for the official record was made by Ms. Meyer. The motion was seconded by Ms. Clevenger. 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 October 2014. A motion to accept the Monthly Financial Reports for October 2014 was made by Ms. Clevenger. The motion was seconded by Mr. Johnston. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

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

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

Motion was carried and so ordered.

VI. OLD BUSINESS:

A. Other: None

VII. NEW BUSINESS

A. Comprehensive Service Plan: A motion to approve the 2015 Comprehensive Service Plan as presented was made by Mr. Johnston. The motion was seconded by Ms. Meyer. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

B. Therapy Services and Operations Contracts: A motion to approve the P&F Committee and Superintendent's recommendation to approve the Therapy Services and Operations Contracts as presented was made by Mr. Heiner. The motion was seconded by Ms. Ojeda. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

C. Contract Agreement with WestCON for Part-time Play Coordinator and Developmental Specialist: A motion to approve the P&F Committee and Superintendent's recommendation to approve the agreement as presented was made by Ms. Ojeda. The motion was seconded by Ms. Clevenger. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

D. Housing Coordinator: A motion to approve the P&F Committee and Superintendent's recommendation to change the Table of Organization by adding a Housing Coordinator position in pay range 8 was made by Mr. Heiner. The motion was seconded by Ms. Clevenger. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

- E. Title and Pay Range Change, Facilities Specialist: A motion to approve the P&F Committee and Superintendent's recommendation to change the Maintenance Worker 1 and Maintenance Worker 2 positions to Facilities Specialist and move both positions to pay range 9 was made by Ms. Meyer. The motion was seconded by Ms. Ojeda. Mr. Baker asked for a roll call vote:

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

Motion was carried and so ordered.

- F. Gymnasium Light Replacement: A motion to approve the P&F Committee and Superintendent's recommendation to purchase the materials and installation for LED fixtures for the gymnasium at a not to exceed cost of \$12,400 was made by Ms. Ojeda. The motion was seconded by Ms. Clevenger. Mr. Baker asked for a roll call vote:

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

Motion was carried and so ordered.

- G. RTI/169 Contract: A motion to approve the P&F Committee and Superintendent's recommendation to renew the RTI/169 contract at a not to exceed cost of \$183,632 for 2015 was made by Ms. Clevenger. The motion was seconded by Ms. Ojeda. Mr. Baker asked for a roll call vote:

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

Motion was carried and so ordered.

- H. RTI Janitorial Services Contract: A motion to approve the P&F Committee and Superintendent's recommendation to renew the RTI Janitorial Services contract at a not to exceed cost of \$106,000 was made by Mr. Johnston. The motion was seconded by Ms. Meyer. Mr. Baker asked for a roll call vote:

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

Motion was carried and so ordered.

- I. Offering Services to Children with Intense Needs: A motion to approve the P&F Committee and Superintendent's recommendation to offer eight (8) Level 1 Waiver slots for 2015, three (3) for 2016 and one each for 2017 and 2018 for children with intense needs was made by Mr. Heiner. The motion was seconded by Ms. Ojeda. Mr. Baker asked for a roll call vote:
- | | | | | | |
|-----------------|---|-----|---------------|---|---------|
| Andrew Johnston | - | Yes | Karen Wendeln | - | Excused |
| Hal Heiner | - | Yes | Kim Ojeda | - | Yes |
| Mary Clevenger | - | Yes | Lori Meyer | - | Yes |
| Steve Baker | - | Yes | | | |
- Motion was carried and so ordered.
- J. Ohio Association of County Board of DD: A motion to approve the Superintendent and P&F committee's recommendation to approve payment to the OACBDD in the amount of \$21,500 for 2015 dues was made by Ms. Clevenger. The motion was seconded by Ms. Meyer. Mr. Baker asked for a roll call vote:
- | | | | | | |
|----------------|---|---------|-----------------|---|-----|
| Hal Heiner | - | Yes | Kim Ojeda | - | Yes |
| Mary Clevenger | - | Yes | Lori Meyer | - | Yes |
| Steve Baker | - | Yes | Andrew Johnston | - | Yes |
| Karen Wendeln | - | Excused | | | |
- Motion was carried and so ordered.
- K. Mid-Size Automobile: A motion to approve the Superintendent and P&F committee's recommendation to purchase a four-door mid-size automobile for fleet use at a not to exceed cost of \$20,000 was made by Ms. Meyer. The motion was seconded by Ms. Clevenger. Mr. Baker asked for a roll call vote:
- | | | | | | |
|----------------|---|---------|-----------------|---|-----|
| Mary Clevenger | - | Yes | Lori Meyer | - | Yes |
| Steve Baker | - | Yes | Andrew Johnston | - | Yes |
| Karen Wendeln | - | Excused | Hal Heiner | - | Yes |
| Kim Ojeda | - | Yes | | | |
- Motion was carried and so ordered.
- L. Shared Services of Superintendent with Auglaize County: A motion to approve the Superintendent and P&F committee's recommendation to approve the Agreement of Shared Services with Auglaize County was made by Mr. Johnston. The motion was seconded by Ms. Meyer. Mr. Baker asked for a voice vote. Motion was carried and so ordered.
- M. Board Meeting Dates 2015: Mr. Green presented alternate dates for the January and February Board meetings. A motion to choose January 26th and February 23rd for the alternative dates was made by Ms. Ojeda. The motion was seconded by Mr. Johnston. Mr. Baker asked for a voice vote. The motion was carried and so ordered.

- N. December Board Meeting/Payment of Bills: A motion to approve the Superintendent's recommendation to cancel the December Board meeting and authorize the Superintendent to pay the December 2014 bills 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.
- O. Nominating Committee: Mr. Baker appointed to the Nominating Committee: Andrew Johnston, Karen Wendeln, and Mary Clevenger. He asked Mr. Johnston to chair the committee.
- P. Leadership Programs: Mr. Green announced that Melissa Nichols will be attending Leadership Troy for 2015 and Logan Francis will attend Leadership Piqua for 2015.
- Q. Ethics Approval: None
- R. Conferences: None
- S. Personnel Actions:
New Hires:
Paula Baker, Relief Receptionist/Administrative Support, effective 11/3/14
Megan Beam, SSA, effective 11/3/14

Promotions/Transfers:
Ben Battista, promotion from SSA Team Supervisor to SSA Manager, effective 10/27/14
Becky Snell, promotion from SSA Team Supervisor to SSA Manager, effective 10/27/14

Resignations/Contract Non-Renewal/ Retirement/Termination:
Benny Boyd, Support Specialist, retirement effective November 28, 2014
- T. Policies/Procedures: The Superintendent recommended the adoption of the Policies and Procedures listed below:
Date change only:
G-36 Medicaid Services Administrative Resolution
SSA-3 Supported Living Program Definition, Purpose and Philosophy

Change to policy:
B-1 Mission Statement - policy was updated to reflect changes made from the Strategic Plan.

Policy Rescinded:
SSA-5 Supported Living Advisory Council – This policy is no longer applicable due to changes in the rule by the state.

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

- U. Strategic Plan Goals: Committee chairs presented the updates from their committees as were in the committee report.
- V. Proposal Implementation Update: Directors updated on the recent purchase approvals from the Board on BODD Works; a new bus; and Office 365.
- W. Communications: Ms. Nichols reviewed her Communications report with the Board.
- X. Other: None
- Y. Executive Session: A motion to adjourn to Executive Session at 6:32 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee was made by Ms. Ojeda. The motion was seconded by Ms. Meyer. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

A motion to adjust the Superintendent's annual salary to \$101,500 effective January 1, 2015 was made by Ms. Clevenger. The motion was seconded by Ms. Ojeda. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

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

VIII. COMMENTS: None

Comments from the Audience: None

IX. NEXT MEETING: Monday, January 26, 2015 at 5:30 p.m.

X. ADJOURNMENT - A motion to adjourn the meeting at 6:55 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.

Minutes approved by:

STEVE M. BAKER, PRESIDENT

DATE