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## BOARD MEETING MINUTES

March 16, 2020

**BOARD IN-SERVICE:** The Superintendent will send the Board Members a link to Director Davis video to watch on their own.

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, March 16, 2020, at 5:30 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

### I. ROLL CALL

Steve Baker	- Present	Andrew Johnston	- Present
Lori Meyer	- Present	Jerry Herbe	- Present
Eric Burris	- 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, Sherry Saddler and Denise Kenworthy.

### IV. PRESENTATION BY GUESTS

No presentations this month.

### V. PRESENTATION OF MINUTES

The minutes of the January 27, 2020, 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 Mr. Burris. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

### VI. PRESENTATION OF FINANCIAL REPORTS

- A. Monthly Financial Reports:** Sherry Saddler, Business Director, reviewed the financial report for January and February 2020. A motion to accept the Monthly Financial Report as written was made by Mr. Herbe. The motion was seconded by Ms. Meyer. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

**B. Monthly Bills:** The January and February 2020 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the January and February 2020 bills was made by Ms. Meyer. The motion was seconded by Mr. Burris. Mr. Baker asked for a roll call vote.

Lori Meyer	-	Yes	Jerry Herbe	-	Yes
Eric Burris	-	Yes	Mandy Via	-	Yes
Kim Ojeda	-	Yes	Steve Baker	-	Yes
Andrew Johnston	-	Yes	Lori Meyer	-	Yes

Motion was carried and so ordered.

## **VII. OLD BUSINESS:**

**A. Update on Contracts:** An update on the on-going building contracts was given by Sherry Saddler, Business Director. The following was reported:

- ❖ The gym floor needed moisture mitigation which has been completed and the new flooring is going down this week.
- ❖ The roof has been delayed due to weather. A ceiling collapse in the IT office has been reviewed by the contractor who will pay all damage related expenses.
- ❖ HVAC system is in the final stages and should be complete soon.

Sherry Saddler left the meeting at this time.

## **VIII. NEW BUSINESS**

**A. Emergency Resolution – COVID-19:** A motion to approve the Emergency Resolution giving the Superintendent authority to make decisions for the facility during the COVID-19 pandemic was made by Ms. Meyer. The motion was seconded by Ms. Via. Mr. Baker asked for a roll call vote.

Eric Burris	-	Yes	Mandy Via	-	Yes
Kim Ojeda	-	Yes	Steve Baker	-	Yes
Andrew Johnston	-	Yes	Lori Meyer	-	Yes
Jerry Herbe	-	Yes			

Motion was carried and so ordered.

**B. Identity Protection Discussion:** The Superintendent discussed information on Identity Protection Plans with the Board. The Board would like further information from Ms. Pettit at an upcoming Board meeting.

**C. Proposal for New HOP Board Member:** A motion to approve the Superintendent's recommendation to appoint Traci Miller to the Housing Opportunities Board was made by Ms. Meyer. The motion was seconded by Ms. Via. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

**D. Ethics Approvals:** None

**E. Conferences:** None

**F. Personnel Actions:**

New Hires:

John Dorsey, Service and Support Coordinator, effective 02/10/2020  
Kalesha Peacock, Service Coordinator, effective 01/27/2020

Promotions/Transfers:

Tonia Rohlfs, Service and Support Administrator to Service and Support Administrator Children

Resignations/Contract Non-Renewal/Retirement/Termination: None

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

**Date Change Only:**

- G-11** Fire Drills – Updated to new format and date change.
- G-22** Tornado Drills – Updated to new format and date change.
- G-69** Non-Medicaid Adult Day Services – Updated to new format and date change.

**Rescinded:**

- G-13** Individual Budget Pilot Project – We will be incorporating pieces of this policy into an existing policy in the upcoming months.

A motion to accept the changes to the Policies and Procedures was made by Mr. Johnston. The motion was seconded by Mr. Burris. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

- H. Other:**

**IX. COMMENTS:**

- Ms. Meyer asked about preparations to support our clients during this pandemic. Mr. Green responded with the plans by the Agency and the SSA Department specifically for support of our clients and the direct care support staff during the time the day programs are closed.
- Mr. Johnston asked about anything that the Board could provide to assist in getting through this time, computers, software, supplies, etc.
- Ms. Via had several scenarios/issues she wanted the agency to consider:
  - What happens if one of our clients is hospitalized with the coronavirus? If they are quarantined in the hospital already overtaxed health care workers would not have the time for the special care that might be needed.
  - How would our clients be cared for in their homes if they were quarantined? Most homecare providers do not have the level of medical care experience that might be needed.
  - Is there a way for the Community Connections department to provide something on-line to alleviate the boredom for clients who are used to a day program and then evening activities?

- Mr. Green told the Board he would send them a link to the Board Inservice for the month which is an update with Director Davis.
- Mr. Baker distributed the newspaper articles from DD Awareness Month.

**X. NEXT MEETING: Monday April 20, 2020**

**XI. ADJOURNMENT** - A motion to adjourn the meeting at 6:15 p.m. was made by Ms. Ojeda. The motion was seconded by Mr. Johnston. Mr. Baker called for a voice vote. Motion was carried and so ordered.

Meeting adjourned.

Minutes approved by:

*Steve M. Baker*

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**STEVE M. BAKER, PRESIDENT**

*4/20/20*

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**DATE**

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**MANDY VIA, RECORDING SECRETARY**

\_\_\_\_\_  
**DATE**