



## BOARD MEETING MINUTES

June 16, 2025

**BOARD IN-SERVICE:** Autism Diagnostic Education Program (ADEP) presented by Kathy Greenawalt-Cherry, Early Intervention Director, and Developmental Specialists Bethany Covault, Sara Baker, and Kim Locker

The Miami County Board of Developmental Disabilities held its monthly meeting on Monday, June 16, 2025 at 6:00 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

### I. ROLL CALL

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

### II. PLEDGE OF ALLEGIANCE

Everyone in attendance joined in reciting the Pledge of Allegiance, led by Ms. Via.

### III. INTRODUCTION OF STAFF/GUESTS

The following staff were in attendance: Brian Green, Becky Snell, Jessica Knupp, Kathy Greenawalt-Cherry, Melissa Nichols, Stacy Pettit, Steve McEldowney, and Carol Helman. Sheila Bloom from the Greene County Board of Developmental Disabilities was also in attendance.

### IV. PRESENTATION BY GUESTS

None

### V. PRESENTATION OF MINUTES

The minutes of the April 21 2025 meeting were reviewed. A motion to accept the minutes was made by Mr. McKinney and seconded by Ms. Fong. Ms. Via called for a voice vote. The motion carried.

### VI. PRESENTATION OF FINANCIAL REPORTS

- A. Monthly Financial Reports:** Mr. McEldowney reviewed the financial report for May 2025. A motion to accept the report was made by Ms. Fong and seconded by Mr. Fulker. Ms. Via called for a roll call vote.

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

The motion carried.

## VII. OLD BUSINESS

- A. None

## VIII. NEW BUSINESS

- A. Resolution for Levy Renewal: Upon the recommendation of the Superintendent, a motion to approve the resolution requesting the Miami County Commissioners to include the proposed renewal levy on the ballot in November 2025 was made by Mr. McKinney and seconded by Ms. Fong. Ms. Via called for a roll call vote.

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

The motion carried.

- B. Proposal for Liability and Fleet Insurance: Upon the recommendation of the Superintendent, a motion to approve the purchase of insurance through Southwestern Ohio Educational Purchasing Cooperative (EPC) for July 1, 2025 - June 30, 2026 at a cost of \$30,233 was made by Mr. Fulker and seconded by Mr. McKinney. Ms. Via called for a roll call vote.

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

The motion carried.

- C. 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 Ms. Fong and seconded by Mr. Fulker. Ms. Via called for a voice vote. The motion carried.

- D. Ethics Approvals: The Ethics Committee will meet the night of the Board meeting if needed. Statute requires that the Board adopt the recommendations of the Ethics Committee.

- E. Personnel Actions:

### New Hires:

<u>Name</u>	<u>Position</u>	<u>Date</u>
Ben Schenck	Facilities Specialist	05.05.2025
Susan Bunting	Early Intervention Administrative Assistant	05.19.2025
Elizabeth Swihart	Behavior Support Coordinator	05.19.2025
Riley Dunham	SSA	06.23.2025
Mark Jones	Full-Time Community Connections Coordinator	06.30.2025 PENDING
Ashley Fry	Intermittent Community Connections Coordinator	06.30.2025 PENDING

**Open Positions:**

<b><u>Position</u></b>	<b><u>FT/PT/Intermittent</u></b>	<b><u>Replace/New</u></b>
Developmental Specialist	Full-Time	Replace Kaye Sholtis
Facilities Specialist	Full-Time	Replace Tim May
HR Assistant	Full-Time	New
HR Generalist	Full-Time	Replace Linda Hinger
SSA	Full-Time	New

**Promotions/Transfers:**

<b><u>Name</u></b>	<b><u>Promotion/Transfer</u></b>	<b><u>Position</u></b>	<b><u>Date</u></b>
Gloria Olberding	Promotion	Intern to Full-Time Service Coordinator	05.12.2025
Tim May	Transfer	Full-Time Facilities Specialist to Intermittent Facilities Specialist	09.06.2025

**Resignations/Contract Non-Renewals/Retirements/Terminations:**

<b><u>Name</u></b>	<b><u>Type</u></b>	<b><u>Position</u></b>	<b><u>Date</u></b>
Kaye Sholtis	Retirement	Developmental Specialist	05.23.2025
Jay Via	Retirement	Facilities Manager	08.31.2025
Linda Hinger	Retirement	HR Generalist	03.31.2026

- F. 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 Ms. Fong. Ms. Via called for a voice vote. The motion carried.

**Change to Policy:**

- B-9 Meetings of the Board – Updated to reflect the board will meet at least 8 times annually.
- EI-1 Early Intervention Services – Removed Department of Developmental Disabilities, changed OAC numbers from 5123 to 5180, and added a line regarding licensed social workers and early childhood educators.
- F-4 Pay Periods Payroll Checks Payroll Deduction – Updated wording that direct deposit is required.
- F-22 Fiscal Reporting for MAC – Changed abbreviation for DODD throughout for consistency.
- G-12 Federal Fund Proposals and Applications Title XX - Minor change to OAC rule number.
- G-27 Addressing Major Unusual Incidents and Unusual Incidents to Ensure Health, Welfare, and Continuous Quality Improvement – Updated to reflect changes to rule that will go into effect 7/1/25.
- P-7 Unpaid Leave – Minor reference number change.
- P-8 Employment Record – Updated the exceptions to the employee's employment files.
- P-11 Holidays – Updated language that birthdays can be taken during the work week; under Hours Paid and Working the Holiday made the language more concise and easier to follow.
- P-17 Federal and State Employment Status of Employees – Renamed policy to Employment Status, Timekeeping and Work Hours and updated purpose, added definitions, updated overview, added scope, added unauthorized overtime section, added

employee responsibilities section, added reference to G-42 Records Access and Retention

P-42 Public Records – updated business hours and that computer file download of requested records will be to a thumb drive instead of a CD.

**Date Change Only:**

F-2 Then & Now Certificates for Invoices

F-21 Cash Control

G-35 Liability Insurance

P-3 Political Activity

P-46 Sick Leave Donation

P-47 Travel

**G. Other:**

- Ms. Snell provided training on the new MUI rule changes that will be effective July 1, 2025.

**IX. COMMENTS**

- Mr. McEldowney shared that he attended the Friday session of the OACB Spring Conference which offered four sessions on finances. He worked with Ms. Greenawalt-Cherry on the EI services budget that was due June 1. This year MCBDD will become the administrative agent of those funds which had previously gone through the Miami County Family and Children First Council (FCFC). A preliminary MCBDD 2026 budget has been submitted to the County Commissioners and in the next few weeks he will be meeting with the directors to work on their 2026 department budgets. The cost report is due to the Ohio Department of Developmental Disabilities (DODD) on June 30, 2025.
- Ms. Knupp stated that a new SSA will be on-boarding on Monday. Preparation continues for our accreditation review and Ms. Snell will be reviewing what to expect on the days the reviewers are here with the SSA department. With changes to the waiting list assessment, our SSA managers, two Medicaid staff and a small group of SSAs will be administrators for the assessment first before it is opened to the rest of the department. Fields in the state mandated Ohio ISP are changing, with multiple additional required fields being added to be completed. There are still existing technical issues with DODD systems, that are required by DODD to be used, being worked out. Our IT department has submitted a purchase order for third quarter laptop replacements and workstations are being upgraded to be compatible with the current laptops as well as the new laptops. Housing Opportunities for People, Inc. reports that they are finalizing required property management components for the Preble County properties that they began managing in late April.
- Ms. Pettit reported that she has started 2026 benefit planning. She is meeting quarterly with the County's HR director and Public Health. Employee check-ins are being completed in May and June, and talent reviews will begin in July in preparation for succession planning.
- Ms. Snell indicated that an in-person provider training was held on the MUI rule changes. There are several rules going into effect July 1 that will affect funding for specialized medical equipment and vehicle modifications. The newly hired Behavior Support Coordinator is doing well. Our

county board is well respected for the relationship we have with our providers and because of this, the Ohio Provider Resources Association (OPRA) invited us and two Miami County provider agencies to participate in a group session and report on what works well. OPRA will then provide the information to other county boards and providers as a resource for ways they can model their relationships.

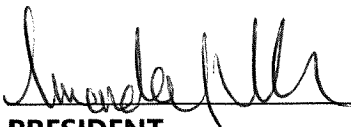
- Ms. Greenawalt-Cherry thanked the board for the opportunity to present on ADEP today. She is wrapping up the service coordinator grant for 2025 and starting the new one for 2026. Those funds will flow directly to MCBDD rather than through the FCFC. The newly hired service coordinator is doing well and there is currently an opening for a Developmental Specialist. The physical therapist's schedule is at capacity so she is working on finding alternative ways to support the team with a physical therapist including using a state vendor that would be virtual.
- Ms. Nichols stated that there will be changes to Synergy this year to help introduce new people to this opportunity to grow their independence and advocacy. Full scholarships will be offered for 4 new people and 4 returning mentors to attend with the Community Connections team, and then up to 10 stipends will be available for those who have attended in the past and would like to attend again on their own. The new application process is underway. The PREP program will begin in July to introduce pre-employment skills to high school age students before they go into employment navigation as an adult. She is excited for the new hires who will be on-boarding soon. The Special Olympics State games were held last weekend and attended by the volleyball team, powerlifters and bowlers. Sign-ups for golf and softball are tonight. Signs throughout the building continue to be updated with the new logo and we are preparing for the levy this fall.
- Mr. Green shared that the director of DODD is retiring soon but a replacement has not yet been announced. There is levy budget commission language in the Senate budget bill that is concerning for our system and there is a group currently petitioning to put eliminating property taxes on the ballot.

**X. NEXT MEETING:** Monday, August 18, 2025

**XI. ADJOURNMENT**

A motion to adjourn the meeting was made by Mr. McKinney at 7:02 p.m. and seconded by Ms. Fong. Ms. Via called for a voice vote. The motion carried. Meeting adjourned.

Minutes approved:

  
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**PRESIDENT**

8/18/25  
**DATE**

  
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**RECORDING SECRETARY**

08/18/25  
**DATE**