



BOARD MEETING MINUTES

February 27, 2023

BOARD IN-SERVICE - 5:30 p.m.: Communicating about Ohio's DD System Crisis presented by Melissa Nichols, Community Awareness & Opportunities Director, Becky Snell, Quality & Innovations Director, and Jessica Knupp, Service & Support Administration Director

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, February 27 2023, at 6:08 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

I. ROLL CALL

Mandy Via	-	Excused	Deon Metz	-	Present
Jerry Herbe	-	Present	Joe Fulker	-	Excused
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 Mr. McKinney.

III. INTRODUCTION OF STAFF/GUESTS

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

IV. PRESENTATION BY GUESTS

None

V. PRESENTATION OF MINUTES

The minutes of the January 23, 2023 meeting was reviewed. It was noted under the Superintendent Development Plan that the motion to approve was made by Ms. Fong rather than Mr. McKinney. A motion to accept the minutes as corrected was made by Mr. Herbe and seconded by Mr. Metz. Mr. McKinney 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 January 2023. A motion to accept the report was made by Ms. Fong and seconded by Mr. Metz. Mr. McKinney asked for a voice vote. The motion carried.

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

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

The motion carried.

VII. OLD BUSINESS:

A. None

VIII. NEW BUSINESS

A. Proposal for Additional Service and support Administrator: Upon the recommendation of the Superintendent, a motion to approve adding an additional SSA position to the Riverside Table of Organization with a base salary within \$22.76-\$32.52 per hour was made by Ms. Fong and seconded by Mr. Herbe. Mr. McKinney asked for a roll call vote.

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

The motion carried.

B. Ethics Approvals: None

C. Personnel Actions:

New Hires: Becky Perry Service Coordinator 2.13.2023

Promotions/Transfers: None

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

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

Change to Policy:

- P-4 Certifications, Registrations and Licenses: Under Fees, revised language to say fees "may be submitted for reimbursement" when a requirement is for the organization. Under Charges and Convictions, added the language ...1) been convicted of, 2) pleaded guilty to, or 3) been found eligible for intervention in lieu of conviction... to be consistent with our Attestation.

- SSA-9 On Call-After Hours Availability: Added a sentence for the person HelpLink will contact if unable to reach the secondary on-call person.

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

E. Other: None

IX. COMMENTS:

- Ms. Nichols shared that Developmental Disabilities Awareness Month begins March 1. There will be information on billboards, on Facebook as well as stories and features in the newspaper. There was a Riverside article in the Progress Edition of the Miami Valley Today giving an overview of 2022 including successes, struggles with the DSP crisis and looking towards the future. She is working on the annual report and strategic plan.
- Ms. Snell stated that the DODD accreditation has been completed and went well. There was only 1 citation which is less than the average of 2 to 3 for county boards across the state. She was very proud of everyone especially during tough discussions when the reviewers were analyzing different situations. To correct the citation, we will make the necessary revisions to ISPs as well as work with providers, individuals and family members. With only one citation Riverside will receive a three-year accreditation. The reviewers were very complimentary about our culture and the work being done by employees. The review manager said she is sharing with others the things that Miami County is doing. They requested copies of our culture survey, some position descriptions that are unique to Miami County and also suggested that we participate in different avenues to tell our story throughout the state and teach other county boards. Mr. Green shared that he is already receiving calls from other county board superintendents. Ms. Snell and Ms. Knupp stated they have also begun receiving calls from their colleagues in other counties. Ms. Snell expressed her appreciation to the Board for all of their support.
- Ms. Knupp indicated that a lot of the accreditation review focuses on the SSA team and what they do. She will be discussing the citation in the SSA department meeting and what will be done to correct it. She is excited that the funding specialist candidate has accepted the offer and starts on March 6. If all three SSA candidates accept their offers, her department will be fully staffed.
- Ms. Pettit indicated that she and Mr. Gregg have a meeting at the county tomorrow with the IT department, HR director, Auditor's office and Public Health Department about the county's Munis software and linking our payroll and HR software with theirs. Focus groups based on the culture survey results are being scheduled. She will bring that feedback to the Executive Team to create action plans for 0-3 months, 3-6 months, 6-9 months and more than 9 months which will then be reviewed at the quarterly All Staff meetings. The leadership team met this afternoon to discuss how to continue to grow and support employees, what does that support look like and providing consistency

across the organization. This morning there was a management training held for the directors and managers on positive employee relations.

- Ms. Greenawalt-Cherry shared that the EI department is now fully staffed. She is currently training the new Developmental Specialist manager and new Service Coordinator. She will now be directly supervising the service coordinators. New EI rules are to be in place by 2024 and two of the Service Coordinators have applied to be a part of the State work group. ARPA funding needs to be spent within the next four months so EI employees are continuing child outcome trainings with DODD and doing family outcome trainings that also include some of the children's SSAs.
- Mr. Gregg stated that the facilities team has started spring clean-up and the newest facilities specialist is doing well. There have been issues with the automatic faucets so those are being replaced. The previously approved OnBase upgrade has had a setback. After it was approved the company that supplies the software changed their licensing model and submitted a quote with a significant increase so before moving forward with the upgrade, he is negotiating with them to get the cost closer to where it was. He is starting to work on cost reports.
- Mr. Green shared that Governor DeWine released information about the Ohio Department of Children and Youth. Multiple agencies will fall underneath this department. He had previously shared with the Board and all staff that someone is interested in the building and Mr. Gregg is currently working with a company to complete a property assessment.

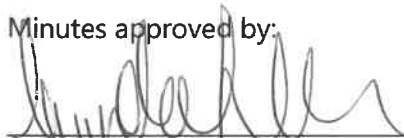
X. NEXT MEETING: Monday, March 20, 2023

XI. ADJOURNMENT

A motion to adjourn the meeting at 6:50 p.m. was made by Mr. Metz and seconded by Ms. Fong. Mr. McKinney asked for a voice vote. The motion carried.

Meeting adjourned.

Minutes approved by:



AMANDA VIA, PRESIDENT

3/20/2023
DATE



MICHELLE FONG, RECORDING SECRETARY

3/20/23
DATE