



BOARD MEETING MINUTES

November 20, 2023

BOARD IN-SERVICE - 5:30 p.m.: Advocacy and Synergy Conference presented by Patrick Kilbane, Community Connections Manager, Amy Anderson Community Connections Facilitator and Synergy Attendees

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, November 20, 2023 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 | - 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, Becky Snell, Jessica Knupp, Kathy Greenawalt-Cherry, Sandy Landers, Stacy Pettit, and Carol Helman.

IV. PRESENTATION BY GUESTS

None

V. PRESENTATION OF MINUTES

The minutes of the October 16, 2023 meeting were reviewed. A motion to accept the minutes was made by Mr. McKinney 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 September 2023. A motion to accept the report was made by Mr. Gayhart and seconded by Mr. Fulker. Ms. Via asked for a voice vote. The motion carried.

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

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

The motion carried.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Proposal for 2024 Contracts: Upon the recommendation of the Superintendent, a motion to approve the 2024 contracts in the total projected amount of \$2,037,563 as presented was made by Mr. Gayhart and seconded by Mr. Fulker. Ms. Via asked for a roll call vote.

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

The motion carried.

B. Resolution – Southwestern Ohio Educational Purchasing Council: Upon the recommendation of the Superintendent, a motion to authorize the purchase of competitive retail natural gas service from the lowest responsible bid submitted to the Southwestern Ohio Educational Purchasing Council for the period commencing July 2025 and terminating no later than June 2030 was made by Mr. McKinney and seconded by Mr. Metz. Ms. Via asked for a roll call vote.

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

The motion carried.

C. Proposal for Housing Administrative Assistant Part Time to Full Time: Upon the recommendation of the Superintendent, a motion to transition the Housing Administrative Assistant position from part-time to full-time on the Riverside Table of

Organization was made by Mr. Fulker and seconded by Mr. Herbe. Ms. Via asked for a roll call vote.

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

The motion carried.

- D. Agreement for Shared Services of Employees with Shelby County Board of DD:** Upon the recommendation of the Superintendent, a motion to approve the Agreement for Shared Services effective January 1, 2024 through December 31, 2024 was made by Mr. McKinney and seconded by Mr. Fulker. Ms. Via asked for a roll call vote.

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

The motion carried.

- E. Agreement for Shared Services of Employees with Champaign County Board of DD:** Upon the recommendation of the Superintendent, a motion to approve the Agreement for Shared Services effective January 1, 2024 through December 31, 2024 was made by Mr. Herbe and seconded by Mr. Gayhart. Ms. Via asked for a roll call vote.

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

The motion carried.

- F. Proposal for Facilities Shared Services Agreement – Cost and Service Sharing:** Upon the recommendation of the Superintendent, a motion to enter into a Shared Service Agreement with both the Shelby County and Champaign County Boards to collect a portion of the cost for ongoing HOP maintenance assistance from the Miami County Board’s Facilities Specialist, in the amount of \$31,200 per year was made by Mr. Gayhart and seconded by Mr. McKinney. Ms. Via asked for a roll call vote.

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

The motion carried.

G. Housing for Opportunities for People (HOP) Agreement to Hold Real Property: Upon the recommendation of the Superintendent, a motion to approve this Agreement between HOP and the Miami County Board of Developmental Disabilities was made by Mr. Fulker and seconded by Mr. McKinney. Ms. Via asked for a roll call vote.

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

The motion carried.

H. Proposal for Reappointment to Housing Opportunities for People Inc. (HOP) Board of Trustees: Upon the recommendation of the Superintendent, a motion to approve the reappointment of Traci Miller and Jason Via to the HOP Board of Trustees was made by Mr. McKinney and seconded by Mr. Metz. Ms. Via asked for a roll call vote.

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

The motion carried.

I. December Board Meeting/Payment of Bills: A motion to cancel the December Board meeting and authorize the Superintendent to pay the December bills was made by Mr. Fulker and seconded by Mr. Herbe. Ms. Via asked for a roll call vote.

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

The motion carried.

J. Board Meeting Dates for 2024: Upon the recommendation of the Superintendent, a motion to approve the 2024 meeting dates was made by Mr. Gayhart and seconded by Mr. Fulker. Ms. Via asked for a voice vote. The motion carried.

K. Nominating Committee: Ms. Via appointed Mr. McKinney, Mr. Fulker and Mr. Metz to serve on the nominating committee to select a slate of officers to present at the January reorganizational meeting.

L. Ethics Approvals: None

M. Conferences: Upon the recommendation of the Superintendent, a motion to approve Stacy Pettit's attendance at the Workhuman Live conference in Austin, Texas on April 15-18, 2024 for a total cost not to exceed \$4,000, which includes registration fee, airfare, hotel, meals and mileage, was made by Mr. McKinney and seconded by Mr. Fulker. Ms. Via asked for a roll call vote.

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

The motion carried.

N. Personnel Actions:

New Hires:

| | | |
|----------------|------------------------------------|------------|
| Michelle Stutz | Full-Time Developmental Specialist | 10.30.2023 |
|----------------|------------------------------------|------------|

Open Positions:

| | | |
|---------------------|-----------|--------------------------|
| Service Coordinator | Full-Time | Replace – Kaelyn Foreman |
| HR Assistant | Full-Time | New |

Promotions/Transfers:

None

Resignations/Contract Non-Renewal/Retirement/Termination:

None

O. 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 Mr. McKinney. Ms. Via asked for a voice vote. The motion carried.

New Policy:

B-14 Remote Attendance at Board Meetings – new policy created per ORC 5126.0223 allowing board members to attend meetings of the county board via electronic communications.

Date Change Only:

G-6 Community Use of Facilities

P. Other: None

IX. COMMENTS

- On behalf of Ms. Nichols, Mr. Green reported that Ms. Nichols recently spoke on Power 107.1 to share updates on Sibshop, The Future is Now and Special Olympics. She worked with Ms. Snell to finalize the list of cookie and fruit basket deliveries for community supporters and providers. Community Connections held a meet and

greet in October for people served and their families. They shared updates on increasing independence and gathered input. The Community Connections and Special Olympics guideline related to discipline and suspension has been updated and also includes the Code of Conduct that participants receive in the newsletter.

- Ms. Landers stated she is getting settled and locating the information she needs on the server. She had a conversation with the Auditor's office today and in the future will want to discuss some things we want to do to become more efficient and go paperless. State subsidy funding from DODD for the Keeping Families Together grant was received today in the amount of \$17,400 for 2024 and we will receive the same amount in 2025. These funds will be passed through to Westcon for processing our expenditures for services to families. We also received \$9,900 for crisis intervention training.
- Ms. Knupp indicated that IT is currently reorganizing the list for replacing laptops to spread it out over the course of the year and is exploring alternate options for internet service. They are also looking at increasing IT's involvement in onboarding new hires and training them on the technology the County Board uses. The SSA department is wrapping up 2023. She and the SSA managers are doing end of year check-ins and goal setting with their teams. They are also preparing for the DODD rule changes with parents as providers, OSL, and residential respite. For residential respite preparations, SSAs are currently getting providers connected with our provider coordinator to add the service to their certification. The three most recently hired SSAs are nearing the end of their 90 day probation period and are doing well.
- Ms. Snell shared that she is finalizing a partnership with OADSP to participate in their DSPU program. We will have full access to their curriculum to use to train providers as well as our employees. She is receiving many requests from provider agencies for the workforce sustainability grant funds. She had a request from the OSP to participate in training their troopers on encountering individuals with disabilities. One of our individuals also went along to share her first-hand experiences with law enforcement. There will be a CIT session in December for law enforcement to participate in a ride along with our SSAs and IAs.
- Ms. Greenawalt-Cherry shared that EI numbers remain steady. She is onboarding two developmental specialists and will be filling the vacant service coordinator position. Her staff participated in gross motor training today. She had a planning meeting last week with her managers about new rule coming out in July of 2024. She will be presenting to PT students at the University of Dayton in December and hopes to recruit additional therapists and developmental specialists to the field. The intermittent administrative assistant has completed the EI file project.
- Ms. Pettit shared that the EI intermittent administrative assistant has transitioned to HR to help with transferring files into SharePoint until she leaves in mid-December. Holiday events are being planned for staff such as Secret Santa, holiday trivia and holiday movies. Compensation meetings will be held in December with the directors

and their teams. Benefit renewal is complete and the paperwork has been sent to the county. Health insurance will be provided by United Healthcare again with a premium increase of 14.4% and we will have a new EAP provider in 2024.

X. EXECUTIVE SESSION

A motion to enter into Executive Session at 6:59 p.m. to discuss the employment and compensation of a public employee was made by Mr. Fulker and seconded by Mr. Metz. Ms. Via asked for a roll call vote.

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

The motion carried.

A motion to adjourn from Executive Session at 7:09 p.m. was made by Mr. Herbe and seconded by Mr. Gayhart. Ms. Via asked for a voice vote. The motion carried.

A motion to approve continuing the Shared Superintendent Agreement with Preble County with a 50/50 split in compensation and giving the Superintendent a 4.5% increase with a contract extension with Riverside to December 31, 2031 was made by Mr. McKinney and seconded by Mr. Metz. Ms. Via asked for a roll call vote.

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

The motion carried.


XI. NEXT MEETING: Monday, January 22, 2024

XII. ADJOURNMENT

A motion to adjourn the meeting at 7:10 p.m. was made by Mr. McKinney and seconded by Mr. Fulker. Ms. Via asked for a voice vote. The motion carried.

Meeting adjourned.

Minutes approved:



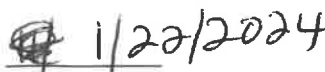
PRESIDENT



DATE



RECORDING SECRETARY



DATE