
BOARD MEETING MINUTES

February 25, 2019

BOARD IN-SERVICE: Strategic Plan – Presented by Brian Green and Stacy Pettit

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, February 25, 2019, at 6:00 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

I. ROLL CALL

Steve Baker	- Present	Andrew Johnston	- Excused
Lori Meyer	- Present	Jerry Herbe	- Excused
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, Kathy Greenawalt-Cherry, Melissa Nichols, Sherry Saddler, Stacy Pettit, Becky Snell, Jessica Knupp and Nicole Eckert.

IV. PRESENTATION OF MINUTES

The minutes of the January 28, 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 January 2019. A motion to accept the Monthly Financial Report as written 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.

B. Monthly Bills: The January 2019 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the January 2019 bills was made by Ms. Ojeda. The motion was seconded by Ms. Via. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Proposal for Community Connections Department (name change): A motion to approve the Community Connections Department (name change) was made by Ms. Meyer. The motion was seconded by Ms. Ojeda. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

B. Resolution to name March Developmental Disabilities Awareness Month: A motion to approve the Resolution to name March Developmental Disabilities Awareness Month 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.

C. Ethics Approvals: None

D. Conferences: None

E. Personnel Actions:

New Hires: None

Promotions/Transfers: None

Resignations/Contract Non-Renewal/ Retirement/Termination: Lorie Bricker resigned as Housing Coordinator effective March 15, 2019.

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

Changes to Policy:

SSA-9 On Call/After-Hours Availability – Updated to reflect current terminology and practices

G-4 Behavioral Support Strategies – Updated to reflect rule updates that were not previously addressed.

- G-9** Nonviolent Crisis Intervention – Updated to reflect current terminology and practices
- G-27** Incidents Adversely Affecting Health and Safety – Updated reflect the new rule 5123:17-02 effective 1/1/2019.
- G-34** Tobacco Free Environment – Added e-cigarettes.
- G-39** Ethics Council - Spelled out Riverside.
- G-43** Records Access and Retention – Language change (HR Director to Business Director as Record’s Retention duties have shifted).
- G-43a** Records Access and Retention – Appendix A – Remove Adult Services Records Requirements moving forward (privatization).
- G-54** HIPPA Security Policies for all Staff - Changes in prohibitive language; removal of unnecessary reiteration.
- G-55** HIPPA Security Policies for Human Resources Staff & Supervisors – Changed MIS Department to IT Department.
- G-70** Telephone and Voicemail Use – Changed MIS Department to IT Department.
- P-21** Probation Periods - Removed Classified only; added Management

Date Change Only:

- G-43b** G-43 – Appendix B
- G-49** Administration of Health Insurance Portability & Accountability Act
- G-45** Privacy Policy for Health & Ins. Portability & Accountability Act
- G-50** Business Associates
- G-53** HIPAA Security Policies
- G-56** HIPAA Facility Security and Access Control

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

G. Other: Review Committee Assignments

VIII. COMMENTS:

- o Mr. Baker discussed only sending out an electronic copy of the board packet and no longer mailing a paper packet before the meeting. Mr. Baker also discussed no longer including paper copies of all policies during board meetings.
- o Ms. Greenawalt-Cherry thanked the Board for approving the new DS position.

IX. NEXT MEETING: Monday, March 18, 2019

- X. ADJOURNMENT** - A motion to adjourn the meeting at 6:40 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
STEVE M. BAKER, PRESIDENT

3/18/19
DATE

Lori Meyer
MANDY VIA, RECORDING SECRETARY

3/18/19
DATE

Lori Meyer, Vice President