

MIAMI COUNTY BOARD OF DEVELOPMENTAL DISABILITIES (RIVERSIDE) AUGUST 20, 2018 MEETING MINUTES

Board In-service: Fix the List – Given by Erin Clark, Jacklyn Vietor, and Jessica Knupp.

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, August 20, 2018, at 5:45 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

I. ROLL CALL

Steve Baker	☑	Present	Andrew Johnston	-	Present
Lori Meyer	-	Present	Mary Clevenger	-	Present
Karen Wendeln	☑	Present	Mandy Via	☑	Present
Kim Ojeda	-	Present			

II. PLEDGE OF ALLEGIANCE

Everyone in attendance joined in giving the Pledge of Allegiance, led by Mr. Baker, President.

III. INTRODUCTION OF STAFF/GUESTS

The following staff were in attendance: Sharon Emerick, Melissa Nichols, Sherry Saddler, Jessica Knupp, Leigh Anne Wenning, Stacy Pettit, Becky Snell, and Megan Wade-Allen.

IV. PRESENTATION OF MINUTES

The minutes of the June 18, 2018 meeting were reviewed. A motion to accept the minutes of the June 18, 2018 meeting for the official record was made by Ms. Ojeda. 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: Sherry Saddler, Business Director, reviewed the financial report for June and July 2018. A motion to accept the Monthly Financial Report for June and July 2018 was made by Ms. Clevenger. The motion was seconded by Ms. Meyer. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

B. Monthly Bills: The June and July 2018 bills were presented for approval. A motion to ratify the Superintendent’s actions in payment of the June and July 2018 bills was made by Ms. Wendeln. The motion was seconded by Ms. Clevenger. Mr. Baker asked for a roll call vote:

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

Motion was carried and so ordered.

VI. OLD BUSINESS:

VII. NEW BUSINESS

- A. Proposal for Abolishment of Nurse Position:** A motion to approve the P&F Committee and Superintendent's recommendation for the abolishment of the Nurse position on the Table of Organization to be effective February 1, 2019 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	-	Yes
Kim Ojeda	-	Yes	Steve Baker	-	Yes
Andrew Johnston	-	Yes	Lori Meyer	-	Yes
Mary Clevenger	-	Yes			

Motion was carried and so ordered.

- B. Proposal for Title and Position Description Change – Children and Provider Relations Director:** A motion to approve the P&F Committee and Superintendent's recommendation to relocate the provider relations duties to the Quality and Innovations Director and to change the Children and Provider Relations Director to a Early Intervention Director position was made by Ms. Clevenger. The motion was seconded by Ms. Wendeln. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

- C. Table of Organization:** A motion to approve the revised Table of Organization was made by Ms. Ojeda. The motion was seconded by Ms. Wendeln. Motion was carried and so ordered.
- D. Ethics Approvals:** A motion to approve the recommendations of the Superintendent and the Ethics committee was made by Ms. Meyer. Motion seconded by Ms. Clevenger. Mr. Baker requested a roll call vote.

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

Motion carried and so ordered.

- E. Conferences:** A motion to approve eight (8) advocates and three (3) staff members attending the annual Synergy Conference to be held October 3-5, 2018 in Sandusky, Ohio was at a cost not to exceed \$6,000.00 was made by Ms. Meyer. Motion seconded by Ms. Clevenger. Mr. Baker asked for a roll call vote.

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

Motion carried and so ordered.

- F. Personnel Actions:**

New Hires: Stacy Pettit, Personnel & Staff Development Director; Full-time, start date 08/07/2018

Promotions/Transfers: None

Resignations/Contract Non-Renewal/ Retirement/Termination: Leigh Anne Wenning – Personnel & Staff Development Director, 9/7/18
Chad Bornhorst – Service and Support Administrator, 8/17/18
Sharon Emerick – Children and Provider Relations Director, 9/28/18

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

Change to Policy:

- G-24 Volunteers** – Removed and revised wording to match rule changes.

Date change only:

- F-22 Medicaid Admission Claiming (MAC)**

- P-16 Employee ID Badges**

- P-20 Position Descriptions**

- P-34 Healthy Workplace**

- P-36 Family and Medical Leave**

- P-42 Public Records Policy**

A motion to accept the changes to the Policies and Procedures 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.

VIII. COMMENTS:

- Ms. Pettit made the following comments to the Board:
 - Incoming Personnel & Staff Development Director; happy to have been selected to join Riverside staff. Brings with her both a public and private sector background and is a 2002 graduate of the Leadership Troy program.
- Ms. Wenning made the following comments to the Board:
 - Sincere thanks to the Board and staff of Riverside for a wonderful career spanning most of her twenties and all of her thirties, and a better team to work with could not be asked for. She is confident in Stacy and her abilities and is excited for the future. Everyone will be missed.
- Ms. Nichols made the following comments to the Board:
 - Thanks to the Board for approving the Synergy Conference attendance for providers and staff. Pictures and videos will be shared with the Board at the November meeting. Parking lot and building signage will be updated with the new branding in the coming months.
- Ms. Saddler made the following comments to the Board:
 - Riverside's waiver match has been reduced by over a million dollars in 2017/2018- thanks to the SSA Department and Jessica Knupp for their hard work. Also, there have been changes in the subsidy that will offset the waiver match for this year.
- Ms. Ojeda made the following comments to the Board:
 - As a parent of an individual we serve, she is grateful for Leigh Anne's focus on the people we serve. Leigh Anne will be greatly missed.

IX. EXECUTIVE SESSION

A motion to adjourn to Executive Session at 6:10 p.m. was made by Ms. Ojeda and seconded by Ms. Clevenger. Mr. Baker requested a voice vote. Motion carried and so ordered.

A motion to return from Executive Session at 6:36 p.m. was made by Mr. Johnston and seconded by Ms. Clevenger. Mr. Baker requested a voice vote. Motion carried and so ordered.

X. NEXT MEETING: *Monday, September 17, 2018*

XI. ADJOURNMENT - A motion to adjourn the meeting at 6:37 p.m. was made by Ms. Ojeda. The motion was seconded by Ms. Wendeln. Mr. Baker called for a voice vote. Motion was carried and so ordered.

Meeting adjourned.

Minutes approved by:

Steve M. Baker
STEVE M. BAKER, PRESIDENT

Karen Wendeln
KAREN WENDELN, RECORDING SECRETARY

9/17/18
DATE

9-17-18
DATE