

MIAMI COUNTY BOARD OF DEVELOPMENTAL DISABILITIES (RIVERSIDE) OCTOBER 15, 2018 MEETING MINUTES
--

Board In-service: Data Warehouse – Given by Sherry Saddler

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, October 15, 2018, at 6:00 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

I. ROLL CALL

Steve Baker	- Present	Andrew Johnston	- Excused
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: Brian Green, Kathy Greenawalt-Cherry, Melissa Nichols, Sherry Saddler, Jessica Knupp, Stacy Pettit, Becky Snell, and Megan Wade-Allen.

IV. PRESENTATION OF MINUTES

The minutes of the September 17, 2018, meeting were reviewed. A motion to accept the minutes of the meeting for the official record 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.

V. PRESENTATION OF FINANCIAL REPORTS

A. Monthly Financial Reports: Sherry Saddler, Business Director, reviewed the financial report for September. A motion to accept the Monthly Financial Report as written 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 September 2018 bills were presented for approval. A motion to ratify the Superintendent’s actions in payment of the September 2018 bills was made by Ms. Wendeln. The motion was seconded by Ms. Clevenger. Mr. Baker asked for a roll call vote:

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

Motion was carried and so ordered.

VI. OLD BUSINESS

None

VII. NEW BUSINESS

- A. Proposal for Resource Support Coordinator Position: A motion to approve the P&F Committee and Superintendent's recommendation for the addition of a Resource Support Coordinator position to the Table of Organization was made by Ms. Clevenger. The motion was seconded by Ms. Wendeln. 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	-	Excused			

Motion was carried and so ordered.

- B. Resolution to Abolish Ancillary Manager Position: A motion to approve the P&F Committee and Superintendent's recommendation to abolish one (1) Ancillary Manager position from the Table of Organization effective January 28, 2019 was made by Ms. Wendeln. The motion was seconded by Ms. Via. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

- C. Resolution for Purchase of Competitive Natural Gas Service: A motion to approve the P&F Committee and Superintendent's recommendation to authorize the purchase of competitive retail natural gas service from the lowest responsible bid submitted to the Southwestern Ohio Educational Purchasing council for the period commencing July 2020 and terminating no later than June 2025 was made by Ms. Via. The motion was seconded by Ms. Wendeln. Mr. Baker asked for a voice vote. Motion carried and so ordered.

- D. Table of Organization: Mr. Baker asked for a motion to approve the Table of Organization as presented. Motion made by Ms. Wendeln. Seconded by Ms. Ojeda. Motion carried and so ordered.

- E. Conferences: None

- F. Personnel Actions:

New Hires: Alicia Knife, Service and Support Administrator; Full-time – Effective 10/9/2018

Promotions/Transfers: Kathy Greenawalt-Cherry, Early Intervention Specialist Supervisor to Early Intervention Director; Full-time – Effective 10/15/2018

Resignations/Contract Non-Renewal/ Retirement/Termination: Paula Baker, Intermittent Receptionist – Effective 10/10/2018

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

Change to Policy:

- F-6** Employee Reimbursement and Procedure – Added language based upon new guidelines put forth by the County Auditor’s office for credit card reimbursements. Credit card purchases must be preauthorized by the Auditor’s office specifically or the purchase will not be reimbursed.
- F-6a** Employee Reimbursement and Procedure – Administrative Procedure – Revised to reflect changes in guidelines listed in F-6 Employee Reimbursement and Procedure.
- F-26a** Fees for Services to Eligible Individuals-Rates – Targeted Case Management rate updated to match current per unit reimbursement of \$19.51.
- G-2** Advertising, Contributions, and Ticket Sales by Outside Agencies – Added “Special Olympics” to policy and revised wording to match current practices and branding.
- G-18** Community Relations – Revised wording to match current practices and branding.
- P-14** Outside Employment – Revised wording to reflect current person-centered language.
- P-38** Drug and Alcohol Testing of Employees with CDL’s – RESCINDED

Date change only:

- F-2** Exception Letters for Invoices
- F-4** Pay Periods/Payroll Checks
- F-10** Travel Expense Reimbursement and Procedure
- F-21** Cash Control
- F-26** Fees for Services to Eligible Individuals
- G-3** Review of Services Provided Through Contract
- G-5** Building and Grounds
- G-15** Permits, Licenses and Inspections

- G-19 Use of Sex Offender Information
- G-35 Liability Insurance
- G-42 Sales and Solicitation
- G-43 Records Access Retention
- G-43a Records Access Retention – Appendix A
- P-1 Employee Attendance
- P-11 Holidays
- P-25 Reasonable Accommodation – Employment
- P-37 Concealed Weapon Restriction

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

VIII. OTHER

None

IX. COMMENTS:

Ms. Greenawalt-Cherry made the following comments to the Board:

- Thank you for the warm welcome. Excited to continue the Early Intervention journey in the new Director role.

Ms. Snell made the following comments to the Board:

- Provider Relations duties have been absorbed. Attended Miami County ESC meeting this afternoon –good ideas for provider retention.

Ms. Nichols made the following comments to the Board:

- Things have been very busy in the Community Awareness and Opportunities Department. The Synergy Conference was a huge success. Riverside again hosted the baby-changing station at the Tipp City Mum Festival and participated in the Battle of the Badges last weekend, which is a one-day softball tournament among local law enforcement, fire, and EMS agencies. All proceeds go to help people with developmental disabilities. This year, 150 care packages were compiled during the Battle of the Badges game; 75 of those went to Shelby County, and 75 came to Miami County. The Troy Cheerleaders have invited our cheerleaders to join them this Friday at the Troy/Sidney football game. Be sure to look for us if you attend the game!

Ms. Meyer made the following comments to the Board:

- Has anyone else noticed fees being charged for STABLE accounts? It would be nice if there were a quicker way for providers and people we serve to connect in the event there is a need for a provider. Several suggestions were discussed.

Ms. Ojeda made the following comments to the Board:





- What does Riverside do to be proactive in bridging the communication gap between people with disabilities and law enforcement/fire/EMS? Ms. Snell and Ms. Knupp shared that our SSA's have a great relationship with local law enforcement and are frequently able to talk to an officer directly if there is a call for service involving a person we serve. Also, local law enforcement officers attend the CPI training that is held regularly, and there is such a demand for information that there will be a second class added to meet it. Sheriff Duchak shared an information sheet with Riverside that can be completed and return to the Dispatch center of local law enforcement offices; these notes will be entered into the system and can be accessed if a person we serve becomes involved with law enforcement. Also, Ms. Via shared that it is important for parents/caregivers to be proactive in alerting their communities to individuals with disabilities and gave several examples of how specific disabilities can be communicated non-verbally in an emergency (i.e. seatbelt covers).

X. NEXT MEETING: Monday, November 19, 2018

XI. ADJOURNMENT - A motion to adjourn the meeting at 6:35 p.m. was made by Ms. Meyer. The motion was seconded by Ms. Ojeda. Mr. Baker called for a voice vote. Motion was carried and so ordered.

Meeting adjourned.

Minutes approved by:

 _____ STEVE M. BAKER, PRESIDENT	 _____ DATE
 _____ KAREN WENDELN, RECORDING SECRETARY	 _____ DATE