

BOARD MEETING MINUTES

August 18, 2025

Prior to the meeting, a donation in the amount of \$560 from the Tipp City Knights of Columbus was presented by Cameron Haller, Grand Knight, and Bruce Batty, Past Grand Knight.

BOARD IN-SERVICE – 5:30 p.m.: Housing Opportunities for People, Inc. presented by Mara Braun, Housing Coordination Manager and Heather Brandenburg, Housing Coordination Administrative Assistant

The Miami County Board of Developmental Disabilities held their meeting on Monday, August 18, 2025 at 6:00 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio. The meeting was called to order by Vice President Shawn McKinney.

I. ROLL CALL

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

II. PLEDGE OF ALLEGIANCE

Everyone in attendance joined in reciting the Pledge of Allegiance, led by Mr. McKinney.

III. INTRODUCTION OF STAFF/GUESTS

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

IV. PRESENTATION BY GUESTS

None

V. PRESENTATION OF MINUTES

The minutes of the June 16, 2025 meeting were reviewed. A motion to approve the minutes was made by Mr. Metz and seconded by Ms. Fong. Mr. McKinney called for a roll call vote.

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

The motion carried.

VI. PRESENTATION OF FINANCIAL REPORTS

- A. Monthly Financial Reports: Mr. McEldowney reviewed the financial report for July 2025. A motion to approve the report was made by Ms. Fong and seconded by Mr. Fulker. Mr. McKinney called for a roll call vote.

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

The motion carried.

VII. OLD BUSINESS

- A. None

VIII. NEW BUSINESS

- A. Agreement for Shared Services with Preble County Board of Developmental Disabilities Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve the Agreement for Shared Services effective February 1, 2025 through December 31, 2025 was made by Mr. Metz and seconded by Mr. Gayhart. Mr. McKinney called for a roll call vote.

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

The motion carried.

Ms. Via was unable to stay for the remainder of the meeting and ended her Zoom connection at 6:28 p.m.

- B. Proposal for Operations Manager – Housing Opportunities for People, Inc. and Facilities: Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve eliminating the Facilities Manager position and reclassifying the Housing Coordination Manager as Operations Manager, at a base rate of \$30.36–\$43.38 per hour, with HOP and Facilities reporting to that role on the Table of Organization was made by Ms. Fong and seconded by Mr. Metz. Mr. McKinney called for a roll call vote.

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

The motion carried.

- C. Proposal for Housing Coordinator:** Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve adding a Housing Coordinator position reporting to the Operations Manager with a base salary within \$20.74 - \$29.62 per hour and eliminate a Housing Coordination Assistant position on the Table of Organization was made by Mr. Metz and seconded by Mr. Gayhart. Mr. McKinney called for a roll call vote.

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

The motion carried.

- D. Proposal for Accounting Generalist:** Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve adding an Accounting Generalist position to the Table of Organization reporting to the Business Director with a base salary within \$22.81 - \$32.59 per hour was made by Mr. Gayhart and seconded by Ms. Fong. Mr. McKinney called for a roll call vote.

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

The motion carried.

- E. Table of Organization:** Mr. Green reviewed the changes to the Table of Organization which includes the positions approved by the Board at tonight's meeting. A motion to approve the Table of Organization was made by Mr. Metz and seconded by Mr. Fulker. Mr. McKinney called for a voice vote. The motion carried.

- F. Ethics Approvals:** The Ethics Council met at 5:15 p.m. prior to the board meeting. A motion to accept the findings of the Ethics Council to offer reimbursement to up to 10 individuals who attend the 2025 Synergy Conference on their own in an amount not to exceed \$500 per individual and who meet the reimbursement criteria as outlined in the hearing was made by Ms. Fong and seconded by Mr. Fulker. Mr. McKinney called for a roll call vote.

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

The motion carried.

G. Personnel Actions:

New Hires:

<u>Name</u>	<u>Position</u>	<u>Date</u>
Kamryn Bennett	HR Assistant	08.25.2025 PENDING
Paige Weeks	SSA	08.25.2025 PENDING

Open Positions:

<u>Position</u>	<u>FT/PT/Intermittent</u>	<u>Replace/New</u>
Developmental Specialist	Full-Time	Replace Kaye Sholtis
Facilities Specialist	Full-Time	New
HR Generalist	Full-Time	Replace Linda Hinger
SSA	Full-Time	Replace Deborah Needham

Promotions/Transfers:

<u>Name</u>	<u>Promotion/Transfer</u>	<u>Position</u>	<u>Date</u>
Tim May	Transfer	Full-Time Facilities Specialist to Intermittent Facilities Specialist	09.06.2025

Resignations/Contract Non-Renewals/Retirements/Terminations:

<u>Name</u>	<u>Type</u>	<u>Position</u>	<u>Date</u>
Deborah Needham	Resignation	SSA	08.10.2025
Jay Via	Retirement	Facilities Manager	08.31.2025
Carol Helman	Retirement	Executive Assistant	01.31.2026
Linda Hinger	Resignation	HR Generalist	03.31.2026

- H. 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 Ms. Fong. Mr. McKinney called for a voice vote. The motion carried.

Change to Policy:

G-37 Waiting List – updated to reflect changes in rule

Date Change Only:

F-10 Mileage and Travel Reimbursement
G-38 Resolution of Complaints and Appeals of Adverse Action
SSA-1 Service and Support Administration

I. Other:

- Mr. Green shared that the renewal levy will be on November's ballot. He anticipates being invited to the Meet the Candidate Night as in past years. Ms. Nichols is working on an annual report to use as an informational resource on the services provided by the county board.

IX. COMMENTS

- Mr. McEldowney shared that he has been working with the directors to finalize their 2026 department budgets. He will present the in-service and next year's budget at the September board meeting. He and Mr. Green attended a budget symposium last week where changes at the federal level and the push to roll back property taxes at the state level were reviewed. It makes looking at our budget and 5-year projections much more important in being mindful of where the county board is financially and where we need to get to.
- Ms. Knupp stated there has been a good deal of training to prepare for the change in Facilities management. The IT department continues with laptop replacement. IT and facilities are working together on options for upgrading the building's exterior cameras. The IT manager is also working on cybersecurity requirements that are to be completed by 2026 with a tracking system to be in place by September of 2025. The SSAs are planning and preparing for accreditation with the help of Ms. Snell. Rules are being changed again including the SSA rule. The upload of ISPs into the State's system continues.
- Ms. Greenawalt-Cherry reported that she has been working on the EI grant reports. This year the grant went to the Department of Children and Youth (DCY) for the first time and will run for two years. She has been attending quarterly meetings held by the DCY director. She is collaborating with Child Care Choices on trainings for their childcare providers and providing them with developmental information.
- Ms. Snell indicated that another step in the accreditation process is complete, DODD has been given the information requested so they can develop our sample. There have been seven new DODD rules added that have required a policy change or training. The DSP appreciation event will be held on September 10. There was an article recently about a law enforcement agency in Ohio using a drone kept in their vehicle to locate a missing child quickly and we would like to begin conversations with law enforcement about what that might look like for Miami County. Mr. McKinney shared that he believes most agencies in Miami County have a drone program and the training requirements needed to be able to pilot a drone.
- Ms. Nichols distributed a handout with basic information to share with the community about the levy with the most important message being that there will be no additional taxes. Approximately 60% of our funds to provide services come from this levy and there are more than 1100 individuals with developmental disabilities served by the county board. Mr. Green shared that even though property values have increased over the years that does not increase the taxes paid towards our levy since they are "frozen in time". The PAC reports they will be overseeing the "vote yes" message with billboards and yard signs. Training for the two newly hired Community Connections facilitators is going well. The PREP (Prepare, Research, Explore, Practice) program to provide pre-employment skills for high schoolers which is run by one of our employment navigators is going very well.

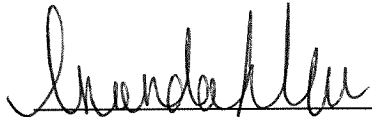
- Ms. Pettit stated that she has met with the directors and Mr. Green about employee talent reviews and has started conversations about 2026 benefits. Next month she will be talking with the board members about Mr. Green's annual evaluation. Employee relations has recently been higher than usual. She has been more involved and partnering with management to be more intentional and direct to honor the expectations we have of all employees.

X. NEXT MEETING: Monday, September 15, 2025

XI. ADJOURNMENT

A motion to adjourn the meeting was made by Ms. Fong at 7:04 p.m. and seconded by Mr. Metz. Mr. McKinney called for a voice vote. The motion carried. Meeting adjourned.

Minutes approved:



PRESIDENT

9/15/2025
DATE



RECORDING SECRETARY

9/15/2025
DATE