



BOARD MEETING MINUTES

March 18, 2019

BOARD IN-SERVICE: MUI/UI – Presented by Becky Snell, Al Decker and Tammie Pitts

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, March 18, 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	- Present
Eric Burris	- Present	Mandy Via	- Excused
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.

Steve Baker, Board President, administered the Oath of Office to Jerry Herbe.

IV. PRESENTATION OF MINUTES

The minutes of the February 25, 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 February 2019. A motion to accept the Monthly Financial Report as written 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.

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

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

Motion was carried and so ordered.

VI. OLD BUSINESS

VII. NEW BUSINESS

- A. Proposal for Resource Support Coordinator:** A motion to approve the transition of the Housing Coordinator Position to a Resource Support Coordinator 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.

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

Motion was carried and so ordered.

- B. Ethics Approvals:** None

- C. Conferences:** None

- D. Personnel Actions:**

New Hires: None

Promotions/Transfers: None

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

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

Changes to Policy:

G-14 Quality Assurance – Removed "Supported Living" and replaced with "Home and Community Based."

G-61 HIPAA Data Backup Policy – Generalized location of backup server.

CS-1 Early Intervention Services – Removed Central Coordination and updates services to include only those services that are part of the 18 EI services. Removed PLAY and ADEP.

Date Change Only:

G-51 Uses and Disclosures for Which No Release or Authorization is Required

G-57 HIPAA Annual Security Evaluation

G-58 HIPAA Audit Control and Activity Review

G-59 HIPAA Malicious Software Protection

G-60 HIPAA Security and Awareness Program

G-62 HIPAA Disaster Recovery Plan and Emergency Mode Operation

P-44 Computer Use Policy

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

- F. Other: Brian discussed DODD increasing hourly rate for DSP by 10%. DODD will cover 5% and County Boards will cover 5%. DODD will cover costs of County Boards through 2022. We will need to add approximately \$175,000 to the Medicaid expenses after 2022.

VIII. COMMENTS:

- All staff introduced themselves and discussed their departments role in the Organization to Mr. Herbe.
- Stacy followed up with information regarding the culture survey stating we have completed most focus groups with only a few remaining. Stacy will compile information to move forward once complete. Stacy also discussed our Spring into Fitness challenges with staff, the new market place set up with our vending machine company as well as currently moving into round 2 of interviews for the Developmental Specialist position.
- Kathy thanked the Board for approving the new DS position at the last meeting. Kathy also discussed that on March 26, our Early Intervention Service Coordinator Christy Back will serve on panel to share information about the transition from "Part C Early Intervention" to "Part B Preschool Services" at the Early Childhood Wellness Conference in Columbus.
- Becky thanked the Board for approving the transition of the Housing Coordinator position to the Resource Support Coordinator position.
- Melissa shared that the COA Department has been very busy with Developmental Disabilities Awareness Month. The month began with our Open House on March 1 which was very successful. We have had coverage in the Miami Valley Today (paper) for our individual biography "spotlights" as well as for Spirit Night. Melissa noted that a local employer contacted our Agency regarding one of the spotlights on our Facebook page and offered an employment opportunity to the individual. This culminated in employment opportunities for 2 people served by the Board. Also, our billboards are up and will remain for 2 months.

IX. NEXT MEETING: Monday, April 15, 2019

- X. ADJOURNMENT** - A motion to adjourn the meeting at 7:11 p.m. was made by Ms. Ojeda. The motion was seconded by Mr. Burris. Mr. Baker called for a voice vote. Motion was carried and so ordered.

Meeting adjourned.

Minutes approved by:



STEVE M. BAKER, PRESIDENT



DATE



MANDY VIA, RECORDING SECRETARY



DATE