



**BOARD MEETING MINUTES
April 15, 2019**

Board In-service: Vocational Rehabilitation – Presented by Becky Snell.

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, April 15, 2019, at 6:00 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	- Excused	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.

VI. PRESENTATION OF MINUTES

The minutes of the March 18, 2019, 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. Herbe. 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 March 2019. A motion to accept the Monthly Financial Report as written 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.

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

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

Motion was carried and so ordered.

VI. OLD BUSINESS

Quarterly Table of Organization: A motion to approve the Quarterly Table of Organization was made by Mr. Johnston. The motion was seconded by Ms. Via. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

VII. NEW BUSINESS

- A.** Sick Leave Donation Policy: A motion to approve the P&F Committee and Superintendent's recommendation for Sick Leave Donation Policy was made by Ms. Ojeda. The motion was seconded by Mr. Herbe. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

- B.** Travel Policy: A motion to approve the P&F Committee and Superintendent's recommendation for the Travel Policy 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	-	Yes
Lori Meyer	☞	Yes	Jerry Herbe	-	Yes
Eric Burris	-	Excused	Mandy Via	-	Yes
Kim Ojeda	☞	Yes			

Motion was carried and so ordered.

- C.** Expenditure of Agency Funds Policy: A motion to approve the P&F Committee and Superintendent's recommendation for the Expenditure of Agency Funds Policy 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	☞	Yes
Lori Meyer	☞	Yes	Jerry Herbe	☞	Yes
Eric Burris	☞	Excused	Mandy Via	-	Yes
Kim Ojeda	☞	Yes			

Motion was carried and so ordered.

D. Strategic Plan Review: A motion to approve Strategic Plan as written was made by Mr. Johnston. The motion was seconded by Ms. Ojeda. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

E. Ethics Approvals: None

F. Conferences: 2019 Ohio SHRM HR Conference; Stacy Pettit; Total Cost: \$1120.40
A motion to approve the 2019 SHRM HR Conference 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	-	Yes
Lori Meyer	-	Yes	Jerry Herbe	-	Yes
Eric Burris	-	Excused	Mandy Via	-	Yes
Kim Ojeda	-	Yes			

Motion was carried and so ordered.

G. Personnel Actions:

New Hires:

Promotions/Transfers:

Resignations/Contract Non-Renewal/ Retirement/Termination: Megan Wade-Allen Contract Non-Renewal effective 4/29/19

H. Policies/Procedures: The Superintendent recommends the adoption of the Policies and Procedures listed below:

Change to Policy:

T-03 Use of Board Vehicles & Driver Eligibility Standards to Operate Board Vehicle - Removed language related to ODE and OAC standards where no longer applicable.

T-04 Use of Board Vehicles for Work Purposes - Removed language referring to the transporting of adults and children in personal vehicles for business purposes.

G-64 HIPAA Technical Safeguards - Updated wireless network information to include availability of guest network. Generalized language.

G-65 HIPAA Portable Computing Devices - Removed dated references to personal devices. Changed "MIT" to "IT".

SSA-4 Local Funds and Medicaid Waiver Administration - Policy has been revised to reflect updated language and practices.

- P-04** Certifications/Registrations/Licenses – Policy has been revised to reflect the addition of Rapback which provides ongoing background check monitoring.

Date Change Only:

- G-63** HIPAA Device & Media Disposal and Re-Use

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.

Other: Obsolete/Rescinded

- HS-09** Pandemic Influenza Response Plan

A motion to accept the changes to HS-09 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.

VIII. OTHER

IX. COMMENTS:

- Ms. Snell advised the Board that two cases that involve offenses against people served by providers have gone to sentencing and one case remains open pending investigation.
- Ms. Pettit informed the Board that our new Developmental Specialist will start in May. We have also made an offer of employment to a candidate for the Resource Support Coordinator Position. The next staff event is a Dayton Dragons's baseball game on April 25th. Lastly, we are beginning to look at options for benefits due to some changes with the County benefits in 2019.
- Ms. Nichols reviewed a new form she created to track the Community Awareness and Opportunities Department's actual numbers. This form will help demonstrate the impact we are having with people served as well as the community.
- Ms. Greenawalt-Cherry advised the Board that the new EI Rule has been finalized and will go into effect July 1, 2019.
- Ms. Knupp discussed a work group created within the SSA department to evaluate the specific needs associated with the new SSA position previously approved by the Board. Ms. Knupp also discussed the initiative for the new state-wide ISP and how it will affect her department as well as the families/people we serve. Ms. Knupp and Mr. Battista are working to be involved with the process at the state level.
- Ms. Saddler advised the Board the Facilities Department have completed several projects and are currently working to update the area that will be leased by the ESC. Ms. Saddler will conduct a short tour at the completion of the Board Meeting to show Board members the improvements.

X. NEXT MEETING: Monday, May 20, 2019

XI. ADJOURNMENT - A motion to adjourn the meeting at 6:23 p.m. was made by Mr. Johnston. The motion was seconded by Mr. Herbe. Mr. Baker called for a voice vote. Motion was carried and so ordered.

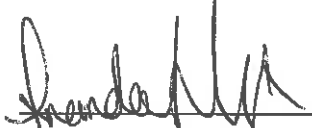
Meeting adjourned.

Minutes approved by:



STEVE M. BAKER, PRESIDENT

5/20/19
DATE



MANDY VIA, RECORDING SECRETARY

5/20/2019
DATE