Miami County Board of Developmental Disabilities

BOARD MEETING MINUTES

April 20, 2026

BOARD IN-SERVICE - 5:30 p.m. – Employment presented by Kristin Watkins, SSA; Toney Peters, SSA; Dwayne Hall, Employment Navigator; Elizabeth Jennings, Employment Navigator

The Miami County Board of Developmental Disabilities held its meeting on Monday, April 20, 2026 at 1625 Troy-Sidney Rd., Troy, Ohio. The meeting was called to order by President Mandy Via at 6:00 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, Melissa Nichols, Steve McEldowney, Stacy Pettit, and Preble County Board of Developmental Disabilities Administrative Assistant Danielle Denlinger.

IV. PRESENTATION BY GUESTS

Rob and Vicky Davis; Parents of Addison Davis, Individual Served through MCBDD.

V. PRESENTATION OF MINUTES

The minutes of the March 16, 2026 meeting were reviewed. A motion to approve the minutes was made by Mr. McKinney 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.

VI. PRESENTATION OF FINANCIAL REPORTS

Monthly Financial Reports: Mr. McEldowney reviewed the financial report for March 2026. A motion to approve the report was made by Ms. Fong and seconded by Mr. Bopp. 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. Proposal to Add An InterRAI Assessor: Upon the recommendation of the Superintendent, a motion to add an InteRAI Assessor position to the MCBDD Table of Organization with a base salary within $25.09-35.85 per hour was made by Mr. Bopp and seconded by Mr. McKinney. 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.

B. Proposal to Eliminate the Communications Coordinator Position: Upon the recommendation of the Superintendent, a motion to eliminate the Communications Coordinator position on the Table of Organization was made by Mr. Metz 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**
None		

Open Positions:

Position	FT/PT/Intermittent	Replace/New
Executive Assistant	Full-Time	Replace Carol Helman
Facilities Specialist	Full-Time	Replace Mark Sheets
SSA	Full-Time	Replace Nicole Adkins

Promotions/Transfers:

Name	Position From	Position To	Date
None			

Resignations/Contract Non-Renewals/Retirements/Terminations:

Name	Type	Position	Date
Nicole Adkins	Resignation	SSA	05.15.2026
Mark Sheets	Resignation	Facilities Specialist	05.31.2026

D. 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 Mr. Metz. 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:

B-15 Administration and Operation of County Board of Developmental Disabilities

Change to Policy:

B-04 Governance of Board Operations
B-10 Administrative Organization
SSA-10 Provider Overtime
Miami County Board of DD Privacy and Security Standards Manual

Date Change Only:

B-02 Orientation of New Board Members

Old Policies Being Rescinded:

B-13 Strategic Plan
SSA-02 Eligibility Determination

E. Other:

- Mr. Green reported on financial actions across the state and many counties being in financial emergency. He made no further comments.

IX. COMMENTS

- Mr. McEldowney shared that the newly hired Accounting Generalist has been training with HOP and payroll/accounting departments to ensure she is cross trained across departments. Lastly, the 5-year cost projection was turned in, being due on April 1. Late May into early June, the score card will come back looking at the 12 areas of competence, and he said he will bring that information back to the board in June. Next, the Early Intervention Service Coordination Application for fiscal year 2027 was submitted last week as well. It was reduced in amount compared to last year. Finally, he noted that the Title XX request is due at the end of the month and cost report is due June 30.

- Ms. Greenawalt-Cherry stated that the annual percentage ranking is meeting requirements, being the highest ranking available. Coming the following week, the combined outreach presentation with the central intake outreach coordinator will be meeting to educate families and other organizations. Next, there are 2 Developmental Specialists, one off probation and holding a caseload, and the other continuing to learn the role of a DS. She also shared that Amy Kneisley is helping contract with the EI department through WestCON. Lastly, Ms. Greenawalt-Cherry shared that the EI department has been completing many trainings recently.

- Ms. Snell gave a summary about mock accreditation coming up in September. She met with the SSA department and has a plan set and will continue to work with other departments. She noted that organization is contracting with an outside source. This is to prepare for the real accreditation process in a few years. Next, the first CONNECT training for the Behavior Support Coordinators is coming up on May 5 and May 6. Ms. Snell continues to update the policies and procedures, starting with the business associate agreements and making appropriate changes.

- Ms. Knupp shared that the new Accounting Generalist is helping with reorganizing some administrative work for HOP. She and the other HOP staff will be meeting to redistribute duties from the department with the addition of the new hire. Furthermore, she noted that 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. Shelby County has listed a property, and another one will be listed soon too. On the IT end, the department is continuing to set up laptops and safety planning. All of the facility safety pieces are being reevaluated as well. Ms. Knupp shared the facilities team is busy doing weather-related maintenance and other clean-up tasks around the building. 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 continues to work on creative solutions. The new DODD assessment, InterRAI, is being piloted and a current SSA will be transitioning into the InterRAI role. She expressed how having a seasoned SSA will be beneficial for the newly approved

InterRAI position at the county board. Lastly, the department continues with succession planning to assist with the many changes occurring.

- Ms. Nichols indicated that the website has achieved many of the web content accessibility changes that are required and working alongside Shout It Out Design for that tedious process. She noted that she is collaborating with Becky Snell and Stacy Pettit to implement a different form of documents rather than PDF versions on the website. Lastly, she noted that Community Connections and Special Olympics have been doing great work within the department. Aktion Club and Advocacy have held great meetings with significant attendance and notable guest speakers. Lastly, Ms. Nichols noted the high school student that was highlighted in the Tippecanoe Gazette and that the organization is reaching out to him for further community involvement.

- Ms. Pettit shared she is continuing to train the new HR Assistant and HR Generalist. She is also recruiting for the open SSA, Executive Assistant, and Facilities Specialist positions. Mentor trainings are occurring and the groups meet for 8 sessions throughout a several month time period. County awards are at the end of the week on Friday, and several employees will be recognized for their years of service.

X. EXECUTIVE SESSION

A motion to enter into Executive Session to discuss the employment and compensation of a public employee was made at 6:55 p.m. by Mr. Metz and seconded by Mr. Bopp. Ms. Via asked 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.

A motion to adjourn from Executive Session was made at 8:16 p.m. by Mr. McKinney and seconded by Mr. Funderburg. Ms. Via asked for a voice vote. The motion carried.

A motion to approve the SSA and Operations Director Proposal was made by Mr. McKinney and seconded by Mr. Metz. Ms. Via asked 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.

XI. NEXT MEETING: June 15, 2026

XII. ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Funderburg at 8:17 p.m. and seconded by Mr. Metz. 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:

PRESIDENT — **DATE** 6/29/2026

RECORDING SECRETARY — **DATE** 6/29/26