



BOARD MEETING MINUTES

September 16, 2024

A Certificate of Gratitude was presented to Dr. Keira Ankrom, Traveling Smiles manager Gail Newhouse, and executive director Stephanie Waller from the Miami County Dental Clinic for bringing their Traveling Smiles program and providing essential dental care to the people we serve.

BOARD IN-SERVICE – 5:30 p.m.: Budgeting and Cash Projections presented by Sandy Landers, Business Manager

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, September 16, 2024 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	- Excused
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, Becky Snell, Jessica Knupp, Melissa Nichols, Sandy Landers, Stacy Pettit and Carol Helman.

IV. PRESENTATION BY GUESTS

None

V. PRESENTATION OF MINUTES

The minutes of the August 19, 2024 meeting were reviewed. A motion to accept the minutes was made by Mr. Fulker and seconded by Mr. Metz. Ms. Via asked for a voice vote. The motion carried.

VI. PRESENTATION OF FINANCIAL REPORTS

A. Monthly Financial Report and Monthly Bills: Sandy Landers, Business Manager, reviewed the August financial report which included bills paid in August 2024. A motion to approve the financial report was made by Mr. Metz 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	-	Excused
Michelle Fong	-	Excused			

The motion carried.

VII. OLD BUSINESS

A. None.

VIII. NEW BUSINESS

A. Proposal for 2025 Compensation Structure: Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve a 6% increase to the compensation structure effective December 21, 2024 was made by Mr. Fulker 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	-	Excused
Michelle Fong	-	Excused			

The motion carried.

B. Proposal for 2025 Employee Salary Increases: Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve 6% employee salary increases for January 2025 in the amount of \$358,818 was made by Mr. McKinney 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	-	Excused
Michelle Fong	-	Excused			

The motion carried.

C. Proposal for CY2025 Revenue and Expenditure Budget: Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve the CY25 Revenue and Expenditure Budget and Capital Budget as presented 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	-	Excused
Michelle Fong	-	Excused			

The motion carried.

- D. Proposal for Additional Paid Holiday for 2024:** Upon the recommendation of the Superintendent, a motion to approve allowing November 29, 2024 to be a paid holiday for exempt and non-exempt employees 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	- Excused
Michelle Fong	- Excused		

The motion carried.

- E. Proposal to Contract with Cleaning Service:** Upon the recommendation of the Superintendent, a motion to approve contracting with Kasi Services for cleaning services at an annual cost not to exceed \$35,200 was made by Mr. Metz and seconded by Mr. Fulker.

Ms. Via asked if their employees are required to have background checks since they are in the building and we are contracting with them. Mr. Green clarified that they will only have access at limited times and will be limited to certain areas of the building. Ms. Pettit stated that their employees should be bonded.

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	- Excused
Michelle Fong	- Excused		

The motion carried.

- F. Ethics Approvals:**

None

- G. Personnel Actions:**

New Hires:

Elizabeth Jennings	Employment Navigator	08/26/2024
Yaunta Frazier	PT Community Connections Facilitator	08/26/2024
Milagra-Branigan-Milby	PT Community Connections Facilitator	08/26/2024
Cody Odom	SSA	09/09/2024
Lani Corder	SSA	09/16/2024

Open Positions:

Behavior Support Coordinator	Full-Time	Replace Megan Barhorst
Comm Connections Coordinator	Full-Time	Replace Joy Starry
HR Assistant	Full-Time	New Reposted
SSA	Full-Time	Replace Clay Minton

Promotions/Transfers:

Clay Minton

SSA to SSA Manager

08/26/2024

Resignations/Contract Non-Renewal/Retirement/Termination:

Megan Barhorst

Full-Time Behavior Support Coordinator

07/31/2024

- H. Policies/Procedures: Upon the recommendation of the Superintendent, a motion to adopt the policies and procedures listed below was made by Mr. Fulker and seconded by Ms. Fong. Ms. Via asked for a voice vote. The motion carried.

New Policy:

F-29 Five-year Projection of Revenues and Expenditures

F-30 Ensuring the Solvency of the Miami County Board of Developmental Disabilities

Date Change Only:

G-1 Principles of Self-Determination

- I. Other: None

IX. COMMENTS

- Ms. Pettit shared that she will be forwarding Mr. Green’s 2024 evaluation to the board members to review and complete. She, Mr. Green, two SSAs and two individuals served will be presenting on the LifeCourse tools at the Synergy Conference. Talent review meetings with the directors are wrapping up. She and Ms. Knupp will be meeting with the manager of behavior health to discuss how we might be able to help their staff with training and communication flow when individuals we serve come into their program.
- Ms. Nichols stated that the three new Community Connections staff are doing well with their training, and activities for individuals served are back on the calendar. Some activities will now be on a weekly rotation. She is working on updating the logo and hopes to have a final version to share soon. We are in the process of switching from One Call Now to Constant Contact and the transition should be complete in 4 to 6 weeks. Her team is preparing for the Synergy Conference and will be taking 20 individuals served and 3 providers to the conference.
- Ms. Knupp indicated that her team is making good progress on the DODD rule changes that have been rolled out. We now have an internal system in place for the outcome-based payments rule. DODD has added required training that needs to be completed by December 31. An important part of the OISP rule change requires that county boards must show progress in uploading OISPs into the state system by January 1, 2025 and we currently have a pilot group of SSAs in place to test the upload. She is pleased with the SSAs who were recently hired and the new SSA manager is currently mentoring with the other SSA managers. The IT department is focused on keeping our IT system safe from potential breaches, viruses and malware. HOP reports that the Shelby county board and Champaign county board have each recently purchased a home. Miami County continues to look for a home to purchase. HOP

continues working on home updates and maintenance projects in all three counties. They recently presented at the board meetings in Shelby and Champaign counties on the homes within their counties.

Ms. Via asked if there are plans in place in the event of a breach or hack into the IT system. Mr. Green verified that there is phishing and virus software that actively monitors the system and back-ups are done on a daily basis and are stored off-site. IT is also continually educating employees about potential phishing, scam and malware emails.

Ms. Via asked if there are plans in place in the event of a breach or hack into the IT system. Mr. Green verified that there is phishing and virus software that actively monitors the system and back-ups are done daily and are stored off-site. IT is also continually educating employees about potential phishing, scam and malware emails.

- Ms. Snell reported that the DSP appreciation event held on September 11 was a success with approximately 300 people attending. Interviews are ongoing to fill the open BSC position. She has adjusted the job descriptions for the two provider relations positions to separate the TCM billing and MAC billing. There has recently been an increase in referrals for assistive technology. There has been an increase in MUIs that the IAs are working on. They are also working through some new mandates from DODD on report writing. There have been some issues with the pre-admission screening process for nursing homes. DODD is seeing an increase in the number of admissions to nursing homes and have shortened the turnaround time to complete the information the State needs.
- Ms. Landers shared that she attended the annual Business Managers conference last week and updates were given by OACB and DODD.

X. EXECUTIVE SESSION:

A motion to enter into Executive Session to discuss the employment and compensation of a public employee was made at 7:02 p.m. by Mr. McKinney 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	-	Excused
Michelle Fong	-	Excused			

The motion carried.

A motion to adjourn from Executive Session was made at 7:46 p.m. by Mr. Fulker and seconded by Mr. Metz. Ms. Via asked for a voice vote. The motion carried.

A motion to approve entering into a Business Director Shared Agreement with Preble County Board of Developmental Disabilities to provide fiscal responsibility over the direction and leadership of the county board's Business Department at a cost to Miami County Board of DD of approximately \$103,451 per year, contingent upon approval by the Preble County Board of DD, was made by Mr. McKinney 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	-	Excused
Michelle Fong	-	Excused			

The motion carried.

A motion to enter into a Shared Services Agreement with Shelby, Champaign, and Preble County Boards of Developmental Disabilities to provide property management and maintenance services to HOP properties at a cost to the Miami County Board of DD of \$115,057 per year, contingent upon the approval of the partner county boards of DD, was made by Mr. Fulker 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	-	Excused
Michelle Fong	-	Excused			

The motion carried.

A motion to add a full-time Administrative Assistant position for HOP to the Miami County Board of DD table of organization with a base salary within \$15.58-\$22.26 per hour, contingent upon the approval of the partner county boards of DD, was made by Mr. Metz 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	-	Excused
Michelle Fong	-	Excused			

The motion carried.

XI. NEXT MEETING: Monday October 21, 2024

XII. ADJOURNMENT


A motion to adjourn the meeting was made by Mr. Metz at 7:48 p.m. and seconded by Mr. Fulker. Ms. Via asked for a voice vote. The motion carried.

Minutes approved:



PRESIDENT

10/21/2024
DATE



RECORDING SECRETARY

10/21/24
DATE