

## BOARD MEETING MINUTES

September 18, 2023

**BOARD IN-SERVICE - 5:30 p.m.:** Budgeting and Cash Projections presented by Floyd Gregg, Business & Operations Director

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, September 18, 2023 at 5:53 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

### I. ROLL CALL

Mandy Via	- Present	Deon Metz	- Present
Jerry Herbe	- Excused	Joe Fulker	- Present
Shawn McKinney	- Present	DJ Gayhart	- Present
Michelle Fong	- Present		

### II. PLEDGE OF ALLEGIANCE

Everyone in attendance joined in giving the Pledge of Allegiance led by Ms. Via.

### III. INTRODUCTION OF STAFF/GUESTS

The following staff were in attendance: Brian Green, Kathy Greenawalt-Cherry, Floyd Gregg, Jessica Knupp, Stacy Pettit, Becky Snell, and Carol Helman.

### IV. PRESENTATION BY GUESTS

None

### V. PRESENTATION OF MINUTES

The minutes of the August 21, 2023 meeting were reviewed. A motion to accept the minutes was made by Mr. Gayhart and seconded by Mr. McKinney. Ms. Via asked for a voice vote. The motion carried.

### VI. PRESENTATION OF FINANCIAL REPORTS

**A. Monthly Financial Reports:** Floyd Gregg, Business Director, reviewed the financial report for August 2023. A motion to accept the report was made by Ms. Fong and seconded by Mr. Metz. Ms. Via asked for a voice vote. The motion carried.

**B. Monthly Bills:** The August 2023 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the August 2023 bills was made by Mr. McKinney and seconded by Ms. Fong. Ms. Via asked for a roll call vote.

Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Excused	Joe Fulker	-	Yes
Shawn McKinney	-	Yes	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

**VII. OLD BUSINESS:**

**A. None**

**VIII. NEW BUSINESS:**

**A. Proposal for Board Hours of Operation Change:** Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve changing the hours of operations to Monday – Friday 8:00 a.m. – 4:00 p.m. was made by Mr. Fulker and seconded by Ms. Fong. Ms. Via asked for a roll call vote.

Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Excused	Joe Fulker	-	Yes
Shawn McKinney	-	Yes	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

**B. Proposal for Additional Paid Holiday in 2023 and 2024:** Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve allowing November 24, 2023 and July 5, 2024 to be a paid holiday for exempt and non-exempt employees was made by Mr. Gayhart and seconded by Mr. McKinney. Ms. Via asked for a roll call vote.

Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Excused	Joe Fulker	-	Yes
Shawn McKinney	-	Yes	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

**C. Proposal for GoCo Renewal:** Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve the renewal of the GoCo plan for a period of 2 years ending August of 2025 at a cost of \$18,876.00 per year was made by Ms. Fong and seconded by Mr. Fulker. Ms. Via asked for a roll call vote.

Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Excused	Joe Fulker	-	Yes
Shawn McKinney	-	Yes	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

**D. Proposal for Limited Program Specialist Pilot Project:** Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve to continue the Limited Program Specialist funding for the year starting on January 1, 2024 and ending December 31, 2024 for a total cost of \$300,000 was made by Mr. Metz and seconded by Ms. Fong. Ms. Via asked for a roll call vote.

Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Excused	Joe Fulker	-	Yes
Shawn McKinney	-	Yes	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

**E. Proposal for Workforce Sustainability Reimbursement Program:** Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve to continue the Limited Program Specialist funding for the year starting on January 1, 2024 and ending December 31, 2024 for a total cost of \$300,000 was made by Mr. McKinney and seconded by Mr. Fulker. Ms. Via asked for a roll call vote.

Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Excused	Joe Fulker	-	Yes
Shawn McKinney	-	Yes	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

**F. Proposal for Compensation Structure for CY 2024:** Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve a 4% increase to the compensation structure effective January 1, 2024 was made by Ms. Fong and seconded by Mr. Metz. Ms. Via asked for a roll call vote.

Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Excused	Joe Fulker	-	Yes
Shawn McKinney	-	Yes	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

**G. Proposal for Employee Salary Increase for CY 2024:** Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve 4% employee salary increases for CY2024 in the amount of \$219,897.91 the CY2024 Revenue and Expenditure Budget as presented was made by Mr. McKinney and seconded by Ms. Fong. Ms. Via asked for a roll call vote.

Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Excused	Joe Fulker	-	Yes
Shawn McKinney	-	Yes	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

H. Proposal for 2024 Revenue and Expenditure Budget: Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve the CY2024 Revenue and Expenditure Budget as presented the CY2024 Revenue and Expenditure Budget as presented was made by Ms. Fong and seconded by Mr. Metz. Ms. Via asked for a roll call vote.

Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Excused	Joe Fulker	-	Yes
Shawn McKinney	-	Yes	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

I. Resolution for Adjustment to Levy Collection: Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve requesting that the Miami County Budget Commission suspend collection for a single year of the 1.7 mill levy for tax year 2023 collectible in calendar year 2024 currently estimated in the amount of \$4,093,000 was made by Mr. Gayhart and seconded by Mr. McKinney. Ms. Via asked for a roll call vote.

Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Excused	Joe Fulker	-	Yes
Shawn McKinney	-	Yes	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

J. Ethics Approvals: None

K. Personnel Actions:

**New Hires:**

Mary Jo Baker	EI Administrative Assistant	9.05.2023
Toney Peters	SSA	9.05.2023
Paul Reed	SSA	9.05.2023
Kim Locker	Developmental Specialist	9.18.2023
Aine Milligan	EI Intern -Intermittent	9.18.2023
Kayla Brulport	SSA	10.15.2023

**Open Positions:**

Developmental Specialist	Full-Time	Replace – Taylor VonDuhn
HR Assistant	Full-Time	New

**Promotions/Transfers:**

None

**Resignations/Contract Non-Renewal/Retirement/Termination:**

None

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

**Change to Policy:**

G-39 Ethics Council – revised to mirror policy language provided by OACB

**Date Change Only:**

B-12 Digital Recording

A motion to accept the changes to the Policies and Procedures was made by Mr. McKinney and seconded by Ms. Fong. Ms. Via asked for a voice vote. The motion carried.

- M. Other: None

**IX. COMMENTS:**

- Ms. Knupp shared that the two newly hired SSAs have started and begun training and one SSA manager is currently on military leave. The department will be back to full staff in October when the final new hire arrives. Her team is still waiting on DODD to make decisions on what they will be doing with Appendix K. With the increase in EI numbers, the SSA department numbers will also increase. There have also been a large number of transfers coming into Miami County with fewer transfers out of the county.
- Ms. Greenawalt-Cherry reported interviews will be held on Friday for two internal candidates who have applied for the service coordinator manager position. The newly hired EI administrative assistant has started and is doing well. A new developmental specialist and student intern started today. There are currently 30 children going through the eligibility process and 200 on active IFSPs. As the increase in autism goes up, EI numbers will continue to rise. There is an upcoming OACB annual EI virtual forum as well as a nine county regional EI training. Changes in the EI rules will go into effect July 1.
- Ms. Pettit indicated she has been focusing on recruiting and onboarding. Benefit renewal has begun with employees completing the FormFire process. The health insurance plan and 2024 rates will not be known until mid-October. Dental and vision insurance rates are locked in for 2024 and she is looking for a new EAP vendor. Mentor applications will open on October 1 with training to start in January 2024. She will be meeting with the new managers and doing ongoing training with them. She will be emailing the board members an evaluation form to complete for the Superintendent's year end review.
- Ms. Snell stated that the new behavior support coordinator is working out well and is already taking new referrals. There have been a few misappropriation MUIs and there is an increase in online food stamp fraud. Information has been accessed through the Job & Family Services system and it has been recommended that EBT cards be locked against out of state purchases. The DSP appreciation event went well with approximately 280 meals served and the SSAs nominated 20 providers for special recognition. She reviewed numbers on the DSP wage increase and how they relate to Miami County.
- Ms. Nichols shared that her student intern returned to college but will come back to help during her breaks. Community Connections will be hosting the regional advocacy

conference on Friday. Riverside will be setting up a changing station at the Mum Festival that will include an adult size changing table. The Community Connections manager's last day will be October 11 and she has been mentoring and coaching the new manager over the summer. She does plan to stay on as a volunteer.

- Mr. Gregg stated that he has resigned effective October 6 to take a position that is more IT focused. He will be wrapping things up on his to do list to make the transition easier for the next director. He thanked the board and team for being so supportive.
- Ms. Via thanked Mr. Gregg for his time at Riverside and the work he has done in forecasting and predicting the budget numbers to help the individuals we serve.

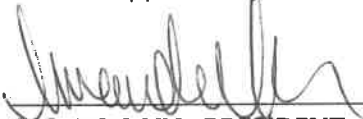
**X. NEXT MEETING:** Monday, October 16, 2023

**XI. ADJOURNMENT**

A motion to adjourn the meeting at 6:47 p.m. was made by Mr. Fulker and seconded by Mr. Metz. Ms. Via asked for a voice vote. The motion carried.

Meeting adjourned.

Minutes approved by:

  
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**AMANDA VIA, PRESIDENT**

10/16/2023  
**DATE**

  
\_\_\_\_\_  
**MICHELLE FONG, RECORDING SECRETARY**

10/16/2023  
**DATE**