

**MIAMI COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**  
**April 16, 2018**  
**MEETING MINUTES**

Board In-service: Advocacy Update presented by Krista Smith

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, April 16, 2018, at 6:03 p.m. at the Troy-Sidney facility.

**I. ROLL CALL**

Steve Baker	- Present	Andrew Johnston	- Present
Lori Meyer	- Present	Mary Clevenger	- Present
Karen Wendeln	- Present	Mandy Via	- Excused
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: Sharon Emerick, Leigh Anne Wenning, Becky Snell, Jessica Knupp, Sherry Saddler, Melissa Nichols, and Megan Brinckerhoff.

**IV. PRESENTATION OF MINUTES**

The minutes of the March 19, 2018 meeting were reviewed. A motion to accept the minutes of the March 19, 2018 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:** Sherry Saddler, Business Director, reviewed the financial report for March 2018. A motion to accept the Monthly Financial Report for March 2018 was made by Ms. Clevenger. The motion was seconded by Ms. Wendeln. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

**B. Monthly Bills:** The March 2018 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the March bills was made by Ms. Meyer. The motion was seconded by Ms. Ojeda. Mr. Baker asked for a roll call vote:

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

Motion was carried and so ordered.

**VI. OLD BUSINESS:**

- A. Table of Organization: A motion to approve the Quarterly Table of Organization was made by Ms. Wendeln. The motion was seconded by Ms. Clevenger. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

**VII. NEW BUSINESS**

- A. Proposal for Training Room Furniture: A motion to approve the P&F Committee and Superintendent's recommendation of the Proposal for Training Room Furniture for a total cost of \$46,442.20 was made by Ms. Wendeln. The motion was seconded Ms. Via. Mr. Baker asked for a roll call vote:

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

Motion was carried and so ordered.

- B. Proposal for Cozy Corridor: A motion to approve the P&F Committee and Superintendent's recommendation of the Proposal for the Cozy Corridor for a price not to exceed the architectural estimate of \$16,609.00 was made by Ms. Wendeln. The motion was seconded Ms. Clevenger. Mr. Baker asked for a roll call vote:

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

Motion was carried and so ordered.

- C. Proposal for Training Room Ceiling Grid: A motion to approve the P&F Committee and Superintendent's recommendation of the Proposal for the Training Room Ceiling Grid for a total cost of \$9,800.00 was made by Ms. Meyer. The motion was seconded Ms. Ojeda. Mr. Baker asked for a roll call vote:

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

Motion was carried and so ordered.

- D. Proposal for Office Furniture and Desk Units: A motion to approve the P&F Committee and Superintendent's recommendation of the Proposal for the Office Furniture and Desk Units for a total cost of \$15,190.79 was made by Ms. Ojeda. The motion was seconded Ms. Wendeln. Mr. Baker asked for a roll call vote:

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

Motion was carried and so ordered.

- E. Proposal for Concrete Curbs and Patio: A motion to approve the P&F Committee and Superintendent’s recommendation of the Proposal for Concrete Curbs and Patio for a total cost of \$9,450 was made by Ms. Meyer. The motion was seconded Ms. Ojeda. Mr. Baker asked for a roll call vote:

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

Motion was carried and so ordered.

- F. Ethics Approvals: None.

- G. Conferences: None.

- H. Personnel Actions:

**New Hires:**

Megan Wade-Allen, Executive Assistant to the Superintendent, full-time, effective 4/30/18

**Promotions/Transfers:**

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

Megan Brinckerhoff, Executive Assistant to the Superintendent, full-time, resignation effective 5/4/18

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

**Changes to Policy:**

- HS-07** Do Not Resuscitate Comfort Care - Updated to remove reflection of County Board providing direct services but maintaining the inclusion of the information in the ISP. Also, updating language – ie; “consumer” being changed to “individual.”
- HS-02** Communicable Diseases – Rescinded policy due to no longer providing direct services.

**Date Change Only:**

**P-21** Probationary Periods

**G-74** Peer Recognition

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:** None

**VIII. COMMENTS:**

- Ms. Emerick updated the Board on the following:
  - Ms. Emerick recently attended a Region 2 Meeting in Urbana with Ms. Snell where the Direct Service Provider shortage was discussed.
- Ms. Snell updated the Board on the following:
  - The Region 2 Meeting was very informative and felt very helpful.

**IX. NEXT MEETING:** Monday, May 21, 2018

**X. ADJOURNMENT** - A motion to adjourn the meeting at 6:34 p.m. was made by Ms. Clevenger. The motion was seconded by Ms. Ojeda. Mr. Baker called for a voice vote. Motion was carried and so ordered.

Minutes approved by:

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

5/21/18  
**DATE**

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

5-21-18  
**DATE**