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## BOARD MEETING MINUTES

May 20, 2024

**BOARD IN-SERVICE - 5:30 p.m.:** Behavior Support Services presented by Becky Snell, Quality & Innovations Director, Brenda Miller, Behavior Support Coordination Manager, Megan Barhorst, Behavior Support Coordinator and Alicia Hutchison, Behavior Support Coordinator

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, April 15, 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, 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 April 15, 2024 meeting were reviewed. A motion to accept the minutes was made by Mr. McKinney and seconded by Mr. Metz. 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 April 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 April 2024 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the April 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 Capital Fund:** Upon the recommendation of the Superintendent, a motion for the Miami County Board of Developmental Disabilities to request, by resolution, that the board of county commissioners establish a county developmental disabilities capital fund for money to be used for the acquisition, construction, or improvement of capital facilities or acquisition of capital equipment used in providing services to persons with developmental disabilities was made by Mr. Herbe 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	-	Yes	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

- B. Proposal to Move Community Connections Facilitator to Employment Navigator:** Upon the recommendation of the Superintendent, a motion to change the full-time Community Connections Facilitator position to an Employment Navigator on the Riverside Table of Organization reporting to the Community Connections Manager with a base salary within \$21.52 - \$30.74 per hour 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.

**C. Proposal to Move Full-Time Community Connections Facilitator to Two Part-Time Positions:** Upon the recommendation of the Superintendent, a motion to change the full-time Community Connections Facilitator position to two part-time Community Connections Facilitators on the Riverside Table of Organization reporting to the Community Connections Manager with a base salary within \$16.16 - \$22.42 per hour was made by Mr. Gayhart 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	-	Yes	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

**D. Affiliate Organization Summary:** Upon the recommendation of the Superintendent, a motion to approve the summaries as presented from each of the organizations affiliated with the Board was made by Mr. Fulker and seconded by Mr. Metz. Ms. Via asked for a voice vote. The motion carried.

**E. Ethics Approvals:**  
None

**F. Personnel Actions:**

**New Hires:**

Lindsay Smallenbarger	Behavior Support Coordinator	05/20/2024
Hannah Schaffnit	PENDING SSA Intern	06/03/2024
Sierra Simon	PENDING 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 – PENDING Intern to Communications Coordinator	06/03/2024
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**Resignations/Contract Non-Renewal/Retirement/Termination:**

Nate Cain	SSA	05/10/2024
Alicia Knife	Resource Support Coordinator	08/02/2024

**G. 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 Mr. Fulker. 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.

**Change to Policy:**

B-02 Orientation of New Board Members – added language that orientation will occur within 3 months of initial appointment and duties, requirements, confidentiality and ethics laws will be addressed.

B-04 Governance of Board Operations – revised to reflect changes in the ORC including the appointment of an individual with developmental disabilities.

B-10 Administrative Organization – added language to clarify that the Superintendent has the authority to sign and execute documents on behalf of the Miami County Board of Developmental Disabilities.

**Date Change Only:**

SSA-10 Provider Overtime  
T-10 Vehicle Crash.

**H. Other:** None

**IX. COMMENTS**

- Ms. Landers reported that the OACB spring conference was last week. She reached out to the county today about a credit card and they are attempting to get a meeting with the bank to find out what options there are for a credit card or procurement card that the county board can have. The county would like to have a preliminary budget by June 7. The final budget will be due in the fall. The cost report is due at the end of June.
- Ms. Greenawalt-Cherry stated that EI numbers remain steady but are down 20 to 25 from last year. EI will be fully staffed as of June 10 which will allow her new team members some time and a slower pace to learn the job. New rule is coming out July 1 with training beginning at the end of May. They will need to tweak some of their processes. The service coordination grant is due to FCFC at the beginning of June.

- Ms. Knupp shared that SSA numbers are up with many requests for services coming in. The Ohio ISP continues to change with different software pieces needing adjustment. The State is requiring all ISPs be uploaded into the state system although there are concerns that we would like clarification on. Per rule everyone served has to have an Ohio ISP which includes it being uploaded to the state so the plan is to upload at a slower pace so any errors can be fixed as they occur. The nine county boards who use WestCON have invited DODD liaisons to attend a meeting to discuss ISPs so everyone is on the same page. The IT department is continuing to meet the needs of the organization and are reworking and reorganizing things that are tracked. The HOP housing coordinator has returned from parental leave.
- Ms. Nichols thanked the board for approving the changes to the community connections facilitator positions. The team is trying to be more proactive in reaching 14 to 22 year olds and working more closely with the school systems. It will be beneficial for the employment navigator positions to report to the Community Connections manager and tap into his skill and expertise in employment. Miami County Special Olympics received a grant from the Miami County Foundation which will allow them to have a golf season. A volunteer partner from last year has offered to serve as a coach and the season will begin in July. The Special Olympics summer games will be held at the end of June. She has been working with WestCON to put together videos on family supports that are offered specifically, Sibshops and The Future is Now. Friends for Riverside is partnering with Batter Up Concessions again this year at the Strawberry Festival which will be held next weekend.
- Ms. Pettit stated that WestCON is doing a compensation survey that Miami is joining in with. She hopes to have that data in June to look at rate structures for 2025 in order for Riverside to remain competitive. She and her HR generalist recently attended a benefits symposium conducted by McGohan Brabender. Mentor training is almost finished, and manager training is ongoing. Drugfree workplace training will be held for all leadership in the next month. She has asked the county about what the plan is for drug testing that may be needed after hours. She, the county's HR director and a representative from Miami County Public Health now have access to the HR section of Munis and will continue meeting every two weeks to build out this section. Two counties will be coming to Riverside in June to meet about talent development.
- Ms. Snell reported that part of her team attended a trauma informed care conference which was very helpful in providing tools to deal with their own personal stress and tools to use when working with individuals served who have trauma experiences in their past. She will be bringing in speakers to do training on trauma informed care for all staff. Lincoln Community Center has reached out to us asking for some resources for individuals in their after school and summer programs. An OOD regional meeting on employment first was held last week and DODD will be holding an MUI training tomorrow.

**X. NEXT MEETING:** Monday June 17, 2024

**XI. ADJOURNMENT**

A motion to adjourn the meeting at 6:51 p.m. was made by Mr. Metz and seconded by Mr. McKinney. Ms. Via asked for a voice vote. The motion carried.

Minutes approved:

  
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**PRESIDENT**

6/17/24  
**DATE**

  
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**RECORDING SECRETARY**

6/17/24  
**DATE**