



BOARD MEETING MINUTES

March 18, 2024

BOARD IN-SERVICE - 5:30 p.m.: Strategic Plan presented by Stacy Pettit, Human Resources & Organizational Development Director

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, March 18, 2024 at 6:00 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 | - Excused | 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. PRESENTATION BY GUESTS

None

V. PRESENTATION OF MINUTES

The minutes of the February 26, 2024 meeting were reviewed. A motion to accept the minutes was made by Mr. Gayhart and seconded by Mr. Herbe. Ms. Via asked for a voice vote. The motion carried.

VI. PRESENTATION OF FINANCIAL REPORTS

A. Monthly Financial Reports: Sandy Landers, Business Manager, reviewed the financial report for February 2024. A motion to accept the report was made by Ms. Fong and seconded by Mr. Fulker. Ms. Via asked for a voice vote. The motion carried.

B. Monthly Bills: The February 2024 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the February 2024 bills 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 | - | Yes | Joe Fulker | - | Yes |
| Shawn McKinney | - | Excused | DJ Gayhart | - | Yes |
| Michelle Fong | - | Yes | | | |

The motion carried.

VII. OLD BUSINESS

A. None

VIII. NEW BUSINESS

A. Ethics Approvals:

None

B. Conferences: Upon the recommendation of the Superintendent, a motion to approve Kathy Greenawalt-Cherry attending the Division for Early Childhood conference in New Orleans, Louisiana on September 17-20, 2024 for a total cost not to exceed \$2,700 which includes registration fee, airfare, hotel, meals and mileage was made by Mr. Gayhart and seconded by Ms. Fong. Ms. Via requested a voice vote. The motion carried.

C. Personnel Actions:

New Hires:

| | | |
|---------------------------|--|------------|
| Donnie Sullivan – PENDING | 2 nd Shift Part-Time (25 hrs) | 04/01/2024 |
| Sierra Simon – PENDING | Service Coordinator | 06/10/2024 |

Open Positions:

| | | |
|--------------|-----------|-----|
| HR Assistant | Full-Time | New |
|--------------|-----------|-----|

Promotions/Transfers:

| | | |
|-----------------------|--------------------------------------|------------|
| Jenna Gerig – PENDING | Intern to Communications Coordinator | 06/03/2024 |
|-----------------------|--------------------------------------|------------|

Resignations/Contract Non-Renewal/Retirement/Termination:

| | | |
|----------------|-------------------------------|------------|
| Rebekah Staton | HR Intern – Moved to Contract | 02/02/2024 |
|----------------|-------------------------------|------------|

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

Change to Policy:

G-11 Fire Drills – updated to state that drills will be held August through May rather than year-round.

Date Change Only:

G-22 Tornado Drills

E. Other: None

IX. COMMENTS

- Ms. Landers stated everything is going well. She has been working on completing some manual filings.
- Ms. Greenawalt-Cherry thanked the Board for approving her attendance at the out-of-state conference. There were 31 EI referrals in February which is the highest since 2022. They are excited about the new service coordinator starting in June.
- Ms. Nichols shared that Developmental Disabilities Awareness Month is going strong with items being posted on Facebook and provided a copy of the articles that were printed in the Miami Valley Today newspaper.
- Ms. Snell indicated that she has finished her analysis of the 2023 MUIs and will be sharing that information at next month's board meeting.
- Mr. Green reported that an offer was received on the Casstown property which was accepted. Closing is anticipated to be at the end of April. It is hoped that a building fund can be created for the sale proceeds to keep them separate from the general funds and use them to purchase a home for a congregant male setting to honor the wishes of the family who donated the property to Riverside.

X. NEXT MEETING: Monday, April 15, 2024

XI. EXECUTIVE SESSION

A motion to enter into Executive Session at 6:17 p.m. to discuss the employment and compensation of a public employee was made by Mr. Metz 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 | - | Excused | DJ Gayhart | - | Yes |
| Michelle Fong | - | Yes | | | |

The motion carried.

A motion to adjourn from Executive Session 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.

A motion to approve an Agreement for Shared Services to share the services of the Early Intervention Director, Kathy Greenawalt-Cherry, with Preble County beginning 04/01/24 through 12/31/25 at a 70%/30% split was made by Mr. Herbe and seconded by Mr. Fulker. Ms. Via asked for a roll call vote.


| | | | | | |
|----------------|---|---------|------------|---|----------------------|
| Mandy Via | - | Yes | Deon Metz | - | Yes |
| Jerry Herbe | - | Yes | Joe Fulker | - | Yes |
| Shawn McKinney | - | Excused | DJ Gayhart | - | Not present for vote |
| Michelle Fong | - | Yes | | | |

The motion carried.

XII. ADJOURNMENT

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

Minutes approved:



PRESIDENT

4/15/2024
DATE



RECORDING SECRETARY

4/15/2024
DATE