



BOARD MEETING MINUTES

September 19, 2022

BOARD IN-SERVICE: Budgeting and Cash Projections presented by Floyd Gregg, Business & Operations Director

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, September 19, 2022, at 6:00 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

I. ROLL CALL

Lori Meyer	- Present	Michelle Fong	- Present
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 August 15, 2022 meeting were reviewed. A motion to accept the minutes was made by Mr. McKinney and seconded by Mr. Fulker. 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 August 2022. A motion to accept the report was made by Mr. Herbe and seconded by Mr. Metz. Ms. Meyer asked for a voice vote. The motion carried.

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

Lori Meyer	-	Yes	Michelle Fong	-	Yes
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 Synergy Conference 2022: Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve six staff members and eighteen individuals served to attend the 2022 Synergy Conference for a total cost not to exceed \$17,000.00 was made by Ms. Fong and seconded by Ms. Via. Ms. Meyer asked for a roll call vote.

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

The motion carried.

B. Proposal for Additional Paid Holiday for 2022: Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve November 25, 2022 to be a paid holiday for exempt and non-exempt employees was made by Mr. McKinney and seconded by Mr. Herbe. Ms. Meyer asked for a roll call vote.

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

The motion carried

C. Proposal for CY2023 Revenue and Expenditure Budget: Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve the 2023 Revenue and Expenditure Budget as presented was made by Mr. Fulker and seconded by Ms. Fong. Ms. Meyer asked for a roll call vote.

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

The motion carried

D. Proposal for Employee Salary Increase for CY 2023: Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve employee salary and benefit increases in the amount of \$151,068 was made by Mr. McKinney and seconded by Ms. Fong. Ms. Meyer asked for a roll call vote.

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

The motion carried

E. Proposal for Cost of Living Adjustment (COLA) for CY2023: Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve a 2% COLA for CY2023 in the amount of \$100,712 was made by Mr. Herbe and seconded by Mr. Metz. Ms. Meyer asked for a roll call vote.

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

The motion carried

F. Ethics Approvals: None

G. Conferences: A motion to approve the attendance of EI Developmental Specialist, Sara Baker, to take the PLAY Project Consultant Certification Training at a cost not to exceed \$3,900 to be covered by ARPA funds was made by Ms. Via and seconded by Mr. McKinney. Ms. Meyer asked for a roll call vote.

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

The motion carried.

H. Personnel Actions:

New Hires: None

Promotions/Transfers: None

Resignations/Contract Non-Renewal/Retirement/Termination: None

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

Change to Policy:

- F-10 Mileage & Travel Reimbursement: Updated language to reflect Board approval is required if travel expenses exceed Superintendent's authorized limit.
- F-19 Purchases for the Program: Updated language to reflect Board approval is required if travel expenses exceed Superintendent's authorized limit
- G-24 Volunteers: Changed information related to formal background checks and process, now implemented for all volunteers over age 18, and clarified the processes for volunteers ages 13-17 and those who volunteer through school or church youth groups
- Rec-2 Recreational Transportation: Changed terminology to reflect department name change and included clarification on registration requirement

Date Change Only:

- G-1 Principles of Self Determination
- G-37 Waiting List

Rescind:

- G-17 Program Operations: This policy is directly related to the direct service programs we were previously running
- G-20 Research or Experimental Programs: This policy is directly related to the direct service programs we were previously running
- G-33 Program Accessibility: This policy is directly related to the direct service programs we were previously running

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

- J. Other: Director Hauck from DODD will be coming to Riverside on September 22. She will be meeting with all staff from 1:30-2:30 and then the leadership team from 2:30-3:30. Board members are welcome to attend.

IX. COMMENTS:

- Ms. Knupp reported that the SSAs have been covering for DSPs mostly in the 24-hour settings and fortunately they are never short of volunteers from the team to help. There is a new SSA starting on September 26 who is coming to Riverside from an ICF. Since the ICF is Riverside's partner, we wanted to be respectful of their needs so her start date was pushed out to allow her to give a 30 day notice. The remaining open SSA position will be re-posted in mid-October. She and Ms. Vietor have started annual meetings with the local schools.

- Ms. Nichols shared that the Special Olympics softball team received bronze at the State tournament in Sandusky and then spent a day at Cedar Point. The State golf tournament will be held this coming Saturday in Cincinnati. Basketball, swimming, cheerleading and powerlifting will be starting in the next few weeks. Riverside is hosting the Regional Advocacy Conference this coming Friday with approximately 150 people expected to attend and the details for those attending the Synergy Conference are coming together. October is National Disability Employment Awareness Month.
- Mr. Gregg reported that he has been working on the 2023 budget for the past few weeks and will be getting individual department budgets to each director soon. The IT team has been working on new laptops and the new server is now installed. He is looking at different ticketing software companies to use for IT and facilities some of whom serve county boards and some who serve schools.
- Ms. Pettit shared that she sent the board members an email regarding the Superintendent's evaluation so there is no need for an Executive Session tonight but there will be one at the October and November meetings. A task force that will focus on employee fatigue and burnout kicked off today. It will look at what we already do well that we should sustain, what are some opportunities for improvement, and what are some new ideas that can be used to better support our employees.
- Ms. Snell stated that it is business as usual for her team. The DSP appreciation event held last week went well with approximately 250 people in attendance. It was nice to see old and new faces, and to have the opportunity to say thank you to the DSPs and family members who take care of the individuals we serve. A family member who also serves as a paid provider called her and expressed how much he appreciates Riverside and how progressive we are as a county board. Ms. Knupp added that the SSAs have also been hearing rave reviews about the DSP appreciation event planned by Ms. Snell's team.
- Ms. Greenawalt-Cherry reported that they have completed a second round of postings and interviews for the Service Coordinator and Intermittent Administrative Assistant positions with no luck. DODD is starting a five-part series on the book, *Pause & Reflect*, to help look at EI practices which will be hosted by the author Dana Childress. She will be at the Division of Early Childhood and International Society for Early Intervention Conference in Chicago next week. She has also started a webinar training with DODD and the Ohio Mental Health Addictive Services on reflective supervision which is a nine month course to aid in providing better services to children and families as well as decreasing employee burn-out and increasing retention. Only five people from DODD were selected to take this training.

X. NEXT MEETING: Monday, October 17, 2022

XI. ADJOURNMENT

A motion to adjourn the meeting at 7:05 p.m. was made by Ms. Fong and seconded by Ms. Via. Ms. Meyer asked for a voice vote. The motion carried.

Meeting adjourned.

Minutes approved:

Lori Meyer
LORI MEYER, PRESIDENT

10/17/22
DATE

Michelle Fong
MICHELLE FONG, RECORDING SECRETARY

10/17/22
DATE