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## BOARD MEETING MINUTES

November 18, 2024

**BOARD IN-SERVICE – 5:30 p.m.:** Advocacy presented by Patrick Kilbane, Community Connections Manager and Synergy attendees

The Miami County Board of Developmental Disabilities (MCBDD) held their monthly meeting on Monday, November 18, 2024 at 6:28 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio. The meeting was called to order by Vice President Shawn McKinney.

### I. ROLL CALL

Mandy Via	- Present via Zoom	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 Mr. McKinney.

### III. INTRODUCTION OF STAFF/GUESTS

The following staff were in attendance: Brian Green, Becky Snell, Jessica Knupp, 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 October 21, 2024 meeting were reviewed. A motion to accept the minutes was made by Mr. Gayhart and seconded by Mr. Herbe. Mr. McKinney 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.

### VI. PRESENTATION OF FINANCIAL REPORTS

**A. Monthly Financial Report and Monthly Bills:** Sandy Landers, Business Manager, reviewed

the October financial report which included bills that were paid. A motion to approve the financial report was made by Ms. Fong and seconded by Mr. Metz. Mr. McKinney 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. Proposal for 2025 Contracts, Service Agreement and Software Licenses:** Upon the recommendation of the Superintendent, a motion to approve the 2025 Contracts in the total projected amount of \$2,368,136 was made by Mr. Metz and seconded by Ms. Fong. Mr. McKinney 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.

- B. Proposal for Property Purchase:** Upon the recommendation of the Superintendent, a motion to approve the purchase of a home at a cost not to exceed \$460,000 using funds remaining 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 and manage the property was made by Ms. Fong and seconded by Mr. Metz. Mr. McKinney 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.

- C. Proposal for Housing Coordination Manager:** Upon the recommendation of the Superintendent, a motion to approve the promotion of the Housing Coordinator to Housing Coordination Manager, reporting to the SSA Director with a base salary within pay range \$26.04 to \$37.20 per hour was made by Mr. Herbe and seconded by Ms. Fong. Mr. McKinney 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.

- D. Agreement for Shared Services with Shelby County Board of Developmental Disabilities:** Upon the recommendation of the Superintendent, a motion to approve the Agreement for Shared Services effective January 1, 2025 through December 31, 2025 was made by Mr. Gayhart and seconded by Mr. Metz. Mr. McKinney 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.

- E. Agreement for Shared Services with Champaign County Board of Developmental Disabilities:** Upon the recommendation of the Superintendent, a motion to approve the Agreement for Shared Services effective January 1, 2025 through December 31, 2025 was made by Ms. Fong and seconded by Mr. Gayhart. Mr. McKinney 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.

- F. Shared Services Agreement of the Early Intervention Director with Preble County Board of Developmental Disabilities:** The Fair Labor Standards Act ruling that would have required a revision in the way the salary is paid for this shared position was overturned on Friday, November 15, 2024. The current agreement can remain as it is and no longer requires action by the board.

- G. Agreement with Housing Opportunities for People, Inc. to Hold Real Property:** Upon the recommendation of the Superintendent, a motion to approve the Agreement between the Miami County Board of Developmental Disabilities and Housing Opportunities for People, Inc. was made by Mr. Gayhart and seconded by Ms. Fong. Mr. McKinney asked for a roll call vote.

Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Yes	Joe Fulker	-	Excused

Shawn McKinney - Yes  
Michelle Fong - Yes

DJ Gayhart - Yes

The motion carried.

- H. Strategic Plan 2025-2027:** Upon the recommendation of the Superintendent, a motion to approve the 2025-2027 Strategic Plan was made by Ms. Fong and seconded by Mr. Gayhart. Mr. McKinney asked for a roll call vote.

Mandy Via - Yes  
Jerry Herbe - Yes  
Shawn McKinney - Yes  
Michelle Fong - Yes

Deon Metz - Yes  
Joe Fulker - Excused  
DJ Gayhart - Yes

The motion carried.

- I. December Board Meeting/Payment of Bills:** As has been done in recent years, the Superintendent proposes the Board cancel the December board meeting. If the Board agrees, then authorization is needed for the Superintendent to pay the December bills.

A motion to cancel the December Board meeting and authorize the Superintendent to pay the December bills was made by Mr. Metz and seconded by Ms. Fong. Mr. McKinney asked for a roll call vote.

Mandy Via - Yes  
Jerry Herbe - Yes  
Shawn McKinney - Yes  
Michelle Fong - Yes

Deon Metz - Yes  
Joe Fulker - Excused  
DJ Gayhart - Yes

The motion carried.

- J. Board Meeting Dates for 2025:** Upon the recommendation of the Superintendent, a motion to approve the 2025 meeting dates was made by Mr. Gayhart and seconded by Ms. Fong. Mr. McKinney asked for a roll call vote.

Mandy Via - Yes  
Jerry Herbe - Yes  
Shawn McKinney - Yes  
Michelle Fong - Yes

Deon Metz - Yes  
Joe Fulker - Excused  
DJ Gayhart - Yes

The motion carried.

- K. Nominating Committee:** Mr. McKinney, Ms. Fong and Mr. Herbe agreed to serve on the nominating committee and select a slate of officers to present at the January reorganizational meeting.

L. Ethics Approvals: None.

M. Personnel Actions:

**New Hires:**

Renee Caldwell PT Community Connections Facilitator 11/18/2024 PENDING

**Open Positions:**

Behavior Support Coordinator	Full-Time	Replace Megan Barhorst
Community Connections Coordinator	Part-Time	Replace Joy Starry
HOP Administrative Assistant	Full-Time	New
HR Assistant	Full-Time	New Reposted
SSA	Full-Time	Replace Lani Corder
Shared Business Director	Full-Time	Replace Sandy Landers CONTRACT

**Promotions/Transfers:**

None

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

Milagra Branigan-Milby Community Connections Facilitator 10.29.2024

N. Policies/Procedures: Upon the recommendation of the Superintendent, a motion to approve the adoption of the Policies and Procedures listed below was made by Mr. Gayhart and seconded by Ms. Fong. Mr. McKinney 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.

**New:**

SSA-13 Free Choice of Provider – previously an internal guideline and changed to a policy

**Change to Policy:**

G-14	Quality Assurance – updated to reflect changes in rule
G-37	Waiting List – updated to reflect changes in rule
G-74	Peer Recognition – updated to clarify eligibility
P-1	Employee Attendance, Schedules and Absence Control – added time records, calamity days and lactation and updated hours and days.
P-15	Ethics and Code of Conduct – the word consumers changed to people served
P-24	Qualifications of Employees – updated to refer to Policy P-13 Filling Vacant Positions
P-27	Non-Disciplinary Separations – updated and simplified classified and unclassified layoff process.

- P-28 Employee Assistance Program – Complete overhaul to align with current practice
- P-34 Non-Discrimination and Workplace Harassment – formerly titled Unlawful Harassment. Has been combined with Policy P-35 Healthy Workplace and the policy name revised
- P-39 Medical Examinations – Behavior support coordinator added to medical examinations
- P-40 Staff Orientation – removed Pryor Learning from onboarding topics

**Date Change Only:**

- B-1 Mission, Vision and Values Statements
- P-2 Appointing Authority
- P-20 Position Descriptions
- P-41 Transitional Work Program

**Rescind Policy:**

- P-35 Healthy Workplace – has been combined with P-34 Non-Discrimination and Workplace Harassment:

**O. Other:** None

**IX. COMMENTS**

- Ms. Greenawalt-Cherry shared that her team is finishing up a few 2024 projects and in December will be doing planning for 2025.
- Ms. Knupp stated that additional SSAs have been added to the Ohio ISP upload pilot group. The Waiting List Assessment policy has been updated to match the new rule with the biggest change being to the timelines. Work on filling the open SSA positions is in process. The IT team has been working on the rebranding changes to email addresses, etc., and made changes behind the scenes which went smoothly and seamlessly. Hiring an additional Housing Coordination Administrative Assistant is in process. Housing Opportunities for People, Inc. reports that there are open tickets to purchase homes in Miami, Shelby and Champaign counties.
- Ms. Snell indicated the new MUI rule has been posted for clearance. There are significant changes to timelines and things the investigative agents will need to do. The largest MUI category this year has been hospitalizations. There have also been other additional rule changes on budgets and provider billing. The recently hired behavior support coordinator is finishing her probation period and has been doing very well.
- Ms. Nichols shared that her team has been making progress on the rebranding for signs, forms, etc. The community connections team is getting up to capacity. Special Olympics basketball is in progress and going well. Communications planning is underway for 2025, which includes our DODD accreditation review in October and our renewal levy planned for November.

- Ms. Pettit reported that the updates to employee 2025 benefit deductions were taken to the county auditor’s office today. She is working with the directors on scheduling meetings with their staff about 2025 compensation. The culture survey will be sent to employees at the beginning of December, and she will have those results in January. Upcoming staff events include Secret Santa, holiday trivia, and holiday movie day. HR is working on 2025 planning including the wellness program as well as the annual service awards and employee appreciation breakfast to be held on January 28.
- Ms. Landers reported that her team is working on getting invoices in and paid by the county’s end of the year cut-off date, closing POs no longer needed, carrying over POs to next year and entering the budget for next year.

**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. Herbe and seconded by Ms. Fong. Mr. McKinney 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 was made at 7:16 p.m. by Mr. Metz and seconded by Mr. Gayhart. Mr. McKinney 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 approve continuing the Shared Superintendent Agreement with Preble County with a 50/50 split in compensation and giving the Superintendent a 6% increase was made by Mr. Gayhart and seconded by Mr. Herbe. Mr. McKinney 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.

**XI. NEXT MEETING: Monday January 27, 2025**

**XII. ADJOURNMENT**

A motion to adjourn the meeting at 7:19 p.m. was made by Mr. Metz and seconded by Mr. Herbe. Mr. McKinney asked for a voice 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.

Minutes approved:

  
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**PRESIDENT**

1/29/2025  
**DATE**

  
\_\_\_\_\_  
**RECORDING SECRETARY**

1/27/2025  
**DATE**