

BOARD MEETING MINUTES

November 17, 2025

BOARD IN-SERVICE – 6:45 p.m.: Friendship, Advocacy, Courage & Togetherness Synergy 2025 presented by Synergy Attendees

Prior to the start of the board meeting, commendations were presented to outgoing board members Jerry Herbe and Joe Fulker by Senator Stephen Huffman, Representative Johnathan Newman and Miami County Commissioner Ted Mercer.

The Miami County Board of Developmental Disabilities held its meeting on Monday, November 17, 2025 at 5:40 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	-	Excused	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 Mr. McKinney.

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. David Lewis was in attendance.

IV. PRESENTATION BY GUESTS

None

V. EXECUTIVE SESSION:

A motion to enter into Executive Session to discuss the employment and compensation of a public employee was made at 5:42 p.m. by Ms. Fong and seconded by Mr. Fulker. Mr. McKinney asked for a roll call vote.

Mandy Via	-	Excused	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 5:51 p.m. by Mr. Metz and seconded by Mr. Bopp. Mr. McKinney asked for a voice vote. The motion carried.

A motion to approve giving the Superintendent a salary increase of 3% was made by Ms. Fong and seconded by Mr. Metz. Mr. McKinney asked for a roll call vote.

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

The motion carried.

VI. PRESENTATION OF MINUTES

The minutes of the October 20, 2025 meeting were reviewed. A motion to approve the minutes was made by Mr. Bopp and seconded by Mr. Fulker. Mr. McKinney called for a voice vote. The motion carried.

Due to another commitment, Ms. Fong was excused from the board meeting at 5:54 pm.

VII. PRESENTATION OF FINANCIAL REPORTS

- A. Monthly Financial Reports:** Mr. McEldowney reviewed the financial report for October 2025. A motion to approve the report was made by Mr. Metz and seconded by Mr. Bopp. Mr. McKinney called for a roll call vote.

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

The motion carried.

VIII. OLD BUSINESS

- A. None**

IX. NEW BUSINESS

- A. Shared Services Agreement with Preble County Board of Developmental Disabilities:** Upon the recommendation of the Superintendent, a motion to approve the Shared Services Agreement with the Preble County Board of Developmental Disabilities effective January 1, 2026 through December 31, 2030. was made by Mr. Metz and seconded by Mr. Bopp. Mr. McKinney called for a roll call vote.

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

The motion carried.

B. Memorandum of Understanding with Shelby County Board of Developmental Disabilities: Upon the recommendation of the Superintendent, a motion to approve the Agreement to share the services of the Housing Opportunities for People, Inc. (HOP) staff with the Shelby County Board of Developmental Disabilities effective January 1, 2026 through December 31, 2026 was made by Mr. Bopp and seconded by Mr. Metz. Mr. McKinney called for a roll call vote.

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

The motion carried.

C. Agreement for Shared Services with Champaign County Board of Developmental Disabilities: Upon the recommendation of the Superintendent, a motion to approve the Agreement to share the services of the Housing Opportunities for People, Inc. (HOP) staff with the Champaign County Board of Developmental Disabilities effective January 1, 2026 through December 31, 2026 was made by Mr. Bopp and seconded by Mr. Metz. Mr. McKinney called for a roll call vote.

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

The motion carried.

D. Agreement for Shared Services with Preble County Board of Developmental Disabilities: Upon the recommendation of the Superintendent, a motion to approve the Agreement to share the services of the Housing Opportunities for People, Inc. (HOP) staff with the Preble County Board of Developmental Disabilities effective January 1, 2026 through December 31, 2026 was made by Mr. Bopp and seconded by Mr. Metz. Mr. McKinney called for a roll call vote.

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

The motion carried.

E. Proposed Board Meeting Dates for 2026: A motion to approve the 2026 meeting dates was made by Mr. Metz and seconded by Mr. Bopp. Mr. McKinney called for a voice vote. The motion carried.

F. Nominating Committee: Mr. McKinney, Mr. Metz and Mr. Bopp agreed to serve on the nominating committee and select a slate of officers to present at the January 2026 reorganizational meeting.

G. Personnel Actions:

New Hires:

<u>Name</u>	<u>Position</u>	<u>Date</u>
None		

Open Positions:

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

Promotions/Transfers:

<u>Name</u>	<u>Position From</u>	<u>Position To</u>	<u>Date</u>
Lindy Schaffnit	PT CAO Administrative Assistant	PT Community Connections Facilitator	11.08.2025

Resignations/Contract Non-Renewal/Retirement/Termination:

<u>Name</u>	<u>Type</u>	<u>Position</u>	<u>Date</u>
Bethany Covault	Retirement	Developmental Specialist	12.31.2025
Carol Helman	Retirement	Executive Assistant	01.31.2026
Linda Hinger	Resignation	HR Generalist	03.31.2026

H. Policies/Procedures: Upon the recommendation of the Superintendent, a motion to adopt the Policies and Procedures listed below was made by Mr. Bopp and seconded by Mr. Fulker. Mr. McKinney called for a voice vote. The motion carried.

Change to Policy:

- B-14 Remote Attendance at Board Meetings – removed language relating to meetings of a board committee
- G-6 Community Use of Facilities – added references to the ORC

I. Other: None.

X. COMMENTS

- Mr. McEldowney reported that he and Mr. Green met with the Miami County Commissioners about the 2026 budget. His team is working on closing out 2025 and will begin putting appropriations in for 2026. There have been a few interviews for the Accounting Generalist position and he is hoping to find a candidate with a good balance of education and experience.
- Ms. Knupp stated that the SSA, IT, facilities and housing teams are focusing on planning for 2026 now that we have gotten through Accreditation. They are completing end of the year check-ins and finishing up 2025 tasks.

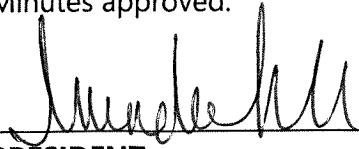
- Ms. Greenawalt-Cherry shared that statewide there has been a 3% drop in EI referrals. She is waiting to collect more data before deciding about the Developmental Specialist position that will become vacant at the end of the year due to an upcoming retirement. Her team met with the EI consultant from the State in early November and is putting a training plan together for 2026. She is also in the process of cleaning up the EI electronic files.
- Ms. Snell shared that the county board had a successful Accreditation with only a few minor citations that we are required to submit a Plan of Correction for. The Behavior Support Coordinators completed a two-day training on crisis intervention skills and they can now train others on better ways to work with the people we serve. The county board is currently responsible for completing a certain portion of provider compliance reviews each year and in 2027, the State will require county boards to complete all provider compliance reviews going forward. Her team has been collaborating with the 911 dispatch center to add notes into their system about individuals served that would be helpful for first responders to know when responding to 911 calls.
- Ms. Pettit reported that we are in the midst of open enrollment and the employee benefit information is due to the county on November 19. The decision was made to join the county's medical plan this year and she will be working with the county's HR director on benefits for next year. Compensation meetings will be held with each employee and employee check-ins are due in November/December. Holiday events are being planned for employees again this year – Secret Santa, holiday trivia and holiday movies.
- Ms. Nichols shared that the renewal levy passed and we are grateful for the hard work done by the PAC. Her team is working on preparations for 2026 including planning for the various Special Olympics sports and recruiting volunteers.

XI. NEXT MEETING: Monday, January 26, 2026

XII. ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Bopp at 6:30 p.m. and seconded by Mr. Fulker. Mr. McKinney called for a voice vote. The motion carried. Meeting adjourned.

Minutes approved:



PRESIDENT

1/26/26
DATE



RECORDING SECRETARY

1/26/26
DATE