Miami County Board of Developmental Disabilities

BOARD MEETING MINUTES

March 16, 2026

BOARD IN-SERVICE - 5:30 p.m. – MUI Overview; Becky Snell, Quality and Innovations Director

The Miami County Board of Developmental Disabilities held its meeting on Monday, March 16, 2026 at 1625 Troy-Sidney Rd., Troy, Ohio. The meeting was called to order by President Mandy Via at 6:05 p.m.

I. ROLL CALL

Mandy Via	-	Present	Joel Bopp	-	Present
Shawn McKinney	-	Present	Nate Funderburg	-	Present
Michelle Fong	-	Present	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, Alayna Stephens (Early Intervention Intern), Steve McEldowney, Stacy Pettit, and Preble County Board of Developmental Disabilities Administrative Assistant Danielle Denlinger.

IV. PRESENTATION BY GUESTS

None

V. PRESENTATION OF MINUTES

The minutes of the January 26, 2026 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	-	Abstain	Nate Funderburg	-	Yes
Michelle Fong	-	Yes	David Lewis	-	Yes
Deon Metz	-	Yes			

The motion carried.

VI. PRESENTATION OF FINANCIAL REPORTS

Monthly Financial Reports: Mr. McEldowney reviewed the financial report for January and February 2026. 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	-	Yes	Nate Funderburg	-	Yes
Michelle Fong	-	Yes	David Lewis	-	Yes
Deon Metz	-	Yes			

The motion carried.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Affiliate Organization Summary: Upon the recommendation of the Superintendent, a motion to approve the summaries as presented from each of the organizations affiliated with the Board was made by Ms. Fong and seconded by Mr. Metz. Ms. Via called for a voice vote.

Motion carried unanimously.

B. MCBDD 2026 PCBDD Authorization: Upon the recommendation of the Superintendent, a motion to approve the Superintendent to authorize himself of his designee on behalf of the Board to approve, authorize and administer PCBDD services and payment for such services between March 2,2026 and December 31, 2026, within the MCBDD approved budget was made by Mr. McKinney and seconded by Ms. Fong. Ms. Via called for a roll call vote.

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

The motion carried.

C. Personnel Actions:

New Hires:

Name	**Position**	**Date**
Natasha Brown	Accounting Generalist	03.23.2026
Allexis Combs	PT CAO Administrative Assistant	03.09.2026
Kelsey Bridgeford	Developmental Specialist	03.09.2026

Open Positions:

Position	FT/PT/Intermittent	Replace/New
Communications Coordinator	Full-Time	Jenna Gerig
Executive Assistant	Full-Time	Replace Carol Helman
SSA	Full-Time	Nicole Adkins

Promotions/Transfers:

Name	Position From	Position To	Date
None			

Resignations/Contract Non-Renewals/Retirements/Terminations:

Name	Type	Position	Date
Jenna Gerig	Resignation	Communications Coordinator	02.13.2026
Carol Helman	Retirement	Executive Assistant	02.28.2026
Linda Hinger	Retirement	HR Generalist	03.31.2026
Nicole Adkins	Resignation	SSA	05.15.2026

D. 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 voice vote.

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

Motion carried unanimously.

New Policy:

P-53 Stipend Policy

Change to Policy:

G-11 Fire Drills – revised to change "Facilities Manager" title to "Operations Manager"

G-22 Tornado Drills – revised to change "Facilities Manager" title to "Operations Manager"

G-38 Resolution of Complaints and Appeals of Adverse Action – updated wording regarding service of notices, consolidated the steps of the informal and formal appeal process, updated the new requirements for complaints and appeals related to eligibility determination, added the section for DODD to remand a complaint or appeal back to the county board, and updated wording to match new rules and policies.

1110 Social Media Policy (Privacy and Security Standards Manual) – revised to reflect current practices

Date Change Only:

G-71 Alcohol and Drugs on Property

G-72 Employment First Initiative

P-32 Drug Free Workplace

SSA-2 Eligibility Determination
SSA-6 Individual Service Plans

E. Other:

- Mr. Green reported that a number of boards across the state are facing financial challenges, and there is also the possibility of property taxes being eliminated. This is the first time the organization has entered deficit spending on a statewide level. Several boards are declaring financial emergencies, and various strategies are currently being evaluated. Statewide leadership and the local superintendents are reviewing options for the long-term sustainability of the county DD board system. Discussions are focused on how certain services and waivers would be funded moving forward, and whose responsibility those costs would ultimately be. Fortunately, our local board is in a relatively strong position. It continues to enjoy strong community support and recently passed a renewal levy. Mr. Green noted that statewide changes will be made to better align services with what families truly need, while remaining financially responsible. He acknowledged that some of these adjustments will involve difficult conversations with some of the families we serve.

IX. COMMENTS

- Mr. McEldowney shared that he is putting together info regarding fiscal sustainability requests from the state. The newly hired Accounting Generalist has been training with HOP and payroll/accounting departments to ensure she is cross trained across departments. Next, the 2026 Cost Report training was a few weeks ago and it is due June 30th, 2026. Lastly, he is working on 5-year cost projections.

- Ms. Greenawalt-Cherry stated that there are 2 Developmental Specialists that are in their probation period and moving into Evidence Based coaching. She also shared that Amy Kneisley is helping contract with the EI department through WestCON. The department is working on outreach and visiting the NICU at Miami Valley Hospital to speak with staff about referrals to the Early Intervention program. Additionally, she is actively connecting with local physicians and libraries. Next, the state workforce sustainability with the Department of Children and Youth is being discussed. The 1st OACB workforce sustainability meeting is being held on March 17th. The state is continuing to look for creative solutions to operate with limited funds.

- Ms. Snell gave a summary of the 2025 numbers regarding MUI's, eligibility, and referrals. She shared that there has been an increase in referrals across the board, yet a decrease in qualifying eligibility. She noted that there is an increase in the diagnoses of autism.

- Ms. Knupp shared that the IT department is preparing to disperse the first quarter laptop replacements. There was a cybersecurity risk assessment on-site visit in February. Eagle Consulting conducted this assessment and provided 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 is busy doing weather-related maintenance and other clean up tasks around the building. 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. HOP sold 1 property in Preble County and are working on selling another property in Shelby. There are delays with non-profit housing funding for projects, with a hold for more information until July, so the organization is considering looking at other funding alternatives. She shared that the new Accounting Generalist is helping with reorganizing some administrative work for HOP. 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 were effective March 1st. Medicaid is now requiring case notes be entered on billable and non-billable general time. Ms. Knupp shared the transparency she has expressed to the SSA department in regard to changes coming in the future regarding the importance of determining needs for the individuals that are served. She shared that the SSA team has been very collaborative with their ideas and continue to work on creative solutions. The new DODD assessment, InterRAI, is being piloted and will ultimately determine what funding the individual needs to deliver the appropriate services. Phase 1 is being completed through WestCON and Phase 2 will be through an assessor with the county board. DODD has shared a timeline for the majority of the assessments to be completed by the summer of 2027. DODD has sent out letters by mail to all individuals that have waivers to inform them of the required assessment upcoming. Lastly, the department continues with succession planning to assist with the many changes occurring.

- Ms. Nichols indicated that the Special Olympics spring season has begun and many other activities have been going on in the community as well. She provided a packet update with some statistics regarding Special Olympics and other community involvements. Additionally, she shared about the efforts being made during DD awareness month and how there are billboards displayed among 3 locations in the county. There are several dine to donate events and lastly a Spirit Night upcoming to celebrate the end of the winter sports season. Ms. Nichols wrapped up her discussion with sharing that Employment Navigators have been attending more community events and the Community Awareness department is working to improve communication with schools and parents to educate them about the role of MCBDD and what services are offered.

- Ms. Pettit shared that HR Generalist Linda Hingers last day in office is March 31st. She is working on onboarding and training the new HR Assistant and HR Generalist. She is also recruiting for the open SSA, Executive Assistant, and Communications Coordinator positions. She updated the Board that she is working with Organizational Solutions to build a Total Rewards Statement for employees. She has been working alongside the Executive team with Strategic Plan updates. She conducted the culture survey focus groups and will take the discussion back to the Executive Team for further evaluation. Coming up is a property tax townhall with employees due to potential changes occurring. Ms. Pettit is working with Scott Schreiber again to complete a compensation study to ensure market competitiveness. Lastly, she shared that she is working on SharePoint conversion and training for employees.

X. NEXT MEETING: April 20, 2026

XI. ADJOURNMENT

A motion to adjourn the meeting was made by Mr. McKinney at 7:28 p.m. and seconded by Ms. Fong. Ms. Via called for a voice vote.

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

Motion carried unanimously. Meeting adjourned.

Minutes approved:

Amanda Mc
PRESIDENT

4-20-2026
DATE

Michelle Fong
RECORDING SECRETARY

4/20/26
DATE