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## BOARD MEETING MINUTES

April 15, 2024

**BOARD IN-SERVICE - 5:30 p.m.:** MUI/UI presented by Becky Snell, Quality Innovations Director

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	- Excused	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, Kathy Greenawalt-Cherry, Melissa Nichols, Sandy Landers, and Carol Helman.

### IV. PRESENTATION BY GUESTS

None

### V. PRESENTATION OF MINUTES

The minutes of the March 18, 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 March 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 March 2024 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the March 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	-	Excused	Joe Fulker	-	Excused
Shawn McKinney	-	Yes	DJ Gayhart	-	Yes
Michelle Fong	-	Yes			

The motion carried.

## **VII. OLD BUSINESS**

**A. Quarterly Table of Organization:** A motion to approve the Quarterly Table of Organization was made by Mr. Gayhart and seconded by Mr. Metz. Ms. Via asked for a voice vote. The motion carried.

## **VIII. NEW BUSINESS**

**A. Proposal to Purchase Property:** Upon the recommendation of the Superintendent, a motion to approve the purchase of a home at a cost not to exceed \$550,000 using proceeds from the sale of the property donated to the Miami County Board of Developmental Disabilities, and to allow Housing Opportunities for People, Inc. to assume the title for the home when purchased was made by Mr. McKinney and seconded by Ms. Fong. Ms. Via asked for a roll call vote.

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

The motion carried.

**B. Ethics Approvals:**  
None

**C. Personnel Actions:**  
**New Hires:**

**Open Positions:**

**Promotions/Transfers:**

**Resignations/Contract Non-Renewal/Retirement/Termination:**

**D. Policies/Procedures:** Upon the recommendation of the Superintendent, a motion to adopt the policies and procedures listed below was made by Ms. Fong and seconded by Mr. Metz. Ms. Via asked for a voice vote. The motion carried.

**Change to Policy:**

F-07 Cell Phones – removed the words “each year” under Section 4) Documentation and Review Requirements regarding how often employees must sign an agreement to receive the cell phone stipend.

E. Other: None

**IX. COMMENTS**

- On behalf of Ms. Greenawalt-Cherry, Mr. Green shared that the EI Service Coordinator Manager and team are preparing for the new hire who will start on June 10<sup>th</sup> and New Rule effective July 1. They have been able to trial 4 of the new forms because of the work the Service Coordinator Manager and one of the Service Coordinators did with the state Rule Workgroup. They are also trialing a new family assessment in preparation for the July 1<sup>st</sup> roll out. Referrals remain steady and seem to come in clumps of 10 within 2 days which creates a lot of work to get all 10 families through in 45 days. EI received 100% compliance from the state for meeting 45 days with no errors for the children moving through referral, evaluation and assessment to IFSP even though there were delays in the 45 days due to family reasons – cancelations, no shows. It takes the entire team to ensure the 45 days are met and Ms. Greenawalt-Cherry is very proud of her team and the work they do to support families. She is currently working with the ADEP Autism Diagnosis Education Program team to streamline the process to ensure they are as thorough and efficient as possible. The team has completed 5 so far in 2024; there were 4 in all of 2023. She is working with the 2 lead ADEP team members to keep their caseloads lower to accommodate for ADEP and increasing the other 5 Developmental Specialists skills and knowledge to support children with language, sensory and ASD concerns.
- Ms. Landers reported that she is working on obtaining a credit card for Riverside to use mainly for training registrations and expenses. She is working with the budget and finance analyst at the Commissioners’ office who is collaborating with the county auditor. At their request she provided them with a draft copy of a credit card policy and let them know the Board has not approved it because we have not been told we can have one yet. The homestead and rollback was deposited on April 1<sup>st</sup> which will be on next month’s financial report. The OACB Spring Conference will be held in early May so those expenses will be noted in May’s report.
- Ms. Nichols stated she has been sorting through overcharges by the hotel where the Special Olympics teams stayed for the State Winter Games. They were charged for more rooms than were booked at a higher price than quoted and she is attempting to get a refund of \$500 to \$600. Other Special Olympic teams have also run into these issues so the Community Connections team will be re-thinking how best to handle overnight stays going forward. The Communications Coordinator will be starting in June, and two of the Community Connections facilitators are leaving – one at the end of this week and the other in June. She and the Executive Team will be re-

evaluating those positions and assessing the services provided by the Community Connections Team in relation to the needs of people and families served as identified by the SSA and EI departments.


- Ms. Snell stated she is evaluating the Resource Support Coordinator position that is vacant and looking at current needs. We are members of a Regional Trauma Informed Care Collaborative and our region was recently awarded funding which is being used to purchase family regulation kits. These are game kits which help teach self-regulation to individuals and their parents in play form. Riverside will be a distribution outlet for the southern part of our region. She recently met with a retired occupational therapist and physical therapy who assist Riverside with equipment and home modifications to discuss future planning. The Resource Support Coordinator who works closely with them will be leaving in late summer for graduate school. Ms. Greenawalt-Cherry has been forwarding the ADEP reports she receives from physicians that can be used to determine eligibility and future services as the child ages up.
- Mr. Green reported that the accessible trailer is on schedule to be ready for use at the Strawberry Festival. The facilities manager has identified a vendor to help with the cleaning process of the gym floor to hopefully resolve the issue with it being so slick. We have applied for an ARPA grant to use to replace 4 of the outside doors. We are also looking at the camera system to make sure the doors and the camera systems will work together. The facilities team appreciates the new van and is currently working to outfit it with tools.

**X. NEXT MEETING:** Monday, May 20, 2024

**XI. ADJOURNMENT**

A motion to adjourn the meeting at 6:26 p.m. was made by Ms. Fong and seconded by Mr. McKinney. Ms. Via asked for a voice vote. The motion carried.

Minutes approved:

  
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**PRESIDENT**

5/20/2024  
**DATE**

  
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**RECORDING SECRETARY**

5/20/2024  
**DATE**