

BOARD MEETING MINUTES

February 24, 2025

BOARD IN-SERVICE – 5:30 p.m: WestCON presented by Lynn Wolters, Executive Director

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, February 24, 2025 at 6:00 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

I. ROLL CALL

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

II. PLEDGE OF ALLEGIANCE

Everyone in attendance joined in giving 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, Sandy Landers and Carol Helman.

IV. PRESENTATION BY GUESTS

None

V. PRESENTATION OF MINUTES

The minutes of the January 27, 2025 meeting were reviewed. A motion to accept the minutes was made by Mr. Herbe and seconded by Mr. Metz. Mr. McKinney asked for a voice vote. The motion carried.

VI. PRESENTATION OF FINANCIAL REPORTS

A. Monthly Financial Reports and Monthly Bills: Ms. Landers reviewed the financial report for January 2025. A motion to accept the report was made by Ms. Fong and seconded by Mr. Metz. Mr. McKinney asked for a voice vote. The motion carried.

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

The motion carried.

VII. OLD BUSINESS

A. None.

VIII. NEW BUSINESS

A. Proposal for Additional Service and Support Administrator (SSA): Upon the recommendation of the Superintendent, a motion to approve adding an additional SSA position to the Miami County Board of Developmental Disabilities Table of Organization with a base salary within \$25.09-35.85 per hour was made by Mr. Herbe and seconded by Mr. Metz. Mr. McKinney asked for a roll call vote.

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

The motion carried.

B. Proposal for Additional Facilities Specialist: Upon the recommendation of the Superintendent, a motion to approve adding an additional Facilities Specialist position to the Miami County Board of Developmental Disabilities Table of Organization with a base salary within \$18.85 - \$26.93 per hour was made by Ms. Fong and seconded by Mr. Metz. Mr. McKinney asked for a roll call vote.

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

The motion carried.

C. Ethics Approvals: None

D. Personnel Actions:

New Hires:

Steve McEldowney	Shared Business Director	02.24.2025 PENDING
Amy Davis	SSA	03.03.2025 PENDING
Joseph "Tyler" Gibson	SSA	03.03.2025 PENDING

Open Positions:

Behavior Support Coordinator	Full-Time	Replace Megan Barhorst
Community Connections Coordinator	Part-Time	Replace Joy Starry
Community Connections Coordinator	Part-Time	Replace Joy Starry
HR Assistant	Full-Time	New Reposted
SSA	Full-Time	Replace Kayla Brulport

Promotions/Transfers:

None

Resignations/Contract Non-Renewal/Retirement/Termination:

Becky Perry Service Coordinator 02/18/25

- E. 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 asked for a voice vote. The motion carried.

Change to Policy:

SSA-3 Supported Living Program Definition, Purpose and Philosophy – Updated to reflect language and definition in current ORC and rule.

SSA-9 On-Call/After Hours Availability – Updated business hours

Rescind:

G-3 Review of Services Provided through Contract – Services are now covered in the locally unfunded/funded budget.

- F. Other: None

IX. COMMENTS

- Ms. Snell shared that an Emergency Notification Task Force was created after a 2024 auto accident which involved a provider and several individuals served. The task force is partnering with local law enforcement agencies, the 911 dispatch center and Ms. Via to work on things the county board can do to prepare individuals on how to identify themselves in the event of an emergency and also prepare providers on how to handle an emergency situation. An introductory session on Trauma Informed Care was held for all staff in 2024 and the next level of that training will be held in May for staff who wish to learn more. Last year there were 48 new individuals to Miami County who are eligible for services and 33 of them have autism.
- Jessica Knupp thanked the Board for approving the additional SSA position. Two SSA new hires will be starting on March 3 and interviews for the third position sound promising. The additional facilities specialist position approved this evening will help with succession planning as staff in that department are coming up on retirement. The knowledge they have of the residences where individuals we serve live is extensive and hopefully those skills can be passed along to someone new. The IT manager will be going to the county's data board with the first round of laptop replacements. Housing Opportunities for People, Inc. reports that at the request of the Preble County Board of DD, they will be taking on property management for homes in Preble County in late April of this year.

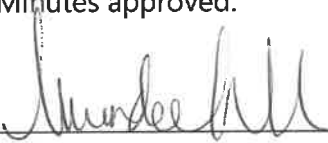
- Ms. Pettit stated she is busy with recruiting, interviewing and onboarding for all of the open positions. She has also been working on employee relations matters.
- Ms. Nichols circulated an ad that was placed in the first progress edition of the Miami Valley Today. The second edition will include an article about the county board and an overview of 2024 services provided. Developmental Disabilities Awareness Month begins next week. She has contacted some local school districts and will be visiting 1st graders at Milton Union, Troy Christian and Troy City Schools with a book about getting to know people who are different. A young man served by the county board who has experience reading to students will be going along on the visit. One copy of the book will be donated to all schools in the county. Skyline Chili is doing a Dine to Donate on March 6 with proceeds going to Miami County Special Olympics. Spirit Night will be held on March 11 and will feature a basketball game between the Special Olympics basketball team and local first responders. An end of the season celebration will be held for the Special Olympics basketball players, swimmers and volunteers after the game. The upcoming spring season for Special Olympics will include bowling, powerlifting and volleyball. Donations were recently received for Special Olympics from Dave's Services and Power 107.1 who are long time donors to the program.
- Ms. Greenawalt-Cherry shared that she has completed the mid-year state reports and EI has received 100% compliance for local education agency reporting. She has begun working on Miami County's assigned compliance indicator for 2025 which is Transition Steps and Services and it focuses on timelines for children who are leaving Early Intervention and starting preschool. There has been some recent shifting of caseloads due to staff medical issues
- Mr. McEldowney stated this is his first day as the new Business Director and he has been busy meeting everyone. Ms. Landers has been very helpful in showing him where to find information and to begin looking at finances from the perspective of the developmental disabilities world.
- Ms. Landers thanked everyone for the last 1 ½ years. She stated she has enjoyed working with the team and appreciated the opportunity to be here. She will continue helping Mr. McEldowney over the next year and her company will continue doing the TCM billing for the county board.
- Mr. Green shared that the 2.5 mill levy is up for renewal and the plan is to ask the county commissioners to put the levy on the ballot in November of this year. Ashley Brocius, the CEO at RT Industries, will be the new chair of the Friends for Riverside political action committee and the new treasurer will be Sherry Saddler from Clark Schaefer Hackett. Several parents who have family members served by the county board have also volunteered to serve on the committee.

X. **NEXT MEETING:** Monday, March 17, 2025

XI. **ADJOURNMENT**

A motion to adjourn the meeting was made by Ms. Fong at 6:30 p.m. and seconded by Mr. Metz. Mr. McKinney asked for a voice vote. The motion carried. Meeting adjourned.

Minutes approved:



PRESIDENT

3/17/2025
DATE



RECORDING SECRETARY

3/17/2025
DATE