

BOARD MEETING MINUTES

September 15, 2025

BOARD IN-SERVICE – 5:30 p.m.: Budgeting and Cash Projections presented by Steve McEldowney, Business Manager

The Miami County Board of Developmental Disabilities held its meeting on Monday, September 15, 2025 at 6:00 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio. The meeting was called to order by President Mandy Via.

I. ROLL CALL

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

II. PLEDGE OF ALLEGIANCE

Everyone in attendance joined in reciting 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, Steve McEldowney, and Carol Helman.

IV. PRESENTATION BY GUESTS

None

V. PRESENTATION OF MINUTES

The minutes of the August 18, 2025 meeting were reviewed. A motion to approve the minutes was made by Mr. McKinney and seconded by Mr. Metz. Ms. Via called for a voice vote. The motion carried.

VI. PRESENTATION OF FINANCIAL REPORTS

A. Monthly Financial Reports: Mr. McEldowney reviewed the financial report for August 2025. A motion to approve the report was made by Ms. Fong and seconded by Mr. Metz. Ms. Via called for a roll call vote.

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

The motion carried.

VII. OLD BUSINESS

A. None

VIII. NEW BUSINESS

A. Proposal for 2026 Employee Salary Increases: Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve a 3% employee salary increase for the first pay in January 2026 in the amount of approximately \$159,252 was made by Mr. Fulker and seconded by Mr. Metz. Ms. Via called for a roll call vote.

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

The motion carried.

B. Proposal for CY2026 Revenue and Expenditure Budget: Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve the CY2026 Revenue and Expenditure Budget as presented. was made by Mr. McKinney and seconded by Ms. Fong. Ms. Via called for a roll call vote.

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

The motion carried.

C. Proposal for Additional Paid Holiday for 2025: Upon the recommendation of the Superintendent, a motion to approve November 28, 2025 to be a paid holiday for all employees regardless of exemption status was made by Mr. McKinney and seconded by Mr. Metz. Ms. Via called for a roll call vote.

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

The motion carried.

D. Proposal for Holidays: Upon the recommendation of the Superintendent, a motion to authorize the Superintendent to exercise discretion in providing paid time off to MCBDD employees when the Miami County Commissioners close county offices under their jurisdiction, thereby aligning MCBDD closures with those of the County was made by Ms. Fong and seconded by Mr. Metz. Ms. Via called for a roll call vote.

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

The motion carried.

E. Ethics Approvals: None.

F. Personnel Actions:

New Hires:

<u>Name</u>	<u>Position</u>	<u>Date</u>
Kamryn Bennett	HR Assistant	08.25.2025
Paige Weeks	SSA	08.25.2025
Jeff Lee	Facilities Specialist	09.15.2025 PENDING
Alayna Stephens	Early Intervention Intern	09.29.2025 PENDING
Cade Young	SSA	10.06.2025 PENDING

Open Positions:

<u>Position</u>	<u>FT/PT/Intermittent</u>	<u>Replace/New</u>
Accounting Generalist	Full-Time	NEW
Developmental Specialist	Full-Time	Replace Kaye Sholtis
HR Generalist	Full-Time	Replace Linda Hinger
SSA	Full-Time	Replace Amy Davis

Promotions/Transfers:

<u>Name</u>	<u>Promotion/ Transfer</u>	<u>Position</u>	<u>Date</u>
Tim May	Transfer	Full-Time Facilities Specialist to Intermittent Facilities Specialist	09.06.2025

Resignations/Contract Non-Renewals/Retirements/Terminations:

<u>Name</u>	<u>Type</u>	<u>Position</u>	<u>Date</u>
Jay Via	Retirement	Facilities Manager	08.31.2025
Carol Helman	Retirement	Executive Assistant	01.31.2026
Linda Hinger	Resignation	HR Generalist	03.31.2026

G. 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 Ms. Fong. Ms. Via called for a voice vote. The motion carried.

Change to Policy:

F-11 Holiday – added language that authorizes the Superintendent to close MCBDD when the County Commissioners close county offices

Date Change Only:

B-12 Digital Recording
G-39 Ethics Council

H. Other: None.

IX. COMMENTS

- Ms. Greenawalt-Cherry shared that Early Intervention continues to search for a developmental specialist. EI referral numbers were down in August, which is typical with school starting back up. Sara Baker has begun training with Ohio Promise to better support our daycares with the goal being for our EI families to find and keep childcare.
- Ms. Knupp stated that preparation for Accreditation continues. The SSA rule is going to change, and she is participating in a state work group to offer feedback on the proposed changes. The IT department continues to work on cybersecurity requirements and she, Mr. Green, Mr. McEldowney and Ms. Snell will be meeting with an outside consultant to make sure the county board is moving in the right direction to meet those requirements. The facilities department and housing coordination team are in the process of re-organizing.
- Ms. Pettit reported that the documentation for the employees and volunteers that DODD pulled for Accreditation has been provided to Ms. Snell. Training continues with the newly hired HR assistant. Manager training will be held this week. There are a number of managers new to those positions who continue to develop their skills. Another mentor class is planned for the beginning of the year. She will be reaching out to board members regarding Mr. Green's annual evaluation and contract review.
- Ms. Nichols stated that half of the documentation for the three volunteers pulled for Accreditation is in the CA&O department and half is in the HR department files. She is working with Ms. Snell to provide everything that has been requested and since all three are Special Olympics coaches, we will also provide their Special Olympics certification. She has worked with the Auditor's office to update the county board's name on the property re-assessment notification mailed to property owners and also revise the term of the levy renewal the Auditor provides on their website. Final touches are being made to the new MCBDD website. The Special Olympics softball team won silver at State and golf will be going to State this weekend. An end of season softball game against first responders is planned for October 2. Sign-ups for Special Olympics basketball, swimming and cheerleading will be held soon. The regional Special Olympics director has nominated Patrick Kilbane, the Miami County Special Olympics coordinator, for Coordinator of the Year. The Political Action Committee that promotes the MCBDD levy has shared that they have updated their name and website to Friends for the Miami County Board of Developmental Disabilities. Anyone wishing to put out a yard sign may request one through their website.
- Ms. Snell shared that preparation for Accreditation is going well and Friday is the deadline to have the requested documentation uploaded to DODD. The DSP appreciation event went very well. This is the fourth year we have held this event and she has put it in the budget for next year. Ms. Snell, Mr. Green and Ms. Knupp participated in an Ohio Provider Resource Association (OPRA) project as that association continues their work advocating for the future of the developmental disabilities system and working to prepare our system if a ballot issue for elimination of property taxes passes. She has been told there is a new assessment system coming from DODD which changes the way individuals are assessed for their level of need to get a Medicaid waiver. It is being mandated that

the assessment be made by an impartial person rather than the SSA. 2026 will be a pilot year to see what that looks like.

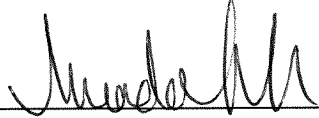
- Mr. McEldowney stated that he attended the Business Manager's conference last week. The budget approved by the Board this evening will be put into the county system and provided to the county for the budget hearings. Applications are coming in for the Accounting Generalist position.

X. NEXT MEETING: Monday, October 20, 2025

XI. ADJOURNMENT

A motion to adjourn the meeting was made by Ms. Fong at 6:52 p.m. and seconded by Mr. Metz. Ms. Via called for a voice vote. The motion carried. Meeting adjourned.

Minutes approved:



PRESIDENT

10/20/2025
DATE



RECORDING SECRETARY

10/20/25
DATE