



BOARD MEETING MINUTES

October 21, 2024

BOARD IN-SERVICE – 5:30 p.m.: HR Update presented by Stacy Pettit, Director of HR and Organizational Development

The Miami County Board of Developmental Disabilities (MCBDD) held their monthly meeting on Monday, October 21, 2024 at 6:28 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	- Excused
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, 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 September 16, 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 Report and Monthly Bills: Sandy Landers, Business Manager, reviewed the August financial report which included bills paid in August 2024. A motion to approve the financial report was made by Ms. Fong 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	- Excused
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. Metz and seconded by Mr. McKinney. Ms. Via asked for a voice vote. The motion carried.

VIII. NEW BUSINESS

- A. Proposal for Miami County Board of Developmental Disabilities Provider Partnership Network and Initiatives: Upon the recommendation of the Superintendent, a motion to approve the Miami County Board of Developmental Disabilities Provider Partnership Network and Initiatives 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 - Excused
Michelle Fong - Yes

The motion carried.

- B. Proposal for Trustee Appointment to Housing Opportunities for People, Inc.: Upon the recommendation of the Superintendent, a motion to approve the appointment of Beth Enos to the HOP Board of Trustees to serve a 3-year term beginning January 1, 2025 was made by Mr. McKinney 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 - Excused
Michelle Fong - Yes

The motion carried.

- C. Proposal for Replacement of Exterior Doors: Upon the recommendation of the Superintendent, a motion to approve the purchase of three pairs of exterior doors for a total cost not to exceed \$73,000 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 - Excused
Michelle Fong - Yes

The motion carried.

- D. Ethics Approvals:
None

E. Personnel Actions:

New Hires:

Leann Smith	SSA	10/21/2024
Renee Caldwell	PT Community Connections Facilitator	10/21/2024 PENDING

Open Positions:

Behavior Support Coordinator	Full-Time	Replace Megan Barhorst
Business Director SHARED	Full-Time	Replace Sandy Landers CONTRACTOR
Community Connections Coordinator	Part-Time	Replace Joy Starry
Community Connections Coordinator	Part-Time	Replace Milagra Branigan-Milby
HOP Administrative Assistant	Full-Time	New
HR Assistant	Full-Time	New Reposted
SSA	Full-Time	Replace Lani Corder

Promotions/Transfers:

None

Resignations/Contract Non-Renewal/Retirement/Termination:

Lani Corder	FT SSA	10/01/2024
Milagra Branigan-Milby	PT Community Connections Coordinator	10/29/2024

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

New:

Manual	Privacy and Security Standards – created by Eagle Consulting Partners
G-77	Privacy and Computer Security – created by Eagle Consulting Partners
P-51	Whistleblower – created by Eagle Consulting Partners

Change to Policy:

F-07	Cell Phones – minor updates as recommended by Eagle Consulting Partners
P-40	Staff Orientation – minor updates as recommended by Eagle Consulting Partners

Policies to Rescind (now included in Privacy and Security Standards manual)

EI-2	Early Intervention Confidentiality
G-8	Confidentiality
G-29	Release of Information
G-44	Individual Rights Related to Protected Health Information
G-45	Privacy Policy for HIPAA
G-46	Privacy Notice
G-47	Sanctions for Violation of HIPAA
G-48	Individual Complaints and Grievances for Protected Health Information
G-49	Administration of HIPAA
G-50	Business Associates
G-51	Uses and Disclosures for Which No Release or Authorization is Required

- G-53 HIPAA Security Policies
- G-54 Security Policies for All Employees
- G-55 Security Policies for HR Staff and Supervisors
- G-56 Facility Security and Access Control
- G-57 Annual Security Evaluation
- G-58 Audit Control and Activity Review
- G-59 Malicious Software Protection
- G-60 Security Awareness Program
- G-61 Data Back Up
- G-62 Disaster Recovery
- G-63 Device and Media Disposal
- G-64 Technical Safeguards
- G-65 Portable Computing Devices
- G-66 HIPAA Reporting of Privacy
- G-67 HIPAA Security Officer Job Description
- G-68 HIPAA Responsibilities for Privacy Officer
- G-76 Electronic Signature
- P-43 Social Media
- P-44 Computer Use

G. Other: None

IX. COMMENTS

- Ms. Greenawalt-Cherry shared that she attended the Division of Early Childhood conference last month. It was interesting to hear the research on service coordination and developmental specialists and how they are trying to elevate those roles. She received the open-ended responses from the family questionnaire DODD sent to families. In November and December, Community Connections is having early intervention activities at Timber & Bow so EI families will have an opportunity for social interactions.
- Ms. Knupp stated that the SSA pilot group to upload the Ohio ISP has been expanded. Phase 1 of the waiting list assessment rule goes into effect November 1 with training being held October 29 and October 31. The IT team is working on agency-wide training protocols for new hires and will be providing more written resources for employees to reference. HOP, Inc. reports that the Shelby and Champaign county boards have each completed and received reimbursement on home purchases and each have opened a ticket with DODD to purchase another home. Interviews are in process for the housing coordination administrative assistant.
- Ms. Snell indicated the programs that provide funds to providers and provider agencies is ending, but the rate increase seen in January and July now help both receive increases through their billings. A number of agencies have been able to increase their wages and provide some benefits resulting in increased staffing. A Trauma Informed Care training was held for all employees last week. Her team is working on a safe swallowing initiative with the SSA department. There has been an increase across the State, including Miami County, in choking incidents with individuals served. For safety there has been a move toward standardization in

ISP wording and orders from physicians as well as education and training for providers on preparing meals and feeding.

- Ms. Nichols shared a copy of the new MCBDD logo. She will be issuing a press release and posting notices on social media. The website upgrade is also moving forward. The newly hired employment navigator is doing well. Community Connections is working on keeping activities and Special Olympics going. October is Developmental Disabilities Employment Awareness month and videos are being shared on social media highlighting individuals served who are successfully employed. Synergy was a fun and exciting event. Many of the individuals who went were taking notes at sessions on budgeting, advocacy and ways to gain independence which she found encouraging. The board will hear more at the in-service next month.

X. EXECUTIVE SESSION:

A motion to enter into Executive Session to discuss the employment and compensation of a public employee was made at 7:02 p.m. 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	-	Excused
Michelle Fong	-	Yes			

The motion carried.


A motion to adjourn from Executive Session was made at 8:31 p.m. by Mr. McKinney and seconded by Mr. Metz. Ms. Via asked for a voice vote. The motion carried.

XI. NEXT MEETING: Monday November 18, 2024

XII. ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Metz at 8:32 p.m. and seconded by Mr. Herbe. Ms. Via asked for a voice vote. The motion carried.

Minutes approved:



PRESIDENT

11/18/24
DATE



RECORDING SECRETARY

11/18/24
DATE