

BOARD MEETING MINUTES

June 26, 2023

BOARD IN-SERVICE - 5:30 p.m.: Major Unusual Incidents/Unusual Incidents presented by Becky Snell, Quality & Innovations Director

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, June 26, 2023 at 6:07 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

I. ROLL CALL

Mandy Via	- Present	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 Ms. Via.

III. INTRODUCTION OF STAFF/GUESTS

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

IV. PRESENTATION BY GUESTS

None

V. PRESENTATION OF MINUTES

The minutes of the May 15, 2023 meeting were reviewed. A motion to accept the minutes was made by Mr. McKinney and seconded by Mr. Metz. Ms. Via 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 May 2023. A motion to accept the report was made by Ms. Fong and seconded by Mr. Metz. Ms. Via asked for a voice vote. The motion carried.

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

Mandy Via	-	Yes	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 Liability and Fleet Insurance:** Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve the purchase of liability insurance through Southwestern Ohio Educational Purchasing Cooperative (EPC) for a period ending June 30, 2024 at a cost of \$24,011.00 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	-	Excused
Shawn McKinney	-	Yes	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

- B. Proposal for Early Intervention Developmental Specialist:** Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve adding a Developmental Specialist position on 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. McKinney. Ms. Via asked for a roll call vote.

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

The motion carried.

- C. Proposal for HR Administrative Assistant:** Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve adding a HR Administrative Assistant position on the Riverside Table of Organization with a base salary

within \$14.13 - \$20.19 per hour was made by Mr. Herbe and seconded by Mr. Metz. Ms. Via asked for a roll call vote.

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

The motion carried.

D. Ethics Approvals: None

E. Personnel Actions:

New Hires:

Jenna Gerig	PR Intern	6.5.2023
Nate Cain	SSA	7.10.2023 PENDING

Open Positions:

Behavior Support Coordinator	Full-Time	New – Repost (2x)
SSA	Full-Time	Refill – Rebekah Holly
SSA	Full-Time	Refill – Patrick Kilbane

Promotions/Transfers:

Heather Brandenburg	Intermittent Admin Asst to Housing Admin Asst	Promotion
Victoria Glover	Intermittent Receptionist to Intern	Transfer
Rebekah Holly	SSA to SSA Manager	Promotion
Patrick Kilbane	SSA to Community Connections Manager	Promotion

Resignations/Contract Non-Renewal/Retirement/Termination:

None

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

Format and/or Date Change Only:

- P-3 Political Activity
- P-7 Unpaid Leave
- P-8 Employee Records
- P-17 Federal and State Employment Status of Employees
- P-43 Social Media
- P-46 Sick Leave Donation
- P-47 Travel

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

G. Other: Mr. Green noted that there have been legislative changes to the State budget bill that is awaiting approval including board members being able to attend board

meetings virtually as needed. He also shared on behalf of Ms. Nichols that the checking account accessibility issues she has been discussing with the State Special Olympics organization have been resolved. The Miami County Special Olympics powerlifting and volleyball teams attended the State games in Columbus this past weekend. The volleyball team was awarded a gold medal and several members of the powerlifting team received gold or silver medals. Friends for Riverside made just over \$3,000 from their Strawberry Festival fundraiser.

IX. COMMENTS:

- Mr. Gregg reported that the cost report is almost complete. He is still working with the State auditors on the 2021 cost report audit which seems to be going well. He is hoping to have a lease agreement to the occupant at the Casstown property by the end of the week and she has indicated she would like to be out of the home by the end of July. In IT, the server installation is complete, and they are working on transferring all of the software programs. The IT ticketing software is moving forward. The user list is built and the list of assets to load into the software is completed. Facilities is clearing out old and unused items in storage and have cleaned up the courtyard. The Miami County ESC will be leasing an additional conference room to use for classroom space.
- Ms. Greenawalt-Cherry shared that they are in the process of interviewing for an administrative assistant. She is hoping for some overlap before her current assistant retires. The intermittent administrative assistant's last day in EI will be June 2. With one Developmental Specialist on extended medical leave, the entire team is shuffling caseloads in order to take care of the families and Riverside will be contracting with WestCON to provide virtual assistance with evaluations.
- Ms. Knupp stated that with the acceptance of the Plan of Correction for accreditation is now complete. Two SSAs have been promoted to manager positions which has created two open SSA positions and a newly hired SSA will be starting on July 10 to fill a previous open position. There are two SSAs spearheading Sibshops, which is a program for siblings of kids with disabilities. Two other SSAs are bringing the Future is Now program to Miami County which helps older caregivers and their family member with a disability make plans for the future. The number of individuals served by the SSA team is increasing as a result of children transitioning out of EI to an SSA and individuals who have transferred into Miami County from other counties. With the end of the public health emergency, her team is attempting to determine how rules changing regarding parents as paid caregivers as well as those providers who bill both Ohio Shared Living and Homemaker Personal Care at the same time will impact services.
- Ms. Pettit indicated that she and Mr. Gregg met with the Miami County HR director, a representative from Miami County Public Health and a representative from Munis, A demo of Munis has been scheduled in July and a half day training will be scheduled later. The go live date will likely be sometime in 2025. She had a mid-year meeting with Riverside's benefits broker and will be exploring a variety of options for next year's medical plan. Since the budget is due before plan rates are finalized, she will be including an increase in next year's budget for benefits.

- Ms. Snell reported that approximately 36% of the workforce sustainability funds available to providers have been used and through May, approximately 45% of the limited program specialist funds have been used. OADSP has a program aimed at career centers and high schools on teaching seniors how to become a DSP and she is looking forward to potentially participating in that program. The new Child Advocacy Center at Isaaah's Place in Troy has done approximately 60 forensic interviews of child victims of crime since opening in December of 2022. She met with them recently to discuss how they can be a resource to children served by Riverside and potentially using them as a resource for some of the adults.
- Ms. Via expressed her thanks for what staff is accomplishing considering how much is going on and her excitement about the in-house promotions. It is wonderful for the team members and speaks well about what Riverside does and the good things that are happening.
- Mr. Green highlighted the preventative measures covered in this evening's MUI/UI in-service. The investigative agents do a wonderful job and work closely with the SSA team. They also have established personal connections with local law enforcement as well as the courts which is so important.

X. NEXT MEETING: Monday, August 21, 2023

XI. ADJOURNMENT

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

Meeting adjourned.

Minutes approved by:



AMANDA VIA, PRESIDENT

8/21/2023
DATE



MICHELLE FONG, RECORDING SECRETARY

8/21/2023
DATE