



BOARD MEETING MINUTES

November 21, 2022

Miami County Commissioner Wade Westfall and Ben Thaeler from the office of U.S. Congressman Warren Davidson presented letters of commendation to outgoing Board member Lori Meyer.

BOARD IN-SERVICE: 2022 Synergy Conference presented by Krista Smith, Community Connections Manager and Synergy attendees

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, November 21, 2022, at 6:00 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

I. ROLL CALL

Lori Meyer	- Present	Michelle Fong	- Excused
Mandy Via	- Present	Deon Metz	- Present
Jerry Herbe	- Present	Joe Fulker	- Present
Shawn McKinney	- Present		

II. PLEDGE OF ALLEGIANCE

Everyone in attendance joined in giving the Pledge of Allegiance led by Ms. Meyer, President.

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 October 17, 2022 meeting were reviewed. A motion to accept the minutes was made by Mr. McKinney and seconded by Ms. Via. Ms. Meyer 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 October 2022. A motion to accept the report was made by Mr. Fulker and seconded by Ms. Herbe. Ms. Meyer asked for a voice vote. The motion carried.

- B. Monthly Bills:** The October 2022 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the October 2022 bills was made by Mr. McKinney and seconded by Mr. Metz. Ms. Meyer asked for a roll call vote.

Lori Meyer	-	Yes	Michelle Fong	-	Excused
Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Yes	Joe Fulker	-	Yes
Shawn McKinney	-	Yes			

The motion carried.

VII. OLD BUSINESS

- A. None**

VIII. NEW BUSINESS

- A. Proposal for Contract Increase for EI Speech Therapy Services:** Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve the contract amendment increase for Condon Communication Specialists at a cost not to exceed \$3,080.00 was made by Mr. Metz and seconded by Mr. Herbe. Ms. Meyer asked for a roll call vote.

Lori Meyer	-	Yes	Michelle Fong	-	Excused
Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Yes	Joe Fulker	-	Yes
Shawn McKinney	-	Yes			

The motion carried

- B. Proposal for Vehicle Purchase:** Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve the purchase of up to two vehicles to replace the 2006 Pontiac G6 and/or the 2007 Ford Taurus for a total combined cost not to exceed \$49,000 was made by Mr. Herbe and seconded by Ms. Via. Ms. Meyer asked for a roll call vote.

Lori Meyer	-	Yes	Michelle Fong	-	Excused
Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Yes	Joe Fulker	-	Yes
Shawn McKinney	-	Yes			

The motion carried

- C. Proposal for 2023 Contracts:** Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve the 2023 contracts was made by Ms. Via and seconded by Mr. Metz. Ms. Meyer asked for a roll call vote.

Lori Meyer	-	Yes	Michelle Fong	-	Excused
Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Yes	Joe Fulker	-	Yes
Shawn McKinney	-	Yes			

The motion carried

- D. WestCON Agreement:** Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve the Agreement between WestCON and the Miami County Board of Developmental Disabilities was made by Mr. Fulker and seconded by Mr. McKinney. Ms. Meyer asked for a roll call vote.

Lori Meyer	- Yes	Michelle Fong	- Excused
Mandy Via	- Yes	Deon Metz	- Yes
Jerry Herbe	- Yes	Joe Fulker	- Yes
Shawn McKinney	- Yes		

The motion carried

- E. 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. McKinney and seconded by Mr. Metz. Ms. Meyer asked for a voice vote. The motion carried.

- F. Proposal for Reappointment of Housing Opportunities for People Inc. (HOP) Board Members:** Upon the recommendation of the Superintendent, a motion to approve the reappointment of Robert Helman and Keith GunderKline to the HOP Board of Trustees was made by Mr. Herbe and seconded by Mr. Metz. Ms. Meyer asked for a voice vote. The motion carried.

- G. 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 Ms. Via and seconded by Mr. McKinney. Ms. Meyer asked for a roll call vote.

Lori Meyer	- Yes	Michelle Fong	- Excused
Mandy Via	- Yes	Deon Metz	- Yes
Jerry Herbe	- Yes	Joe Fulker	- Yes
Shawn McKinney	- Yes		

The motion carried

- H. Board Meeting Dates for 2023:** A motion to approve the proposed 2023 meeting dates was made by Mr. Metz and seconded by Ms. Via. Ms. Meyer asked for a voice vote. The motion carried.

- I. Nominating Committee:** Ms. Meyer 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.

- J. Ethics Approvals:** None

- K. Personnel Actions:**

New Hires: Andrea Snyder Intermittent Administrative Assistant 11/7/2022

Promotions/Transfers: None

Resignations/Contract Non-Renewal/Retirement/Termination:

Andrea Snyder Intermittent Administrative Assistant 11/9/2022

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

Change to Policy:

B-01 Mission, Vision and Values Statements: added the values statement of respect, integrity, teamwork and accountability.

Date Change Only:

G-3 Review of Services Provided Through Contract

Rec-1 Recreation Opportunities

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

IX. COMMENTS

- Mr. Gregg reported that the chiller is shipping this week and will hopefully be installed soon. He thanked the Board for approving the vehicle purchase and hopes to get the paperwork started this week. The IT team has implemented a new security multifactor authentication feature for the VPN to access the network.
- Ms. Pettit shared that open enrollment was last week. The health insurance renewal came in at a 28% increase and was negotiated to 19% which results in an approximately \$10 to \$30 increase to the premium that employees will pay per month depending on the plan chosen. We were able to keep the 90/10 split for employees. The 5% increase approved by the Board was well received by employees. We have partnered with Velocity to help with recruiting. They contact people who are employed to make them aware of opportunities at Riverside. She, Ms. Knupp and Ms. Greenawalt-Cherry have started interviewing candidates for open positions in their departments. A Friendsgiving carry-in was held last week that was attended by approximately 20 employees. She is planning Secret Santa and a holiday movie day for employees in December and there will also be a special All Staff meeting to recognize employees for service awards. There was a resignation in the SSA department on Friday related to burn-out and wanting to leave the field. The employee was very favorable towards Riverside about how much they feel supported but is simply over-whelmed. There are ongoing discussions among the Executive Team on what more we can do to support our employees.
- Ms. Knupp reported that her team is spending time preparing for the accreditation review in January. They are explaining the process to those who were not here for the last review and making sure they feel comfortable with the review process. The SSA managers are completing their end of year check-ins meetings with their teams which also includes goal setting for 2023. The entire department is helping out where they can because of the DSP shortage and trying to focus on getting individuals served to necessary appointments.
- Ms. Nichols stated her team is having a lot of fun. Their numbers are climbing in Community Connections and Special Olympics continues to grow. As was presented

tonight, the group we took to Synergy had a great time. Her team is planning activities for January and February. Special Olympics basketball, swimming, cheerleading and powerlifting are underway and doing great. There will be a Holiday Dance on December 9. Cards were handed out to employees which resemble an abbreviated brochure to help them provide a quick answer on what Riverside does. She passed out cards to the Board members and hopes to get them to providers next year. Last week she completed the OACB Executive Development Training that started in January. She was able to network with many others from across the state and feels it will help her do her job better.

- Ms. Snell shared that provider appreciation is finishing up for the year with apple pies for Thanksgiving and cookies for Christmas. She is processing the remaining grant money from the Limited Program Specialist funding and Workforce Sustainability funding. All 139 independent providers will be receiving \$100 from the retention grant. About half of the provider agencies have sent lists of their employees and she is working on getting lists from the other half so she can give every DSP in Miami County \$100 from the retention grant before the end of the year. The SSA administrative assistant has been gathering information for accreditation and HR will be soon. In December she will move into the scheduling phase of accreditation and will be reaching out to individuals and family members to set up times to meet with their reviewer. Brenda Miller, the Behavior Support Coordination Manager, participated in a statewide behavior support workshop as one of the five presenters. We do have a few individuals with some challenging behaviors and are looking at reaching out to connect with other agencies in the state for assistance.
- Ms. Greenawalt-Cherry thanked the Board for approving the amended speech therapy contract. She has two service coordinators on maternity leave so that team is down 50% with caseloads currently at 70 each and the manager at 90. Her team has been working with the SSA and QI teams to help shift some things so the service coordinators can focus on the compliance pieces. They are continuing to interview for another service coordinator and are interviewing for the Developmental Specialist Manager position next week. The EI consultant from DODD was here in early November and will return on December 8. He did an evaluation with her team and stayed for their weekly team meeting. He was very impressed with her team and the work that they do. Her team was also very impressed with him and his ability to discuss real life scenarios as he has done the work before and knows how to make improvements.
- Ms. Meyer congratulated Mr. Gregg on his graduation from Leadership Troy.
- Mr. Green commented that the Accreditation reviewers will want to meet with the Board in the afternoon on January 26. He also shared that with Ms. Meyer leaving the Board, there will be an open position. There are currently 19 counties who have someone served by the program on their Board so he has asked Mr. DJ Gayhart if he would be interested in serving and Mr. Gayhart was very motivated to do so. It goes before the County Commissioners tomorrow and it is hoped that they will appoint him.

X. EXECUTIVE SESSION:

A motion to enter into Executive Session at 6:58 p.m. to discuss the employment and compensation of a public employee was made by Mr. Herbe and seconded by Ms. Via. Ms. Meyer asked for a roll call vote.

Lori Meyer	-	Yes	Michelle Fong	-	Excused
Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Yes	Joe Fulker	-	Yes
Shawn McKinney	-	Yes			

The motion carried.

A motion to adjourn from Executive Session at 7:15 p.m. was made by Mr. McKinney and seconded by Mr. Metz. Ms. Meyer asked for a voice vote. The motion carried.

A motion to approve the Shared Superintendent Agreement with Preble County through December 31, 2025 with a 50/50 split in compensation to be re-evaluated on a yearly basis and give the Superintendent a 7.5% increase with a contract extension to December 31, 2029 was made by Mr. Fulker and seconded by Mr. Herbe. Ms. Meyer asked for a roll call vote.

Lori Meyer	-	Yes	Michelle Fong	-	Excused
Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Yes	Joe Fulker	-	Yes
Shawn McKinney	-	Yes			

The motion carried.


XI. NEXT MEETING: Monday, January 23, 2023

XII. ADJOURNMENT

A motion to adjourn the meeting at 7:16 p.m. was made by Mr. McKinney and seconded by Mr. Fulker. Ms. Meyer asked for a voice vote. The motion carried.

Meeting adjourned.

Minutes approved:



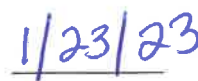
PRESIDENT



DATE



RECORDING SECRETARY



DATE