



BOARD MEETING MINUTES

March 20, 2023

BOARD IN-SERVICE - 5:30 p.m.: Strategic Plan Update presented by Stacy Pettit, Human Resources & Organizational Development Director

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, March 20, 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	- 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 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. PRESENTATION OF MINUTES

The minutes of the February 27, 2023 meeting were reviewed. A motion to accept the minutes was made by Mr. Metz and seconded by Mr. Herbe. 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 February 2023. 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 February 2023 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the February 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	-	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:	Allie Henry	Funding Specialist	SSA Dept	3/6/2023
	Clay Minton	SSA	SSA Dept	3/6/2023

Promotions/Transfers: None

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

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

Date Change Only:

G-14 Quality Assurance

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

D. Other: Mr. Green asked for Board approval to hold a Breakfast with the Easter Bunny event for employees' children and grandchildren at a cost not to exceed \$65.00. A motion to approve this event for employees was made by Mr. McKinney and seconded by Ms. Fong. Ms. Via asked for a voice vote. The motion carried.

IX. COMMENTS:

- Mr. Gregg reported that he is working on the cost report and 5 to 10 year projections. General maintenance on the building continues and the chiller project is finishing up. A new server is being ordered to replace one that is 10 years old.
- Ms. Greenawalt-Cherry shared that the Early Intervention team has started reflective supervision training which has been shown to reduce burnout and increase employee

retention. She is looking into various trainings that would be paid for with the remaining ARPA funds. The service coordinators currently have about 60 children on their caseloads and when the new Service Coordinator is trained she will begin taking cases. Because so many families seem to be unaware that Riverside does early intervention, she is trying to find a way to get the message out to the community that children are seen by the Riverside EI team when referred to Help Me Grow.

- Ms. Snell reported that the Board in-service next month will focus on Early intervention rather than the MUI/UI as the new Ohio database that provides the MUI/UI reports is not working properly yet. She has been updating forms and streamlining processes/procedures. Interviews for the Behavior Support Coordinator position are being conducted. The Behavior Support Manager and one of the SSAs recently did a presentation to the southwest Ohio region of Advocacy and Protective Services (APSI), a company that provides guardianships for individuals. The training was on a Trauma Informed Care timeline that was done with an individual who had a traumatic childhood to help her and her family work on processing that trauma and as a result she has made improvements in her adult life and is now participating in the community with the help of the Community Connections team.
- Ms. Knupp stated that the two SSAs who have been doing the SSA Café training throughout the State participated in Ohio Spotlight today to provide input on their experience with the Ohio ISP. There will be two new SSAs starting on March 27. Riverside received only one citation during Accreditation and the plan of correction has been approved. The reviewers will return in the next few months to review the plan's implementation.
- Ms. Nichols shared that there were 3 stories printed in the Miami Valley Today this weekend for Developmental Disabilities Awareness Month. She had submitted 10 so the stories that were not in the paper will be put on Riverside's Facebook page. The Piqua Quality of Life magazine included an article and an ad. She will be doing a website upgrade to give it a fresh look and will have a student intern this summer to help with that project. The Community Connections Manager who has been with Riverside many years will be retiring at the end of October. During the Executive Development program she attended last year, her group's Capstone project centered around developing a toolkit for communications professionals in the developmental disabilities field, a certification program and a mentorship program. OACB would like to implement that program so her group will be working on it over the next few months.
- Ms. Pettit indicated that the culture survey focus groups continue and she will be sharing that feedback with the Executive Team to develop action plans. Lunch and Learns have been scheduled with the initial ones focusing on financial topics. There will be a student who is currently attending college for rehabilitation services interning this summer. She recently had an opportunity to go to Union County to meet with the Superintendent and Board President to discuss competitive compensation and pay ranges.

X. EXECUTIVE SESSION

A motion to enter into Executive Session at 6:31 to consider the purchase or sale of property was made by Ms. Fong 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.

A motion to adjourn from Executive Session at 6:44 was made by Mr. McKinney and seconded by Mr. Metz. Ms. Via asked for a voice vote. The motion carried.


XI. NEXT MEETING: Monday, April 17, 2023

XII. ADJOURNMENT

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

Meeting adjourned.

Minutes approved by:


AMANDA VIA, PRESIDENT

4/17/2023
DATE


MICHELLE FONG, RECORDING SECRETARY

4/17/23
DATE