



BOARD MEETING MINUTES

August 19, 2024

BOARD IN-SERVICE - 5:30 p.m.: SSAs Serving Children presented by SSA Audrey Cade, SSA Tonia Rohlfs, SSA Clay Minton, SSA Toney Peters, SSA Hollie Ressler

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, August 19, 2024 at 6:00 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

I. ROLL CALL

Mandy Via	-	Excused	Deon Metz	-	Excused
Jerry Herbe	-	Excused	Joe Fulker	-	Present
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 June 17, 2024 meeting were reviewed. A motion to accept the minutes was made by Mr. Gayhart and seconded by Ms. Fong. Mr. McKinney 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 July financial report which included bills paid in June and July 2024. A motion to approve the financial report was made by Ms. Fong and seconded by Mr. Fulker. Mr. McKinney asked for a roll call vote.

Mandy Via	-	Excused	Deon Metz	-	Excused
Jerry Herbe	-	Excused	Joe Fulker	-	Yes
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. Fulker and seconded by Ms. Fong. Mr. McKinney asked for a voice vote. The motion carried.

VIII. NEW BUSINESS

A. Proposal for Synergy Conference 2024: Upon the recommendation of the Superintendent, a motion to approve the attendance of Riverside employees and individuals served by Riverside plus caregivers at the 2024 Synergy Conference at a total cost not to exceed \$20,000 was made by Ms. Fong and seconded by Mr. Gayhart. Mr. McKinney asked for a roll call vote.

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

The motion carried.

B. Proposal to Seal and Re-Stripe Parking Lot: Upon the recommendation of the Superintendent, a motion to approve the maintenance work on the parking lot to be completed by Vandalia Blacktop & Sealcoating, Inc. at a total cost not to exceed \$25,000 was made by Ms. Fong and seconded by Mr. Fulker. Mr. McKinney asked for a roll call vote.

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

The motion carried.

C. Ethics Approvals:

None

D. Personnel Actions:

New Hires:

Seth Trapp	SSA	08/05/2024
Elizabeth Jennings	Employment Navigator	08/26/2024 PENDING
Yaunta Frazier	PT Community Connections Facilitator	08/26/2024 PENDING
Milagra-Branigan-Milby	PT Community Connections Facilitator	08/26/2024 PENDING
Cody Odom	SSA	09/09/2024 PENDING

Open Positions:

Comm Connections Coordinator	Full-Time	Replace Joy Starry
HR Assistant	Full-Time	Reposted
SSA	Full-Time	Replace Connie Binns
SSA Manager	Full-Time	New

Promotions/Transfers:

Amy Webster	SSA to Resource Support Coordinator	07/29/2024
Connie Binns	SSA to Resource Support Coordinator	08/26/2024

Resignations/Contract Non-Renewal/Retirement/Termination:

Alicia Knife	Resource Support Coordinator	08/02/2024
Hannah Schaffnit	SSA Intern	08/22/2024

- E. 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. Mr. McKinney asked for a voice vote. The motion carried.

Change to Policy:

- EI-1 Early Intervention Services – Added references to the Department of Children and Youth where needed
- EI-2 Early Intervention Confidentiality – Added references to the Department of Children and Youth where needed

Date Change Only:

- G-4 Development and Implementation of Behavioral Support Strategies

- F. Other: None

IX. COMMENTS

- Mr. Green indicated that the sidewalk and drain repair project is finishing up. We are still looking for quotes on the wheelchair accessible minivan. The project to replace exterior doors using ARPA funds continues. Quotes are coming in higher than expected so the plan is to replace three doors rather than four. An Adult changing table purchased with ARPA funds should be delivered soon for installation in the lobby restroom. The resolution to fix the gym floor slipperiness is a work in progress. The plan is to trial the suggested solution on a small area near the bleachers before doing the entire floor.
- Ms. Knupp shared that rule changes coming up will affect the SSA department and waiting list assessment that will require training. The SIS assessment (Severity Intensity Scale) is being considered for 2025 which will combine the developmental disabilities profile (DDP) and acuity assessment instrument (AAI) into one assessment. Outcome based payments are in effect for providers who assist with individual employment support for an individual we serve so they can receive incentives when the individual is employed 90 days or more. Accreditation is one year away and the SSAs are busy making sure OISPs are complete for that review. Per DODD, each individual served needs to be on an OISP that is uploaded to the DODD system. The upload process is required to be started between July 1 and January 1. There have been several meetings with Primary Solutions who is the vendor handling the OISP technology. The IT team continues to work on scheduled annual renewals and is having 2025 budget discussions. They are heavily involved in training new hires and establishing their connection with IT. Housing Opportunities for People, Inc. (HOP) is selling a home in Champaign County and completing

renovations to existing homes. The Champaign County Board of DD is under contract to purchase a home, the Shelby County Board of DD will soon purchase another home, and the Miami County Board of DD is still searching for another home. All of these homes will be managed by HOP.

- Ms. Nichols stated that she is excited to have two part-time Community Connections facilitators and an employment navigator starting next week. The employment navigator will be focusing on 14 to 22 year-olds who want to become employed. After a year's hiatus, the ABLE magazine is back. Ms. Nichols has been meeting weekly with the website vendor to coordinate the new website with a branding update. She appreciates Patrick Kilbane, Community Connection manager, and Lindy Schaffnit, Community Connections administrative assistant, for keeping the Miami County Special Olympics golf and softball team season up and running this year. Mr. Kilbane will be meeting with the volunteer coach of the powerlifting team to share feedback that Miami County Special Olympics has received from Special Olympics Ohio.
- At Ms. Via's request, Ms. Pettit shared an Extra Mile that was received recognizing Mr. Green and his wife, Joan, for volunteering to step in and coach the Miami County Special Olympics volleyball team so they could attend the State games. Ms. Pettit is meeting with department directors to work on business continuity planning and hopes to share the plan at the November board meeting. She has started talent reviews meetings with the directors as well. She has received the compensation data from the consultant and will be working with Mr. Green and Ms. Landers on the budget. She attended a meeting at Clermont County Board of DD recently to learn how they use the Munis system in collaboration with their county auditor.
- Ms. Snell is excited to welcome Amy Webster and Connie Binns who have transferred to her department as resource support coordinators. They are both seasoned SSAs who were looking to try something different. In October, there will be an all staff training on Trauma Informed Care. The new provider contact database is up and running. Accreditation is scheduled for October 22 and 23, 2025. Megan Barhorst, one of our behavioral support coordinators, recently took a position at MCECSC that is similar to the services she provided here. We will still benefit from her services as she works with children in the ESC program. Ms. Barhorst is also working with a new coaching program in collaboration with Job & Family Services so Ms. Snell is excited to see how that will work with our children's SSA team and behavior support team in having in-home family coaches.
- Ms. Greenawalt-Cherry reported that in July she finished with 2024 grant reports and began writing grants for 2025. The new EI rule started July 4th. The first week was a bit bumpy but the service coordinators and evaluators worked very well together to pull the new information into IFSPs using the tools they have been trained on. The service coordinator who started in June continues to on-board and has started doing some parts of initial home visits. Ms. Greenawalt-Cherry presented recently to Aktion Club and Kiwanis and also recently met with Child Care Choices. She plans to become OCCRRA approved to help Child Care Choices provide training to day cares and day care providers.

- Ms. Landers shared that she is working on the 2025 budget and meeting with directors about their upcoming needs. She will be presenting the budget next month and will review the county board cost projections that will be put on the DODD website. DODD has also been developing a matrix in coordination with county boards to use the budget projections to look at a county board's financial health. The INFAL accounting/payroll software we use is switching from server based to web based with a 30% increase in cost. She is still working with the county auditor's office about the county board having a credit card as other county agencies do.
- Mr. McKinney expressed his thanks to those who participated in the Troy Police Department's law enforcement accreditation process. This is a voluntary process, and Troy has been accredited since 1992.

X. EXECUTIVE SESSION:

A motion to enter into Executive Session at 6:50 p.m. to discuss the employment and compensation of a public employee was made by Mr. Fulker and seconded by Ms. Fong. Mr. McKinney asked for a roll call vote.

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

The motion carried.

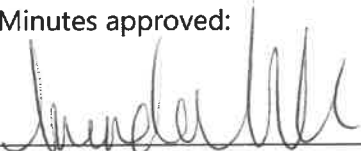
A motion to adjourn from Executive Session at 6:59 p.m. was made by Ms. Fong and seconded by Mr. Fulker. Mr. McKinney asked for a voice vote. The motion carried.

XI. NEXT MEETING: Monday September 16, 2024

XII. ADJOURNMENT

A motion to adjourn the meeting at 7:00 p.m. was made by Ms. Fong and seconded by Mr. Fulker. Mr. McKinney asked for a voice vote. The motion carried.

Minutes approved:



PRESIDENT

09/14/2024
DATE



RECORDING SECRETARY

9/16/24
DATE