



BOARD MEETING MINUTES

October 20, 2025

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 held its meeting on Monday, October 20, 2025 at 6:00 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio. The meeting was called to order by President Mandy Via. The Oath of Office was administered to new board member, Joel Bopp.

I. ROLL CALL

Mandy Via	- Present	Joe Fulker	- Present
Shawn McKinney	- Present	DJ Gayhart	- Excused
Michelle Fong	- Present	Joel Bopp	- Present
Deon Metz	- 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 September 15, 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 September 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	Joe Fulker	- Yes
Shawn McKinney	- Yes	DJ Gayhart	- Excused
Michelle Fong	- Yes	Joel Bopp	- Yes
Deon Metz	- Yes		

The motion carried.

VII. OLD BUSINESS

A. None

VIII. NEW BUSINESS

A. Proposal for Trustee Appointment to Housing Opportunities for People, Inc.: Upon the recommendation of the Superintendent, a motion to approve the reappointment of Robert Helman and Andria Beach to the HOP Board of Trustees to serve a three-year term beginning January 1, 2026 through December 31, 2028 was made by Mr. Metz and seconded by Mr. McKinney. Ms. Via called for a roll call vote.

Mandy Via	-	Yes	Joe Fulker	-	Yes
Shawn McKinney	-	Yes	DJ Gayhart	-	Excused
Michelle Fong	-	Yes	Joel Bopp	-	Yes
Deon Metz	-	Yes			

The motion carried.

B. Proposal for Classification Plan: Upon the recommendation of the Superintendent, a motion to approve the Miami County Board of Developmental Disabilities Classification Plan as presented was made by Mr. Fulker and seconded by Ms. Fong. Ms. Via called for a roll call vote.

Mandy Via	-	Yes	Joe Fulker	-	Yes
Shawn McKinney	-	Yes	DJ Gayhart	-	Excused
Michelle Fong	-	Yes	Joel Bopp	-	Yes
Deon Metz	-	Yes			

The motion carried.

C. Table of Organization: Mr. Green reviewed the changes to the Table of Organization which includes the classification position numbers approved by the Board at tonight’s meeting. A motion to approve the Table of Organization was made by Mr. McKinney and seconded by Mr. Metz. Ms. Via called for a voice vote. The motion carried.

D. Ethics Approvals:
None

E. Personnel Actions:

New Hires:

<u>Name</u>	<u>Position</u>	<u>Date</u>
Alayna Stephens	Early Intervention Intern	09.29.2025
Cade Young	SSA	10.06.2025
Kaleb Kenworthy	SSA	10.06.2025
Brianna Quillen	Developmental Specialist	10.20.2025

Open Positions:

<u>Position</u>	<u>FT/PT/Intermittent</u>	<u>Replace/New</u>
Accounting Generalist	Full-Time	NEW
Executive Assistant	Full-Time	Replace Carol Helman
HR Generalist	Full-Time	Replace Linda Hinger

Promotions/Transfers:

None

Resignations/Contract Non-Renewal/Retirement/Termination:

<u>Name</u>	<u>Type</u>	<u>Position</u>	<u>Date</u>
Tim May	Resignation	Intermittent Facilities Specialist	10.08.2025
Ashley Fry	Resignation	Intermittent Community Connections Facilitator	10.08.2025
Bethany Covault	Retirement	Developmental Specialist	12.31.2025
Carol Helman	Retirement	Executive Assistant	01.31.2026
Linda Hinger	Resignation	HR Generalist	03.31.2026

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

New Policy:

P-52 Artificial Intelligence Use – created to establish guidelines on the use of Artificial Intelligence

Change to Policy:

- F-6 Employee Reimbursement – updated to include the procedures outlined in Policy F-6
F-27 Capital Asset Physical Inventory – removed sentence pertaining to developing guidelines as implementation follows the Ohio Revised Code and County Auditor.
G-73 Building Access Control – updated staff titles/positions
P-31 Intermittent Employees – added a section regarding eligibility for paid leave, noted reference to the paid leave policy and corrected a reference to OAC

Date Change Only:

- F-19 Purchases for the Program
F-25 Procurement Card Usage
F-26 Fees for Services to Eligible Individuals
F-28 Expenditure of Agency Funds for Public Purpose
G-42 Sales and Solicitation

Rescind Policy:

F-6a Procedure for Employee Reimbursement – language is now included in Policy F-6

- G. Other: None.

IX. COMMENTS

- Mr. McEldowney shared that he and Mr. Green will have their budget meeting with the county commissioners on November 5, 2025. He and his team are reviewing all of the accounts to see where we are year-to-date. They will start projecting expenses based on invoices, salaries and fringe benefits to make sure there are sufficient funds in each account to get through the end of the year and whether funds will need to be moved between accounts.
- Ms. Knupp stated Accreditation is this week. DODD has implemented another round of Ohio ISP changes so the SSA department will be training on those changes tomorrow. The two recently hired SSAs are doing well with training and asking questions. The IT team has finished ordering 2025 replacement laptops. She will be working with IT on introducing AI training to employees and doing a 10-minute overview at the next All Staff meeting. This ties into the requirements of HB 96 on cybersecurity and Eagle Consulting will be doing a safety risk assessment. The housing and facilities staff are putting in organizational processes to increase efficiency. For safety and security purposes, outside vendors used by facilities will now be signing in through the front lobby. Storage areas throughout the building are in the process of being cleaned out and organized. HOP, Inc. will be looking at their 2026 budget at their next board meeting as well as the Agreement to Hold Real Property between HOP and the four county boards.
- Ms. Greenawalt-Cherry reported that the new Developmental Specialist (DS) started today to replace a DS who retired in May. There will be another DS retiring at end of the year so the DS manager is looking at the EI referral numbers and other projects the team is involved with to make sure there is space to do the work. The EI Team has been attending trainings on assessments and interviewing skills. An occupational therapist who left P.T. Services a year ago will be able to offer services to MCBDD as a private contractor one day a week beginning in November. Ms. Greenawalt-Cherry has been asked to participate on the Department of Children & Youth Workforce for Training and has been vocal about the need for recruitment, especially for therapists. She will also be presenting at the upcoming OACB conference in November on building capacity through mentorship.
- Ms. Nichols shared that she has been doing a lot of awareness building about the renewal levy on the November ballot. The new website has launched, the Communications Coordinator has been busy posting stories on social media, and there are three billboards throughout the county highlighting MCBDD services. The summer/fall issue of ABLE magazine will be out soon. October is National Disability Employment Awareness Month so the magazine will feature a story on a young man who is employed. The Special Olympics basketball, cheerleading and swimming season has begun. The 5th Annual JFS Truck or Treat event is tomorrow. The Early Intervention Service Coordinators have taken this event on as a project every year and will be handing out candy and information. The Friends of Miami County Board of DD political action committee has put up a lot of yard signs promoting the renewal levy.
- Ms. Snell shared that Accreditation will be on Wednesday and Thursday. Her team has been partnering with the Sheriff's Department, Adult Protective Services, the Health Department and the Zoning Department on a recent neglect case. A new assistive technology rule currently in process is on cameras in individuals' homes and putting into place processes and procedures to ensure the

rights and privacy of people we serve are protected. The new Behavior Support Specialist is doing well and will be off probation soon.

- Mr. Green stated that the annual OACB Conference will be held before Thanksgiving this year and he will be representing us in the delegate assembly. DODD is changing the way assessments are done for the people we serve and are mandating a specific person to do them. This will be in an experimental mode in 2026 so we will use WestCON and pay them for that service. Going forward, we will likely need to add this position to our Table of Organization sometime in 2026.

X. EXECUTIVE SESSION:

A motion to enter into Executive Session to discuss the employment and compensation of a public employee was made at 6:47 p.m. by Mr. McKinney and seconded by Ms. Fong. Ms. Via asked for a roll call vote.

Mandy Via	-	Yes	Joe Fulker	-	Yes
Shawn McKinney	-	Yes	DJ Gayhart	-	Excused
Michelle Fong	-	Yes	Joel Bopp	-	Yes
Deon Metz	-	Yes			

The motion carried.

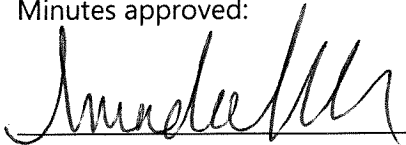
A motion to adjourn from Executive Session was made at 7:39 p.m. by Mr. Metz and seconded by Mr. Fulker. Ms. Via asked for a voice vote. The motion carried

XI. NEXT MEETING: Monday, November 17, 2025

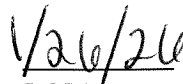
XII. ADJOURNMENT

A motion to adjourn the meeting was made by Mr. McKinney at 7:40 p.m. and seconded by Mr. Fulker. Ms. Via called for a voice vote. The motion carried. Meeting adjourned.

Minutes approved:



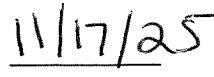
PRESIDENT



DATE



RECORDING SECRETARY



DATE