

BOARD MEETING MINUTES

June 17, 2024

BOARD IN-SERVICE - 5:30 p.m.: PLAY Project presented by Kathy Greenawalt-Cherry, Early Intervention Director and Sara Baker, EI Developmental Specialist

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, June 17, 2024 at 6:00 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

I. ROLL CALL

Mandy Via	- Present	Deon Metz	- Present
Jerry Herbe	- Present	Joe Fulker	- Present
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, Jessica Knupp, Kathy Greenawalt-Cherry, Melissa Nichols, Sandy Landers, Stacy Pettit and Carol Helman.

IV. PRESENTATION BY GUESTS

None

V. PRESENTATION OF MINUTES

The minutes of the May 20, 2024 meeting were reviewed. A motion to accept the minutes was made by Mr. McKinney and seconded by Mr. Herbe. Ms. Via asked for a voice vote. The motion carried.

VI. PRESENTATION OF FINANCIAL REPORTS

A. Monthly Financial Reports: Sandy Landers, Business Manager, reviewed the financial report for May 2024. 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 2024 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the May 2024 bills 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	-	Yes
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 Superintendent, a motion to approve the purchase of insurance through Southwestern Ohio Educational Purchasing Cooperative (EPC) for July 1, 2024 - June 30, 2025 at a cost of \$26,171 was made by Mr. Herbe and seconded by Mr. Gayhart. Ms. Via asked for a roll call vote.

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

The motion carried.

B. Proposal for Service & Support Administration Manager: Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve an additional SSA Manager position, reporting to the SSA Director, with a base salary within pay range \$28.64 to \$40.92 per hour was made by Mr. Metz and seconded by Ms. Fong. Ms. Via asked for a roll call vote.

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

The motion carried.

C. Proposal to Purchase Wheelchair Accessible Van: Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve the purchase of a wheelchair accessible van with a lift for a total cost not to exceed \$75,000 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	-	Yes
Shawn McKinney	-	Yes	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

- D. Proposal for Housing Opportunities for People, Inc. (HOP) Board of Trustees Appointment:** Upon the recommendation of the Superintendent, a motion to approve the appointment of Andria Perkins to the HOP Board of Trustees to fill the unexpired term of the recently vacated trustee position was made by Mr. McKinney and seconded by Mr. Gayhart. Ms. Via asked for a roll call vote.

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

The motion carried.

- E. Proposal for Curbs, Sidewalk and Drain Repair:** Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to enter into a contract with Prodigy Building Solutions for replacing the curbs and sidewalk and rerouting the drain at the rear of the building at a cost not to exceed \$145,500 (which is the quoted \$132,267 with a 10% contingency) was made by Mr. Metz and seconded by Ms. Fong.

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

The motion carried.

- F. July Board Meeting/Payment of Bills:** A motion to cancel the July Board meeting and authorize the Superintendent to pay the July bills was made by Mr. McKinney and seconded by Ms. Fong. Ms. Via asked for a roll call vote.

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

The motion carried.

- G. Ethics Approvals:**
None

- H. Personnel Actions:**

New Hires:

Lindsay Smallenbarger	Behavior Support Coordinator	05/20/2024
Hannah Schaffnit	SSA Intern	06/03/2024
Sierra Simon	Service Coordinator	06/10/2024

Open Positions:

Community Connections Coordinator	Part-Time (2)	Replace Joy Starry
Employment Navigator	Full-Time	Replace Julie Williams Convert from CCF
Facilities Intern	Intermittent	New
HR Assistant	Full-Time	Reposted
Resource Support Coordinator	Full-Time	Replace Jan Wintrow
Resource Support Coordinator	Full-Time	Replace Alicia Knife
SSA	Full-Time	Replace Nate Cain

Promotions/Transfers:

Jenna Gerig	Intern to Communications Coordinator	06/17/2024
-------------	--------------------------------------	------------

Resignations/Contract Non-Renewal/Retirement/Termination:

Amy Anderson	Community Connections Facilitator	06/18/2024
--------------	-----------------------------------	------------

- I. Policies/Procedures: Upon the recommendation of the Superintendent, a motion to adopt the policies and procedures listed below was made by Mr. Herbe and seconded by Mr. McKinney. Ms. Via asked for a voice vote. The motion carried.

Change to Policy:

B-13 Strategic Plan – revised to match DODD rule language that was updated 10/30/2023.

Date Change Only:

- B-6 Duties of the Board Officers
- B-7 Responsibilities and Prohibitions of Board Members
- B-8 Appearance and Presentation Before the Board
- B-9 Meetings of the Board
- B-11 Table of Organization
- SSA-12 Technology First

- J. Other: None

IX. COMMENTS

- Ms. Landers reported that she submitted the 2025 preliminary budget this month and there were no questions. She is finishing the cost report which is due at the end of June which determines the Medicaid reimbursement for TCM and gives DODD information on expenses for each program.
- Ms. Knupp thanked the board for approving the SSA manager position and the wheelchair accessible van. At the last state SSA director meeting, DODD representatives indicated that changes are coming to the waiting list assessment, which has gone through a major overhaul before. The SSA team will be starting the

OISP upload. She invited the state OISP liaisons to meet with the WestCON group of SSA directors next week. The first roll out of the three new changes affecting waivers will allow replacement cost of equipment. Training is required on the waiver changes and is to be completed by July 31st. There will be in-person and interactive trainings after July 31st. Keith GunderKline, who has served many years as a HOP board trustee is retiring as Executive Director of the Miami County Metropolitan Housing, so he will be leaving the HOP Board. The IT team has implemented training follow-up with new employees at 30, 60 and 90 days to check in and answer questions.

- Ms. Snell stated there has been an increase in the number of MUIs recently. The Allen County Board of Developmental Disabilities contacted her saying they had heard positive things about our Investigative Agents and Behavior Support Coordinators and would like to meet to discuss processes. Ms. Snell appreciates that there were two internal candidates to fill the open Resource Support Coordinator positions and the plan is to stagger their start dates. She was reviewing autism diagnoses and approximately three-quarters of eligibility inquiries in the first six months of 2024 have had an autism diagnosis, so they have started tracking them a little differently in order to have better data by the end of the year.
- Ms. Pettit indicated that the Executive Team has finalized the substance of the 2025-2027 Strategic Plan and it will be presented later this year. They have also met to start discussing business continuity and hope to have plans finalized by the end of the year. The drug-free workplace supervisor training has been completed as well as the mid-year compensation review. A meeting was held with McGohan Brabender last week to continue conversations about 2025 benefits. Ms. Pettit, the county HR director and a representative from the public health department have been meeting about the Munis implementation. They have received a quote from Tyler Technologies on implementation costs and are trying to determine how to share that cost. The goal is to begin in 2026. Perry County will be here on Friday to discuss all things HR, including talent development and check-ins.
- Ms. Nichols stated that if anyone has questions or concerns about Community Connections shifting away from a provider or adult care program model to please reach out to her or Mr. Green. The Communications Coordinator started today so she will be turning several projects over to her allowing Ms. Nichols to focus on the Community Connections transition. Special Olympics state games are the last weekend of June. The volleyball team will be there Friday and Saturday and the powerlifting team will be there on Saturday and Sunday. Sign-ups for softball and golf are being held this evening. She will be taking the lead on golf and the Community Connections manager will be taking the lead on softball. The West Milton VFW Post 8211 Auxiliary and the Franklin Lodge #14 will be presenting donations this week to Miami County Special Olympics. Two of our athletes have been invited by Special Olympics Ohio to participate in the grand opening ceremony of the Sheetz in Huber Heights. The Executive Team has been discussing re-branding and updating the logo for the Miami County Board of Developmental Disabilities. She would like

to complete the process by the end of 2024 so it will be consistent with ballot language when the levy comes up for renewal.

- Ms. Greenawalt-Cherry indicated that with the state fiscal year coming to an end it is time to begin writing grants for 2025 and close out 2024. New rule starts July 8th and training provided by the Department of Children and Youth is being held every Thursday. The newly hired Resource Coordinator is currently in training.

X. NEXT MEETING: Monday August 19, 2024

XI. ADJOURNMENT

A motion to adjourn the meeting at 6:42 p.m. was made by Ms. Fong and seconded by Mr. Metz. Ms. Via asked for a voice vote. The motion carried.

Minutes approved:



PRESIDENT

8/22/24
DATE



RECORDING SECRETARY

8/19/24
DATE