

BOARD MEETING MINUTES

April 17, 2023

BOARD IN-SERVICE - 5:30 p.m.: Early Intervention presented by Kathy Greenawalt-Cherry, Early Intervention Director and Jess Baird, Early Intervention Developmental Specialist Manager

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, April 17, 2023, 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, Floyd Gregg, Kathy Greenawalt-Cherry, Melissa Nichols, Stacy Pettit and Carol Helman.

IV. PRESENTATION BY GUESTS

None

V. PRESENTATION OF MINUTES

The minutes of the March 20, 2023 meeting were reviewed. A motion to accept the minutes was made by Mr. Metz and seconded by Mr. Gayhart. Ms. Via 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 March 2023. A motion to accept the report was made by Mr. Herbe and seconded by Ms. Fong. Ms. Via asked for a voice vote. The motion carried.

- B. Monthly Bills:** The March 2023 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the March 2023 bills 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.

VII. OLD BUSINESS:

- A.** None

VIII. NEW BUSINESS

- A. Proposal for EI Administrative Assistant:** Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve transitioning the Early Intervention Administrative Assistant position from part-time to full-time on the Riverside Table of Organization with a base salary within \$14.13-\$20.19 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.

- B. Proposal for HOP Administrative Assistant:** Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve adding a part-time Administrative Assistant position for HOP on the Riverside Table of Organization with a base salary within \$14.13-\$20.19 per hour was made by Mr. Fulker 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 for 2023 Server Purchase:** Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve the purchase of (2) HP DL380 servers for a cost not to exceed \$27,801.84 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	-	Yes
Shawn McKinney	-	Yes	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

D. Ethics Approvals: None

E. Personnel Actions:

New Hires: Trina Hetzel	SSA	SSA Dept	3/27/2023
Hollie Voisard	SSA	SSA Dept	3/27/2023

Promotions/Transfers: None

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

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

Date Change Only:

- G-29 Release of Information
- G-34 Tobacco Free Environment
- G-44 Individual Rights Related to Protected Health Information
- G-46 Privacy Notice
- G-48 Individual Complaints and Grievances for Protected Health Information
- G-54 HIPAA Security Policies for All Employees
- G-56 HIPAA Facility Security and Access Control
- G-70 Telephone and Voicemail Use
- P-44 Computer Use
- SSA-4 Administration of Funding for Services

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

G. Other: None

IX. COMMENTS:

- Mr. Gregg indicated that the facilities team is in the process of doing spring clean-up. He will be contacting Charitable Recycling to set up donating our old furniture and computer equipment. All of the AV equipment is being replaced in the Training Center. He will be scheduling meetings with the directors to discuss the 2024 preliminary budget reports which are due in June.
- Ms. Snell shared that Riverside received the official three year accreditation. A Plan of Correction is still in the process of being completed for the one citation received and the State will return soon to verify that has been done. Interviews for the Behavior

Support Coordinator position were held. Because the needs of families are so great, we are looking for someone who already has a lot of expertise and knowledge. Several home modifications are in process and there have been many opportunities to provide equipment to allow individuals to remain in their own home. The provider relations coordinator has begun planning for what provider support services will look like for 2024 and beyond, and the county board's role in supporting providers going forward. They are continuing plans for the dental resource project to be held this summer.

- Ms. Nichols stated that this is Volunteer Appreciation Week. Her team has put together cards and gifts cards to thank the approximately 40 volunteers who dedicate time to Riverside. There will also be features shared on Facebook. Texas Roadhouse is doing a Dine to Donate in recognition of Autism Awareness Month with 10% of the proceeds for meals purchased on April 19 being given to Riverside. The Aktion Club is selling vouchers to Andy's Garden as a fundraiser for their activities. Kiwanis Pancake Day is April 22. The website is in the process of being updated.
- Ms. Pettit reported that 44 children attended the Breakfast with the Easter Bunny employee event. There will be at least 2 interns at Riverside over the summer. The culture survey results will be reviewed at the All Staff meeting tomorrow. There were some concerns expressed on the survey about compensation and benefits. A compensation survey is due to be completed this year and she will also be working closely with our broker on looking at other health insurance carriers due to negative experiences some employees are having with the current carrier. Mr. Green shared that though some scores on the survey were down a bit from previous years, overall the scores were good and leadership has spent a great deal of time discussing how to meet employees' needs based on that feedback.

X. EXECUTIVE SESSION

A motion to enter into Executive Session at 6:32 to consider the purchase or sale of property was made by Mr. Metz 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	-	Yes	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

A motion to adjourn from Executive Session at 6:50 was made by Mr. McKinney and seconded by Mr. Metz. Ms. Via asked for a voice vote. The motion carried.

XI. NEXT MEETING: Monday, May 15, 2023

XII. ADJOURNMENT

A motion to adjourn the meeting at 6:45 p.m. was made by Mr. Metz and seconded by Ms. Fong. Ms. Via asked for a voice vote. The motion carried.

Meeting adjourned.

Minutes approved by:

AMANDA VIA, PRESIDENT

DATE

MICHELLE FONG, RECORDING SECRETARY

DATE