Miami County Board of Developmental Disabilities

BOARD MEETING MINUTES

January 26, 2026

BOARD IN-SERVICE - 5:30 p.m. – Postponed

The Miami County Board of Developmental Disabilities held its meeting on Monday, January 26, 2026 at 1625 Troy-Sidney Rd., Troy, Ohio. Due to the inclement weather the board in-service was postponed to a later date and the meeting began at 5:30 p.m. The meeting was called to order by President Mandy Via.

I. ROLL CALL

Mandy Via	-	Present	Joel Bopp	-	Present
Shawn McKinney	-	Excused	Nate Funderburg	-	Present via Zoom
Michelle Fong	-	Present via Zoom	David Lewis	-	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, Steve McEldowney, and Carol Helman.

IV. PRESENTATION BY GUESTS

None

V. REORGANIZATION:

Ms. Via turned the meeting over to Mr. Green to serve as President pro tempore for the purpose of reorganization. Prior to the meeting, Mr. McKinney, chair of the nominating committee, proposed the following slate of officers for 2026: President Mandy Via, Vice President Shawn McKinney, Recording Secretary Michelle Fong. A motion to approve the slate of officers as proposed by the nominating committee was made by Mr. Metz and seconded by Mr. Bopp. Mr. Green called for a roll call vote.

Mandy Via	-	Yes	Joel Bopp	-	Yes
Shawn McKinney	-	Excused	Nate Funderburg	-	Yes
Michelle Fong	-	Yes	David Lewis	-	Yes
Deon Metz	-	Yes			

The motion carried.

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

Ms. Via made the following appointments: Personnel & Finance - Michelle Fong, Joel Bopp, David Lewis. Ethics Council - Shawn McKinney, Deon Metz, Nate Funderburg.

A motion to adjourn the re-organization meeting was made by Mr. Metz and seconded by Mr. Bopp. Ms. Via called for a roll call vote.

Mandy Via	-	Yes	Joel Bopp	-	Yes
Shawn McKinney	-	Excused	Nate Funderburg	-	Yes
Michelle Fong	-	Yes	David Lewis	-	Yes
Deon Metz	-	Yes			

The motion carried.

VI. PRESENTATION OF MINUTES

The minutes of the November 17, 2025 meeting were reviewed. A motion to approve the minutes was made by Mr. Bopp and seconded by Mr. Metz. Ms. Via called for a roll call vote.

Mandy Via	-	Yes	Joel Bopp	-	Yes
Shawn McKinney	-	Excused	Nate Funderburg	-	Yes
Michelle Fong	-	Yes	David Lewis	-	Yes
Deon Metz	-	Yes			

The motion carried.

VII. PRESENTATION OF FINANCIAL REPORTS

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

Mandy Via	-	Yes	Joel Bopp	-	Yes
Shawn McKinney	-	Excused	Nate Funderburg	-	Yes
Michelle Fong	-	Yes	David Lewis	-	Yes
Deon Metz	-	Yes			

The motion carried.

VIII. OLD BUSINESS

A. Quarterly Table of Organization: Mr. Green stated there have been no structure changes to the Table of Organization since it was last approved in October, 2025. A motion to approve the Quarterly Table of Organization was made by Mr. Metz and seconded by Mr. Bopp. Ms. Via called for a roll call vote.

Mandy Via	-	Yes	Joel Bopp	-	Yes
Shawn McKinney	-	Excused	Nate Funderburg	-	Yes

Michelle Fong	-	Yes	David Lewis	-	Yes
Deon Metz	-	Yes			

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 1,022,125 which is $973,500 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. $1,022,125 to be paid to WestCON COG in one installment for the year 2026 was made by Mr. Metz and seconded by Mr. Bopp. Ms. Via called for a roll call vote.

Mandy Via	-	Yes	Joel Bopp	-	Yes
Shawn McKinney	-	Excused	Nate Funderburg	-	Yes
Michelle Fong	-	Yes	David Lewis	-	Yes
Deon Metz	-	Yes			

The motion carried.

B. Proposal for OACB Annual Dues: Upon the recommendation of the Superintendent, a motion to approve paying the OACB annual membership dues at a cost of $28,960 was made by Mr. Metz and seconded by Mr. Bopp. Ms. Via called for a roll call vote.

Mandy Via	-	Yes	Joel Bopp	-	Yes
Shawn McKinney	-	Excused	Nate Funderburg	-	Yes
Michelle Fong	-	Yes	David Lewis	-	Yes
Deon Metz	-	Yes			

The motion carried.

C. Pre 2026 WestCON Service Agreement Authorization: Upon the recommendation of the Superintendent, a motion to ratify the actions of the Superintendent or his designee on behalf of the Board to authorize, administer, and oversee WestCON services and the payment for such services within the MCBDD approved budgets between January 1, 2014 and December 31, 2025 was made by Mr. Bopp and seconded by Mr. Metz. Ms. Via called for a roll call vote.

Mandy Via	-	Yes	Joel Bopp	-	Yes
Shawn McKinney	-	Excused	Nate Funderburg	-	Yes
Michelle Fong	-	Yes	David Lewis	-	Yes
Deon Metz	-	Yes			

The motion carried.

D. 2026 WestCON Service Agreement Authorization: Upon the recommendation of the Superintendent, a motion to authorize the Superintendent or his designee on behalf of the Board to approve, authorize, and administer WestCON services and payment for such services between January 1, 2026 and December 31, 2026 within the MCBDD approved budget was made by Mr. Bopp and seconded by Mr. Metz. Ms. Via called for a roll call vote.

Mandy Via	-	Yes	Joel Bopp	-	Yes
Shawn McKinney	-	Excused	Nate Funderburg	-	Yes
Michelle Fong	-	Yes	David Lewis	-	Yes
Deon Metz	-	Yes			

The motion carried.

E. Superintendent Professional Development Plan: Upon the recommendation of the Superintendent a motion to approve the Superintendent Professional Development Plan for 2026 as required by the Ohio Administrative Code was made by Mr. Bopp and seconded by Mr. Metz. Ms. Via called for a roll call vote.

Mandy Via	-	Yes	Joel Bopp	-	Yes
Shawn McKinney	-	Excused	Nate Funderburg	-	Yes
Michelle Fong	-	Yes	David Lewis	-	Yes
Deon Metz	-	Yes			

The motion carried.

F. Personnel Actions:

New Hires:

Name	Position	Date
Megan Evans	HR Generalist	01.12.2026

Open Positions:

Position	FT/PT/Intermittent	Replace/New
CAO Administrative Assistant	Part-Time	Replace Lindy Schaffnit
Accounting Generalist	Full-Time	NEW
Developmental Specialist	Full-Time	Replace Sara Baker
Executive Assistant	Full-Time	Replace Carol Helman

Promotions/Transfers:

Name	Position From	Position To	Date
None			

Resignations/Contract Non-Renewals/Retirements/Terminations:

Name	Type	Position	Date
Sara Baker	Resignation	Developmental Specialist	12.08.2025
Bethany Covault	Retirement	Developmental Specialist	12.31.2025
Carol Helman	Resignation	Executive Assistant	02.28.2026
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. Metz and seconded by Mr. Bopp. Ms. Via called for a roll call vote.

Mandy Via	-	Yes	Joel Bopp	-	Yes
Shawn McKinney	-	Excused	Nate Funderburg	-	Yes
Michelle Fong	-	Yes	David Lewis	-	Yes
Deon Metz	-	Yes			

The motion carried

Change to Policy:

P-12	Life and Medical Insurance – Removed paragraph reference in Employee Compensation and added Employee Compensation in reference section
SSA- 8	Preadmission Screening and Resident Review - the policy was re-written to reflect the most current rule and practices
SSA-11	Self-Administration or Assistance with Self-Administration of Prescribed Medication

Date Change Only:

G-75	Provider Certification Summary Suspension Orders
P-23	Ohio Public Employees Retirement System (OPERS)
T-3	Use and Operation of Board Owned Vehicles
T-4	Driving Vehicles Other than Board Owned
T-10	Vehicle Crash

H. Other:

- Mr. Green reported that he and Ms. Knupp attended the Superintendent's Executive Committee meeting last Friday where long-term funding for the county board system was discussed. There are a number of county boards across the state that are struggling financially and there is also the threat of property taxes being eliminated. DODD and the county board superintendents are looking at long-term funding of the county board system and making sure it is sustainable. Specifically, how waivers would be funded and whose responsibility it would be long-term. For example, Early Intervention is 100% locally funded and could that cost be shared with the State. In Miami County we are in good shape. We are well supported by the community and recently passed a renewal levy. More information will be provided as discussions continue.

X. COMMENTS

- Mr. McEldowney shared that there was a lot to get done with ending one calendar year and beginning a new one. The business analysts did a very good job of making sure everything was closed out for 2025 and opened up for 2026. A number of reports have been completed and there are one or two left that are due at the end of January.

- Ms. Greenawalt-Cherry stated that for Early Intervention January is mid-year reports. There are two Developmental Specialist positions open and only one is being filled at this time because of a decrease in EI referrals statewide. An offer was made to a candidate to fill the position that has

been accepted with a tentative start date in March. The Developmental Specialist manager has been accepted to attend Leadership Troy and is excited about the opportunity. The Developmental Specialist manager and one of the Developmental Specialists will be presenting to Miami Valley Hospital's NICU about early intervention and how home visits are done.

- Ms. Snell reported that the annual MUI report is due at the end of February and she will be presenting that report to the board in March. The Behavior Support Specialists have put together a schedule to train staff on trauma informed care and crisis intervention. There have been news releases about Keiths Law, which enacted a new process for information about people with disabilities to be added to the law enforcement database LEADS that law enforcement officers use statewide when looking up license plates. She is getting information together for the SSAs to include in information packets on ways for our individuals to be able to identify themselves in an emergency or to provide local law enforcement with information about the individual through our local law enforcement database. Now this information can also be available on this new statewide database for those who transport individuals and choose to register their license plate.

- Ms. Knupp shared that the IT and facilities departments have been working on getting their annual purchase orders submitted for the year. The IT department is working on obtaining quotes for the first quarter laptop replacements. There will be a cybersecurity risk assessment on-site visit in February. Eagle Consulting is conducting this assessment and will provide results on what our risks are and things we are doing well. This is being done as a result of HB 96 on cybersecurity requirements for local government agencies. The facilities team spent the day clearing the parking lot and are busy doing other weather-related maintenance. Housing Opportunities for People, Inc. (HOP) reports they are reviewing and renewing leases for all properties and updating agreements with Miami, Preble, Shelby and Champaign County boards. The SSAs have been submitting a number of referrals to the QI department and all SSAs have now been trained on the TCM changes that will be effective March 1st. Those outside of the SSA department holding SSA certification are being trained in an upcoming department meetings. Medicaid is now requiring case notes be entered on billable and non-billable general time.

- Ms. Nichols indicated that she is putting together a summary of what her team is doing with Special Olympics, employment, communications and Community Connections. She and the Communications Coordinator are working on the Web Content Accessibility Guidelines (WCAG) compliance plan for public entities. Per federal law we are required to bring all of the county board's digital communications up to speed by the end of April. She will begin work soon on the 2025 annual report, strategic plan update and Developmental Disabilities Awareness Month. Special Olympics is planning an all sports banquet to recognize the athletes, volunteers and coaches. Next week sign-ups will be held for volleyball, power lifting, bowling and bocce, which is a new sport for Miami County and caters more to individuals with mobility challenges.

XI. NEXT MEETING: Monday, March 16, 2026

XII. ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Bopp at 6:34 p.m. and seconded by Mr. Metz. Ms. Via called for a roll call vote.

Mandy Via	-	Yes	Joel Bopp	-	Yes
Shawn McKinney	-	Excused	Nate Funderburg	-	Yes
Michelle Fong	-	Yes	David Lewis	-	Yes
Deon Metz	-	Yes			

The motion carried. Meeting adjourned.

Minutes approved:

PRESIDENT — **DATE** 3/16/2026

RECORDING SECRETARY Michelle Fong — **DATE** 3/16/2026