

BOARD MEETING MINUTES

August 21, 2023

BOARD IN-SERVICE - 5:30 p.m.: SSA Services for Children presented by Jessica Knupp, Service & Support Administration Director, Audrey Cade, SSA, Clay Minton, SSA and Tonia Rohlfs, SSA

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, August 21, 2023 at 6:00 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	- Excused		

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, Floyd Gregg, Jessica Knupp, Kathy Greenawalt-Cherry, Stacy Pettit and Carol Helman.

IV. PRESENTATION BY GUESTS

None

V. PRESENTATION OF MINUTES

The minutes of the June 26, 2023 meeting were reviewed. A motion to accept the minutes was made by Mr. McKinney and seconded by Mr. Metz. 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 June/July 2023. A motion to accept the report was made by Mr. Gayhart and seconded by Mr. Metz. Ms. Via asked for a voice vote. The motion carried.

B. Monthly Bills: The June/July 2023 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the May 2023 bills was made by Mr. Metz 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	-	Excused			

The motion carried.

VII. OLD BUSINESS:

A. Quarterly Table of Organization: A motion to approve the Quarterly Table of Organization was made by Mr. McKinney and seconded by Mr. Fulker. Ms. Via asked for a voice vote. The motion carried.

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

The motion carried.

VIII. NEW BUSINESS:

A. Proposal for Synergy Conference 2023: Upon the recommendation of the Superintendent, a motion to approve the attendance of Riverside employees and individuals served by Riverside at the 2023 Synergy Conference for a total cost not to exceed \$19,000.00 was made by Mr. Gayhart 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	-	Excused			

The motion carried.

B. Ethics Approvals: None

C. Personnel Actions:

New Hires:

Rebekah Staton	Intermittent EI Administrative Assistant	7.17.2023
Rachel Theodor	Behavior Support Coordinator	8.14.2023
Mary Jo Baker	EI Administrative Assistant	9.05.2023
Toney Peters	SSA	9.05.2023
Paul Reed	SSA	9.05.2023
Kayla Brulport	SSA	10.15.2023

Open Positions:

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

Promotions/Transfers:

Rebekah Holly	SSA Manager	Promotion 6.19.2023
Taylor VonDuhn	Developmental Specialist Manager	Promotion 8.05.2023

Resignations/Contract Non-Renewal/Retirement/Termination:

Jess Baird	Developmental Specialist Manager	Resignation 7.05.2023
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D. Policies/Procedures: The Superintendent recommended the adoption of the Policies and Procedures listed below:

New Policy:

G-76 Electronic Signatures – policy created to comply with current rule when using electronic record keeping and electronic signatures and the procedure for verifying and maintaining such records

Change to Policy:

F-10 Mileage and Reimbursement – revised language in Section III to allow the Superintendent to determine mileage reimbursement rate not to exceed the IRS rate for the current calendar year

SSA-1 Service and Support Administration – updated language to reflect current revisions to rule

Format and/or Date Change Only:

G-38 Resolution of Complaints and Appeals

Rescind:

P-48 Paid Emergency Sick Leave – no longer needed due to the end of the public health emergency

P-49 Emergency Family Medical Leave Expansion – no longer needed due to the end of the public health emergency

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

E. Other: None

IX. COMMENTS:

- On behalf of Ms. Snell, Mr. Green shared that during DSP Appreciation Week we will be holding a DSP Appreciation food truck event on September 13 from 4:30 to 6:30 p.m. and Board members are welcome to stop by. The newly hired Behavior Support Coordinator started last Monday.

- Mr. Gregg stated that the State has indicated they are close to wrapping up the cost report audit. The roof on the home at the Casstown property will be replaced soon. We are still determining how it will be used for the program.
- Ms. Greenawalt-Cherry shared that there are 231 open cases in EI with 198 of those on IFSPs. The Developmental Specialist who has been on medical leave returned today and has taken back her caseload. The newly promoted DS manager is doing well in her new role and was in Columbus today with DODD Early Intervention TAs doing video and audio recording for an upcoming training. A new administrative assistant has been hired. We are still searching for two Developmental Specialists, and the position of Service Coordinator Manager which has been open since the end of January is going to be posted.
- Ms. Nichols shared that the summer intern has returned to college and was an amazing help with setting up an Instagram account, branding updates, taking over the social media and website updates and creating new email signatures for all employees. Chevrolet of Troy will be holding another Drive for a Cause event to benefit Special Olympics this coming weekend. Special Olympics Ohio had put out new requirements for banking procedures and have provided confirmation that funds donated locally will stay in Miami County. They have also put out a new handbook which had some differences from our local policies regarding athletes who break rules or have a criminal background and provided confirmation that where Riverside's policies and guidelines are more strict, those can supersede what is in the State handbook. The newsletter format has been modified to list activities by categories based on cost which was a suggestion made by the newly promoted Communications Manager. He is bringing a long game approach to the job and thinking through transitioning the 70 to 80 individuals who attend activities on a regular basis to doing things on their own and bringing in individuals who seldom participate in Community Connection activities.
- Ms. Pettit stated that Q4 is the busiest time of year in HR with benefits renewal, compensation and talent reviews. This is also a compensation review year so she will be presenting data and recommendations to the Board related to our compensation structure. The HR administrative assistant position is going to be reposted.
- Ms. Knupp indicated that the newly promoted SSA manager is doing well and is still carrying a caseload until the new SSAs are on board. Appendix K has been extended to January 1 and they are trying to determine as an SSA department how to plan for and prioritize what changes will come from DODD. We are almost two years into using the Ohio ISP and the SSAs have done well in accomplishing that task.

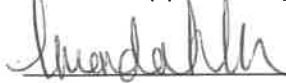
X. NEXT MEETING: Monday, September 18, 2023

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:



AMANDA VIA, PRESIDENT

9/18/2023
DATE



MICHELLE FONG, RECORDING SECRETARY

9/18/23
DATE