

BOARD MEETING MINUTES

January 23, 2023

BOARD IN-SERVICE: None

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, January 23 2023, at 5:30 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

I. ROLL CALL

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

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, Floyd Gregg, Jessica Knupp, Kathy Greenawalt-Cherry, Melissa Nichols, Stacy Pettit and Carol Helman.

IV. PRESENTATION BY GUESTS

None

V. REORGANIZATION MEETING

Ms. Via turned the meeting over to Mr. Green to serve as President pro tempore for the purpose of reorganization. In the absence of Mr. McKinney, chairman of the nominating committee, Mr. Green shared that the committee proposed the following as officers for 2023: President – Mandy Via, Vice President – Shawn McKinney, Recording Secretary - Michelle Fong. Mr. Green asked if there were any other nominations. A motion to approve the slate of officers as proposed was made by Mr. Herbe and seconded by Mr. Fulker. Mr. Green asked for a roll call vote.

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

The motion carried.

Mr. Green turned the meeting over to Ms. Via, President.

Ms. Via noted that the 2023 meeting dates and times were approved at the November, 2022 Board meeting.

Ms. Via made the following appointments: Personnel & Finance - Jerry Herbe, Michelle Fong, Joe Fulker; Ethics Council - Shawn McKinney, Deon Metz, DJ Gayhart.

A motion to adjourn the re-organization meeting was made by Mr. Fulker and seconded by Mr. Metz. Ms. Via asked for a voice vote. The motion carried.

VI. PRESENTATION OF MINUTES

The minutes of the November 21, 2022 meeting was reviewed. A motion to accept the minutes was made by Mr. Metz and seconded by Mr. Fulker. Ms. Via asked for a voice vote. The motion carried.

VII. PRESENTATION OF FINANCIAL REPORTS

- A. Monthly Financial Reports: Floyd Gregg, Business Director, reviewed the financial reports for November and December 2022. A motion to accept the reports was made by Ms. Fong and seconded by Mr. Metz. Ms. Via asked for a voice vote. The motion carried.

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

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

The motion carried.

VIII. OLD BUSINESS:

- A. Quarterly Table of Organization: A motion to approve the Quarterly Table of Organization was made by Mr. Metz and seconded by Ms. Fong. Ms. Via asked for a voice vote. The motion carried.

IX. NEW BUSINESS

- A. Resolution for Payment of WestCON Funds: Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to authorize payment of the budgeted amount of \$2,640,208 for Waiver Match and Medicaid Reserve Funding, \$1,835,400 for supported living, unfunded individuals, critical needs fund, community employment, transition supports, locally funded services, Rental Assistance Program, Resource Support Coordination and Provider Partnership Network and \$37,875 in administrative and membership fees to be paid

to WestCON COG in two installments for the year 2023 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	-	Excused	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

- B. Proposal for OACB Annual Dues:** Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve this proposal authorizing payment of the 2023 OACB Annual Membership Dues at a cost of \$27,300 was made by Ms. Fong and seconded by Mr. Fulker. Ms. Via asked for a roll call vote.

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

The motion carried.

- C. Proposal for 2023 Medicaid Billing Solutions Contract:** Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve the contract with Medicaid Billing Solutions Inc. for a 1-year term at a cost not to exceed \$27,600 annually expiring December 31, 2023 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	-	Excused	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

- D. Proposal for 2023 Rieck Services Contract:** Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve the contract with Rieck Services for a 1-year term at a cost not to exceed \$25,860 annually expiring December 31, 2023 was made by Mr. Herbe 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	-	Excused	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

- E. Proposal for Table of Organization Amendment: Resource Support Coordinator to Behavior Support Coordinator:** Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve changing the vacant Resource Support Coordinator (RSC) position to a Behavior Support Coordinator (BSC) position on the Riverside Table of Organization, reporting to the Behavior Support Coordination Manager and the Quality and Innovation Director with a base salary within \$22.76 to \$32.52 per hour 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	-	Excused	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

- F. Superintendent Professional Development Plan:** A motion to approve the Superintendent Professional Development Plan for 2023 as required by the Ohio Administrative Code was made by Ms. Fong and seconded by Mr. Fulker. Ms. Via asked for a voice vote. The motion carried.

- G. Proposal for FFCRA Sick/FMLA Expansion:** Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve an extension of the FFCRA Sick and FMLA Expansion to June 30, 2023 with the option to extend it quarterly based on need not to exceed December 31, 2023 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	-	Excused	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

- H. Ethics Approvals:** None

- I. Personnel Actions:**

New Hires:

Heather Brandenburg Intermittent Administrative Assistant 1.03.2023

Promotions/Transfers: None

Resignations/Contract Non-Renewal/Retirement/Termination:

Gerret Hayslip	SSA	12.02.2022
Kyley Vest	Funding Specialist	12.20.2022

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

Change to Policy: The following policies were updated to reflect current procedures.

- G-7 Visitors to Facilities
- G-19 Use of Sex Offender Information
- P-4 Certification Registrations Licenses
- P-9 Equal Employment Opportunity
- P-13 Filling Vacant Positions
- P-14 Outside Employment
- P-16 Employee Identification Badges
- P-21 Probation Periods
- P-26 Employee Compensation
- P-29 Disability Separation from Service, Voluntary Reduction
- P-30 Worker's Compensation - Unemployment Compensation
- P-33 Evaluation of Applicants - Background Investigations
- P-34 Healthy Workplace
- P-37 Concealed Weapon Restriction
- P-40 Staff Orientation
- P-45 Professional Development

Date Change Only:

- F-02 Then & Now Certificates for Invoices
- F-04 Pay Periods, Payroll Checks, Payroll Deduction
- F-21 Cash Control
- F-22 Fiscal Reporting for MAC
- G-2 Advertising, Contributions, Ticket Sales by Outside Agencies
- G-5 Buildings and Grounds
- G-15 Permits, Licenses & Inspections
- G-18 Community Relations
- G-35 Liability Insurance
- G-36 Medicaid Services Administrative Resolution of Complaints (Due Process)
- SSA-3 Supported Living Program Definition, Purpose and Philosophy

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

K. Other: None

X. COMMENTS:

- Ms. Greenawalt-Cherry shared that all of the EI department's positions are filled and employees who had been on leave are now back. Training continues with the technical assistant consultant from DODD who is working with them on IFSPs and child outcome summaries. Kim Travers from Wright State will be coming to do family outcome training which looks at not only a child's development but also how to support the whole family as they move forward from EI to working with the SSA team. An offer was made to and accepted by a candidate for the service coordinator position. Connie Galey, the Service Coordinator Manager, is retiring on January 27 after almost 40 years of public service. Ms. Greenawalt-

Cherry will take over supervision of the service coordinators and Jessica Baird will supervise the developmental specialists.

- Ms. Snell thanked the board for approving the position switch from resource coordinator to behavior support specialist. When Brenda Miller moved into the manager position and the new behavior support coordinator started, the new coordinator took on all of the 50 new referrals received in 2022 which did not allow Ms. Miller to transfer some of her caseload to that specialist. Having another behavior support specialist will allow her to concentrate on her new management role. We are prepared for accreditation and the reviewers will be here on Wednesday and Thursday of this week. Board members are encouraged to attend the session with reviewers on Thursday at 1:30 p.m. in the Staunton Conference room.
- Ms. Pettit indicated that the first round of interviews for the funding specialist position were held last week and the next step will be skills testing. An offer was made on the service coordinator position, and the DS manager and EI intermittent administrative assistant positions have been filled. The posting for the SSA positions closed on Friday so the interview process will begin soon, and she will post the new behavioral support coordinator position that was approved tonight. She met with Tony Trapp from Upper Valley Career Center and Mr. Gregg to discuss internships in skilled trades and professional office staff for this summer as well as next fall. The culture survey closed on Friday so she will be compiling the data and doing focus groups to get a full picture of the feedback. The Executive Team will then create action steps based on that feedback. She is also doing event planning and is looking at going to a Dayton Dragons game as well as breakfast with the Easter Bunny. A volunteer workgroup of approximately 20 staff consisting of leadership and employees was brought together to look at emotional fatigue and burnout. Ms. Knupp and Ms. Greenawalt-Cherry shared that there was good discussion, feedback and ideas. It was appreciated that employees were open and comfortable with sharing and asking hard questions.
- Ms. Knupp shared that her team prepares all year for accreditation. This review includes the biggest sample ever pulled and includes the introduction of the new Ohio ISP which adds an interesting layer to this accreditation. There are two SSA positions and a funding specialist position open. She and her managers appreciate that SSAs continue to be so willing to offer their help for coverage. SSAs and managers are still providing direct service, due to the DSP crisis, and are receiving support from other departments assisting, with taking individuals to doctors' appointments and grocery shopping when needed. She expressed thanks to Ms. Snell for all of her work in organizing and getting us ready for accreditation.
- Ms. Nichols provided an overview of what her team accomplished in 2022 to build community awareness and provide opportunities for individuals served. Miami Valley Today has reached out for articles for the progress edition they publish in February, so she is planning on submitting an article highlighting what Riverside is doing and where we are going. March is Developmental Disabilities Awareness Month.
- Mr. Gregg reviewed the yearly revenue and expenditure budget projections through 2027. A 2019 Ford Fusion and 2020 Ford Escape were purchased to replace two of the older cars. The crew is working on completing the chiller project and a repair was needed to the sewer pipe under the floor of the administrative assistant's office. He is working on the planning phase

for a ticketing system for IT and facilities. He was told we have software now that might be the ticketing solution for us so he will be scheduling a demo to be sure it is what we need. Mileage increased to 65.5 cents per mile.

XI. EXECUTIVE SESSION:

A motion to enter into Executive Session at 6:44 to consider the purchase or sale of property 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	-	Excused	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

A motion to adjourn from Executive Session at 7:11 was made by Mr. Herbe and seconded by Mr. Fulker. Ms. Via asked for a voice vote. The motion carried.

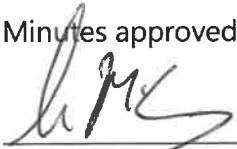
XII. NEXT MEETING: Monday, February 27, 2023

XIII. ADJOURNMENT

A motion to adjourn the meeting at 7:12 p.m. was made by Mr. Fulker and seconded by Mr. Gayhart. Ms. Via asked for a voice vote. The motion carried.

Meeting adjourned.

Minutes approved by:



SHAWN MCKINNEY, VICE PRESIDENT

2/27/2023
DATE



MICHELLE FONG, RECORDING SECRETARY

2/27/23
DATE