

BOARD MEETING MINUTES

February 26, 2024

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 26, 2024 at 6:00 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

I. ROLL CALL

Mandy Via	- Present via Zoom	Deon Metz	- Present
Jerry Herbe	- Present	Joe Fulker	- Excused
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 Mr. Green.

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 January 22, 2024 meeting were reviewed. A motion to accept the minutes 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	- Excused
Shawn McKinney	- Yes	DJ Gayhart	- Yes
Michelle Fong	- Yes		

The motion carried.

VI. PRESENTATION OF FINANCIAL REPORTS

A. Monthly Financial Reports: Sandy Landers, Business Manager, reviewed the financial report for January 2024. A motion to accept the report 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	-	Excused
Shawn McKinney	-	Yes	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

B. Monthly Bills: The January 2024 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the January 2024 bills was made by Mr. Gayhart and seconded by Mr. Herbe. Ms. Via asked for a roll call vote.

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

The motion carried.

VII. OLD BUSINESS

A. None

VIII. NEW BUSINESS

A. Ethics Approvals:

None

B. Personnel Actions:

New Hires:

None

Open Positions:

Communications Coordinator	Full-Time	Replace – Joan Bernstein
Service Coordinator	Full-Time	Replace – Kaelyn
Foreman		
HR Assistant	Full-Time	New
Janitorial Specialist	Part-Time	New

Promotions/Transfers:

None

Resignations/Contract Non-Renewal/Retirement/Termination:

None

- C. Policies/Procedures: Upon the recommendation of the Superintendent, a motion to adopt the policies and procedures listed below was made by Mr. McKinney and seconded by Mr. Metz. Ms. Via asked for a roll call vote.

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

The motion carried.

Change to Policy:

- F-19 Purchases for the Program – Updated the language and purchase amount in section #3 to reflect the change in the Ohio Revised Code.
- G-71 Alcohol and Drugs on Property – Added medical and recreational marijuana.
- P-32 Drug Free Workplace – Added language related to medical and recreational marijuana, changed policy to add last chance agreement, defined and outlined program including training for reasonable suspicion, added language regarding prescription and over-the-counter medications and added language regarding voluntary notification. Added three forms – reasonable suspicion observation, last chance agreement, and consent and release.
- SSA-6 Individual Service Plans – language changed to coincide with Ohio ISP specification as related to the assessment portion.

Date Change Only:

- G-72 Employment First Initiative

- D. Other: None

IX. COMMENTS

- Ms. Snell reported that she is working with an outside vendor to develop a provider contact database. She is also working with the IT manager on using SharePoint for organizing and streamlining MUI information. The Behavior Support Coordinators recently trained on a crisis intervention program called Ukeru. This is a hands-free program that recognizes trauma informed care and implements practical ways to deescalate a situation with an individual who may become physical. They will now be

able to train Riverside staff and have had a request from the Miami County ESC to also train their staff. Jan Wintrow will be retiring at the end of March after 35 years of service.

- Ms. Knupp shared that inspections have been completed on the Casstown property to prepare to list it for sale. IT has almost completed the 1st quarter laptop replacements. The 2nd quarter shipment was received today. There has been an upswing in needs requests for our individuals. The SSA managers are spending a lot of time reviewing the Ohio ISP to make sure that what the SSAs are doing is the most efficient way to complete the plan. They are also preparing to revise a portion of the plan that lists providers to minimize confusion for providers and families. Housing Opportunities for People (HOP) continues doing property management for both Shelby and Champaign County Boards of Developmental Disabilities. The Shelby County Board purchased another property last week and the Champaign County Board is currently searching for a property in Urbana.
- Ms. Greenawalt-Cherry stated that she is continuing with onboarding the administrative assistant and two managers. EI referrals increased to 26 in February, up from 19 in January. The recently hired Service Coordinator has a teaching license so she will be able to help with evaluations and assessments. She and the two PLAY consultants are currently cleaning up processes for the autism education program which is used in partnership with Dr. Weber who completes the medical portion of the assessment. Sgt. Misirian from the Troy Police Department did safety training with the EI team.
- Ms. Pettit reported that the Executive Team is working on the Strategic Plan annual update and has started on the 2025-2027 Strategic Plan. She is wrapping up meetings with the culture survey focus groups. The Executive Team will be doing organizational planning, including discussing upcoming retirements, career development, stretch assignments and operational continuity. A half-day training on the county's MUNIS system will be scheduled soon.
- Ms. Nichols shared that the Special Olympics basketball team and swim team participated in the State winter games last weekend. The team from Pickerington County defeated our basketball team in overtime and shared a post on their Facebook page complimenting our team on their character and sportsmanship. Riverside is hosting the regional advocacy meeting tomorrow at Grace Church in Piqua and the Regional Director for Special Olympics Ohio will be the guest speaker. She has been working with the Community Connections team on maximizing program activity hours and offering more opportunities to individuals we serve. Developmental Disabilities Awareness Month begins on Friday, March 1. In addition to stories for the newspaper, displays will be put up in the local libraries. She expressed appreciation to facilities for fixing the mini-bus doors on short notice so it could be used to transport the Special Olympics team last weekend. She provided an update on the gym floor slippage issues. The manufacturer's representative from West Virginia

came to take a look and our facilities manager is opening a claim with the manufacturer to resolve the problem.

- Mr. Green stated that the second phase of the boiler repair will be completed on March 25 and 26 so there will be no heat in the building on those days. A 2024 transit van for the facilities department was purchased and will be picked up on Thursday. The county commissioners have decided to close county offices on April 8 due to the anticipated crowds and traffic for the 2024 solar eclipse so Riverside will be following suit.

X. NEXT MEETING: Monday, March 18, 2024

XI. ADJOURNMENT

A motion to adjourn the meeting at 6:40 p.m. 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	-	Excused
Shawn McKinney	-	Yes	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

Minutes approved:



PRESIDENT

3/18/2024

DATE



RECORDING SECRETARY

3/18/24

DATE