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## BOARD MEETING MINUTES

January 22, 2024

Prior to the meeting, Greg Bruening and Steve Barno from the Tipp City Knights of Columbus presented a donation to Riverside from their fundraising efforts in 2023.

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, January 22, 2024 at 5:30 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

### I. ROLL CALL

Mandy Via	- Present	Deon Metz	- Present
Jerry Herbe	- Present	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, Becky Snell, Jessica Knupp, Kathy Greenawalt-Cherry, Melissa Nichols, Sandy Landers, Stacy Pettit, and Carol Helman.

### IV. REORGANIZATION MEETING

Ms. Via turned the meeting over to Mr. Green to serve as President pro tempore for the purpose of reorganization. Mr. McKinney, chair of the nominating committee, proposed the following as officers for 2024: President – Mandy Via, Vice President – Shawn McKinney, Recording Secretary – Michelle Fong. Mr. Green asked if there were any other nominations. A motion to approve the slate of officers as proposed was made by Mr. Herbe and seconded by Mr. Metz. Mr. Green asked for a roll call vote.

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

The motion carried.

Mr. Green turned the meeting over to Ms. Via, President.

Ms. Via noted that the 2024 meeting dates and times were approved at the November, 2023 Board meeting.

Ms. Via made the following appointments: Personnel & Finance - Jerry Herbe, Michelle Fong, Joe Fulker; Ethics Council - Shawn McKinney, Deon Metz, DJ Gayhart.

A motion to adjourn the re-organization meeting was made by Mr. McKinney and seconded by Mr. Fulker. Ms. Via asked for a voice vote. The motion carried.

**V. PRESENTATION BY GUESTS**

None

**VI. PRESENTATION OF MINUTES**

The minutes of the November 20, 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.

**VII. PRESENTATION OF FINANCIAL REPORTS**

**A. Monthly Financial Reports:** Sandy Landers, Business Manager, reviewed the financial report for November and December 2023. A motion to accept the report was made by Mr. Metz and seconded by Mr. McKinney. Ms. Via asked for a voice vote. The motion carried.

**B. Monthly Bills:** The November and December 2023 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the November and December 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	-	Yes	Joe Fulker	-	Yes
Shawn McKinney	-	Yes	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

**VIII. OLD BUSINESS**

**A. Quarterly Table of Organization:** Ms. Pettit noted that the EI Intermittent Administrative Assistant has completed the projects for the EI Department so the position has been moved to the HR Department which will be reflected on the Table of Organization to be presented in April.

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

**IX. NEW BUSINESS**

**A. Resolution for Authorization to Make Payments of Budgeted Funds to WestCON:** Upon the recommendation of the Superintendent, a motion to approve payment of the budgeted amount of \$3,158,901 for Waiver Match and Medicaid Reserve Funding, \$2,126,700 for supported living, unfunded individuals, critical needs fund, community employment, transition supports, locally funded services, Rental Assistance Program, Resource Support Coordination and Provider Partnership Network and \$37,875 in administrative and membership fees to the WestCON COG in one installment at a grand total not to exceed \$5,323,476 for the year 2024 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	-	Yes	Joe Fulker	-	Yes
Shawn McKinney	-	Yes	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

**B. Proposal for OACB Annual Dues:** Upon the recommendation of the Superintendent, a motion to approve the OACB Annual Membership Dues at a cost of \$28,120 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	-	Yes	Joe Fulker	-	Yes
Shawn McKinney	-	Yes	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

**C. Proposal for Vehicle Purchase:** Upon the recommendation of the Superintendent, a motion to approve the purchase of one (1) Ford Transit-250 Cargo van or a comparable alternative at a cost not to exceed \$74,500 was made by Mr. McKinney and seconded by Mr. Herbe. Ms. Via asked for a roll call vote.

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

The motion carried.

**D. Proposal for Employee Wellness Program:** Upon the recommendation of the Superintendent, a motion to approve ongoing wellness expenses offered for reimbursement by United Health Care for health and wellness programs including employee wellness prizes for wellness challenges achieved 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	-	Yes	Joe Fulker	-	Yes
Shawn McKinney	-	Yes	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

- E. Superintendent Professional Development Plan:** A motion to approve the Superintendent Professional Development Plan for 2024 as required by the Ohio Administrative Code. was made by Mr. Gayhart and seconded by Mr. McKinney. Ms. Via asked for a voice vote. The motion carried.

- F. Ethics Approvals:** None

- G. Personnel Actions:**

**New Hires:**

None

**Open Positions:**

Communications Coordinator	Full-Time	Replace – Joan Bernstein
Service Coordinator	Full-Time	Replace – Kaelyn Foreman
HR Assistant	Full-Time	New
Janitorial Specialist	Part-Time	New

**Promotions/Transfers:**

None

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

Victoria Glover	Intermittent Receptionist	12/29/2023
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- H. Policies/Procedures:** Upon the recommendation of the Superintendent, a motion to adopt the Policies and Procedures listed below was made by Ms. Fong and seconded by Mr. Metz. Ms. Via asked for a voice vote. The motion carried.

**Change to Policy:**

SSA-2 Eligibility Determination – updated due to a new County Board Administration rule created by DODD and effective 11/9/2023. This rule updated wording to the eligibility section of that rule to clarify what documentation can be used to complete an eligibility for a child age 3 through 5.

SSA-11 Self-Administration or Assistance with Self-Administration of Prescribed Medication – updated with new rule language. There are no changes to procedures as a result of these working changes.

**Date Change Only:**

G-8	Confidentiality
G-75	Provider Certification Summary Suspension Orders
P-11	Holiday
P-12	Life and Medical Insurance
P-23	OPERS
SSA-8	Preadmission Screening and Resident Review

**I. Other:**

- Mr. Green reported that on behalf of 6 or 7 different county boards, WestCON applied for ARPA funds to purchase a 24-foot trailer for county boards to take to various festivals, fairs and events. The trailer will have an adult changing station, restrooms, running water, a generator and air conditioning. Riverside also applied for ARPA funds to replace 4 entrance doors that have had multiple issues with the door mechanisms needing repair. The doors to be replaced are Riverside’s main entrance, the ESC main entrance, the ESC bus loading entrance and the gym entrance. The goal will be to order from a company that sells and installs the doors as well as installs and maintains the opening/closing mechanisms.
- Ms. Knupp reported that she has met with an attorney and an architect to discuss the property near Casstown that was donated to Riverside. The family who donated the property had indicated a desire for it to be used as a congregate living setting similar to what their sons benefited from. However, it is a true tri-level home making it difficult and costly to make accessible, and architect and legal advice was to either sell it or demolish it and build new. Due to its location in a rural area, it would make it challenging to find providers willing to staff the home and provide challenges for accessing the community for immediate needs for the individuals served. If the property is sold, those funds would be used to purchase a home that could be used as a congregate setting as the family planned.

**X. COMMENTS**

- On behalf of Ms. Snell, Mr. Green shared that there were 105 MUI’s in 2023. The provider workforce sustainability funds were used by 149 independent providers for a total of \$54,601.75 and 64 agency DSPs for a total of \$50,595.43. Fifteen agency providers received limited program specialist funds for a total of \$215,079.70. The QI Department received 667 referrals for services in 2023 including behavior support, eligibility, equipment, home modifications, provider linkage, provider assistance, and community resources.

- Ms. Landers indicated that the business department is busy paying bills, opening up what is needed for 2024 and looking ahead to next year's budget. They are also reviewing some of their department efficiencies and procedures.
  
- Ms. Knupp reported that the SSAs are reviewing their own internal tracking processes to ensure they are working well. The department is working with the new rules that began January 1, finishing training and creating internal processes. Stretch assignments are available to any SSA who is interested in exploring something different outside of their day-to-day tasks. For example, Sibshops, a program that supports siblings of individuals with developmental disabilities; The Future Is Now, a program for aging family members and guardians of individuals served to make plans for the future, which is now receiving interest from parents of younger children; SSA Café has now been provided for training to all county boards who are affiliated with WestCON and second visits to several of those counties have started; and Operation Dental, with a partnership with the Miami County Dental Clinic, where dental services will again be offered for a second summer, to individuals served that are struggling to access dental services, from June through early August. The IT department is working on annual software renewals and finalizing the steps to replace laptops in the first quarter. Housing Opportunities for People (HOP), the non-profit housing company that Riverside partners with, has taken on the management of 21 homes for the Shelby County and Champaign County Boards. Riverside will be sharing a facilities specialist to assist in bringing maintenance needed up to date.
  
- Ms. Greenawalt-Cherry stated that on-boarding continues for the two EI managers, the service coordinator and two developmental specialists. EI referral numbers are starting to level out. They will be doing target outreach to childcare centers to review how to make referrals and will provide them with information to share with families. Miami County will be hosting Leadership Circle, a pilot program with the Department of Children and Youth Services, which will cover recruitment, retention and onboarding, as well as going through EI rule to make sure each county has procedures to match rule coming out on July 1. She was also recently contacted by a researcher, who was referred to her through the Department of Children and Youth Services, that is looking for service providers who are doing best practices and working with marginalized families.
  
- Ms. Pettit shared that she and Mr. Green met with the county auditor and his team, the public health commissioner and his operations director, and the county HR director about using the Munis software and our willingness to put forth money and time to build out the HR section. The culture survey has been completed and she will start meeting with focus groups on compensation and benefits, connecting in a hybrid environment, events and activities, technology and training and onboarding. The Service Awards will be presented tomorrow to 21 employees with 1 to 30 years of service with an employee appreciation breakfast to be held Friday morning. Mentor training will begin this week for all current and new mentors. She will be relaunching quarterly meetings with managers. An employee outing to a Dayton Dragons game will be held on May 2 and will be a collaborative event with Preble County employees. Planning for the 2023-2027

Strategic Plan will begin soon and information will be gathered from our key stakeholders including individuals, families, the community, and providers.

- Ms. Nichols shared that she is looking forward to filling the Communications Coordinator position soon. There were 42 volunteers who donated 525 hours to Riverside in 2023 and donations received, both cash and in-kind, totaled slightly less than \$23,000. She has been working with the new Community Connections manager and his team. They are reviewing how to be more efficient, setting benchmarks and increasing activities and opportunities offered to individuals we serve. They are working to strengthen our partnership with Special Olympics Ohio. The Special Olympics regional director will be presenting at our regional advocacy meeting next month. Developmental Disabilities Awareness month is in March and she is currently collecting stories to share.

**XI. NEXT MEETING:** Monday, February 26, 2024

**XII. ADJOURNMENT**

A motion to adjourn the meeting at 6:45 p.m. was made by Ms. Fong and seconded by Mr. Metz. Ms. Via asked for a voice vote. The motion carried. Meeting adjourned.

Minutes approved:

  
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**PRESIDENT**

2/26/2024  
**DATE**

  
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**RECORDING SECRETARY**

2/26/24  
**DATE**