

BOARD MEETING MINUTES

January 27, 2025

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, January 27, 2025 at 5:30 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	-	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, Jessica Knupp, Kathy Greenawalt-Cherry, Melissa Nichols, Stacy Pettit, and Carol Helman.

IV. REORGANIZATION MEETING

Ms. Via turned the meeting over to Mr. Green to serve as President pro tempore for the purpose of reorganization. Mr. McKinney, chair of the nominating committee, proposed the following as officers for 2025: President – Mandy Via, Vice President – Shawn McKinney, Recording Secretary – Michelle Fong. Mr. Green asked if there were any other nominations. A motion to approve the slate of officers as proposed was made by Mr. Herbe and seconded by Mr. Metz. Mr. Green asked for a roll call vote.

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

The motion carried.

Mr. Green turned the meeting over to Ms. Via, President.

Ms. Via noted that the 2025 board meeting dates and times were approved at the November, 2024 Board meeting.

Ms. Via made the following appointments: Personnel & Finance - Jerry Herbe, Michelle Fong, Joe Fulker; Ethics Council - Shawn McKinney, Deon Metz, DJ Gayhart.

A motion to adjourn the re-organization meeting was made by Mr. McKinney and seconded by Mr. Metz. Ms. Via asked for a voice vote. The motion carried.

V. PRESENTATION BY GUESTS

None

VI. PRESENTATION OF MINUTES

The minutes of the November 18, 2024 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.

VII. PRESENTATION OF FINANCIAL REPORTS

A. Monthly Financial Reports and Monthly Bills: Mr. Green, reviewed the financial report for November and December 2024. A motion to accept the report was made by Mr. Herbe and seconded by Ms. Fong. Ms. Via asked for a voice vote. The motion carried.

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

The motion carried.

VIII. OLD BUSINESS

A. Quarterly Table of Organization: Mr. Green reviewed the changes since October, 2024. A motion to approve the Quarterly Table of Organization was made by Mr. McKinney and seconded by Ms. Fong. Ms. Via asked for a voice vote. The motion carried.

IX. NEW BUSINESS

A. Resolution for Authorization to Make Payments of Budgeted Funds to WestCON: Upon the recommendation of the Superintendent, a motion to authorize payment of the budgeted amount of \$5,845,425 which is \$4,000,000 for Waiver Match and Medicaid Reserve Funding, \$1,796,800 for supported living, unfunded individuals, critical needs fund, community employment, transition supports, locally funded services, Rental Assistance Program, Resource Support Coordination and Provider Partnership Network and \$48,625 in administrative and membership fees. \$4,900,000 will be paid to WestCON COG in two installments for the year 2025 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	-	Excused

Shawn McKinney - Yes
Michelle Fong - Yes

DJ Gayhart - Excused

The motion carried.

- B. Proposal for OACB Annual Dues:** Upon the recommendation of the Superintendent, a motion to pay the OACB Annual Membership Dues at a cost of \$28,960 was made by Mr. McKinney and seconded by Mr. Herbe. Ms. Via 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 - Excused

The motion carried.

- C. Superintendent Professional Development Plan:** A motion to approve the Superintendent Professional Development Plan for 2025 as required by the Ohio Administrative Code. was made by Ms. Fong and seconded by Mr. McKinney. Ms. Via asked for a voice vote. The motion carried.

- D. Ethics Approvals:** None

- E. Personnel Actions:**

New Hires:

Courtney Metzger	Housing Coordination Administrative Assistant	01.07.2025
Gloria Olberding	EI Intern	01.13.2025
Steve McEldowney	Shared Business Director	02.24.2025 PENDING

Open Positions:

Behavior Support Coordinator	Full-Time	Replace Megan Barhorst
Community Connections Coordinator	Part-Time	Replace Joy Starry
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HR Assistant	Full-Time	New Reposted
SSA	Full-Time	Replace Lani Corder
SSA	Full-Time	Replace Cody Odom
SSA	Full-Time	Replace Kayla Brulport

Promotions/Transfers:

Mara Braun	Housing Coordination Manager	11.23.2024
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Resignations/Contract Non-Renewal/Retirement/Termination:

Cody Odom	SSA	12.13.2024
Kayla Brulport	SSA	1.31.2025

- 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 Mr. Metz. Ms. Via asked for a voice vote. The motion carried.

Change to Policy:

- G-36 Medicaid Services Administrative Resolution of Complaints (Due Process) – updated to align with rule updates and updates to our internal processes

Date Change Only:

- G-2 Advertising, Contributions, and Ticket Sales by Outside Agencies
G-18 Community Relations
Rec-1 Recreation Opportunities
Rec-2 Recreation Transportation

- G. Other: None

X. COMMENTS

- On behalf of Ms. Snell, Mr. Green shared that the PPN Workforce Sustainability and Limited Program Specialist programs have ended. In 2024, there was a total of \$97,317 in Workforce Sustainability funds disbursed and \$325,380 (which included carryover funds from 2023) in Limited Program Specialist funds disbursed. Amy Webster, an SSA who transferred to a Resource Support Coordinator position, has completed her probation period, and things are going very well. There have been a few interviews held for the vacant Behavior Support Coordinator position. Her team has been busy supporting individuals in crisis situations or involved with law enforcement and the court system, and for several individuals who have been moving in or out of homes.
- Ms. Greenawalt-Cherry reported that there will be some shuffling of caseloads for her team due to staff medical issues. She is working on the mid-year reports for service coordination. They currently have an EI intern who is looking at both the developmental specialist and service coordination sides of EI. There is also a physical therapy intern who is doing her clinical through one of the therapists we contract with. Ms. Greenawalt-Cherry has been asked to join two State committees, one on the service coordination grant funds that cover evaluation and assessment costs, and one that is looking at the possibility of billing Medicaid for EI services. She has also been invited to attend Director Wente's DCY quarterly updates through OACB.
- Ms. Knupp stated that the new SSA rules are being implemented. Our accreditation review is this year, and her team is discussing what information is part of the review. The IT team will be submitting POs for annual renewals and starting the first quarter laptop replacements. The second housing coordination administration assistant has been hired and is learning quickly. Several SSAs have offered to help cover the caseload of the SSA who is leaving on Friday. Ms. Knupp, Ms. Snell, the investigative agents and the SSA managers are working on making sure the lines of communication are kept open with law enforcement and providers.

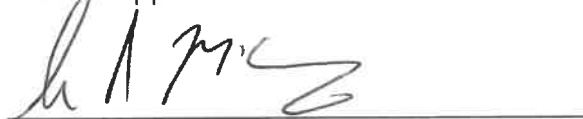
- Ms. Nichols indicated that they are working to fill up the Community Connections team and are keeping activities and Special Olympics moving forward. The two recently hired part-time facilitators are still learning and she hopes to hire either one full-time facilitator or two part-time facilitators soon to complete the team. Finishing touches are being made to the new website and she hopes to launch it in the next couple of weeks. She is working with the Communications Coordinator on a comprehensive communication plan that will look at the entire year of key messages to share with the community especially since this is a levy renewal year. March is Developmental Disabilities Awareness Month.
- Ms. Pettit shared that the employee appreciation breakfast and service awards recognition will be held tomorrow. She is currently reviewing the culture survey results and will review action plans with employees in March. The company that provided the vending machine has pulled out and she is currently searching for another so snacks and drinks can be available for trainings, events and employees. She will be attending career fairs at Miami University and Cedarville University in February and March to build rapport with career services and professors.

XI. NEXT MEETING: Monday, February 24, 2025

XII. ADJOURNMENT

A motion to adjourn the meeting was made by Ms. Fong at 6:10 p.m. and seconded by Mr. Metz. Ms. Via asked for a voice vote. The motion carried. Meeting adjourned.

Minutes approved:



VICE PRESIDENT

2-24-2025

DATE



RECORDING SECRETARY

2-24-25

DATE