Miami County
Board of
Developmental
Disabilities

BOARD MEETING MINUTES

June 29, 2026

BOARD IN-SERVICE - 5:30 p.m. – No In-Service – Rescheduled for a later date in the year.

The Miami County Board of Developmental Disabilities held its meeting on Monday, June 29, 2026 at 1625 Troy-Sidney Rd., Troy, Ohio. The meeting was called to order by President Mandy Via at 5:31 p.m.

I. ROLL CALL

Mandy Via	-	Present	Joel Bopp	-	Present
Shawn McKinney	-	Present	Nate Funderburg	-	Excused
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, Bridget Haines, and Preble County Board of Developmental Disabilities Administrative Assistant Danielle Denlinger.

IV. PRESENTATION BY GUESTS

None.

V. PRESENTATION OF MINUTES

The minutes of the April 20, 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 voice vote.

The motion carried unanimously.

VI. PRESENTATION OF FINANCIAL REPORTS

Monthly Financial Reports: Mr. McEldowney reviewed the financial report for April and May, 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	-	Excused

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

The motion carried.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Proposal - Liability and Fleet Insurance: Upon the recommendation of the Superintendent, a motion to approve the purchase of insurance through Southwestern Ohio Education Purchasing Cooperative (EPC) for July 1, 2026 – June 30, 2027, at the cost of $32,047 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	-	Yes	Nate Funderburg	-	Excused
Michelle Fong	-	Yes	David Lewis	-	Yes
Deon Metz	-	Yes			

The motion carried.

B. Personnel Actions:

New Hires:

Name	Position	Date
Alex Darner	CAO Intern	06.01.2026
Ethan Reed	SSA	06.08.2026
Logan Hurt	SSA	06.08.2026
Jeffrey Lawson	SSA	06.22.2026
Calan Williams	Interim Facilities Specialist	06.22.2026
Bridget Haines	Executive Assistant	06.22.2026
Christopher Brown	Facilities Specialist	07.06.2026

Open Positions:

Position	FT/PT/Intermittent	Replace/New
SSA	Full-Time	Replace Tracy McFall
SSA	Full-Time	Replace Cade Young
Facilities Specialist	Full-Time	Replace Jeff Lee

Promotions/Transfers:

Name	Position From	Position To	Date
Jessica Knupp	SSA Director	SSA and Operations Dir.	04.25.2026
Tracy McFall	SSA	InterRAI Assessor	05.05.2026

Resignations/Contract Non-Renewals/Retirements/Terminations:

Name	Type	Position	Date
Nick Burk	Resignation	SSA	05.04.2026
Nicole Adkins	Resignation	SSA	05.15.2026
Tyler Gibson	Resignation	SSA	05.29.2026
Mark Sheets	Retirement	Facilities Specialist	05.31.2026
Jeff Lee	Resignation	Facilities Specialist	06.04.2026
Cade Young	Resignation	SSA	06.12.2026

C. Policies/Procedures: Upon the recommendation of the Superintendent, a motion to adopt the Policies and Procedures listed below was made by Ms. Fong and seconded by Mr. Metz. Ms. Via called for a voice vote.

Motion carried unanimously.

New Policy:

SSA-1 Service And Support Administration

Change to Policy:

B-01 Mission Vision and Values Statements
B-02 Orientation and Annual Training of Board Members
B-06 Duties of Board Officers
B-07 Responsibilities-Prohibitions of Board Members
B-08 Appearance and Presentation Before Board
B-09 Meetings of the Board
B-10 Administrative Organization
B-14 Remote Attendance at Board Meetings
SSA-12 Technology First

Date Change Only:

B-11 Table of Organization
B-12 Digital Recording

Old Policies Being Rescinded:

None

D. Other:

IX. COMMENTS

- Mr. McEldowney shared that he has submitted the 2025 cost report. In July he will finish the fiscal year 2026 EI Grant. He is also working on the Title XX allocation and will be meeting with Directors in July and August to review the 2027 budget needs for each department as the 2027 budget will be presented to the Board in September.

- Ms. Nichols shared the agency's completed the Strategic Plan update for 2025. MCBDD and Miami County Special Olympics have recently received good press coverage. Ms. Nichols passed around local news articles referring to several activities. New Community Connections activities including a "Family Fun Kickball for All" event has been well attended. Nerf games are being added to the schedule. PREP Program for 14–15-year-olds wrapped up in June. Teens received pre-employment training with caterer, Light on the Hill, along with many other community partners. July will see 16–17-year-olds attending a similar program. The Bell Choir is back up and running with new Bell Choir Director Krissy O'Malley. This program will include 8-week sessions followed by a concert. Fall and winter sessions are already being planned.

- Ms. Knupp shared that IT is exploring options for a more user-friendly phone system for remote workers. She is also finalizing and planning IT Safety and Security policies with Ms. Snell. Facilities and Housing are collaborating in seasonal clean-up of the community capital properties. Many rule changes have been coming in. SSA's are already meeting state compliance standards that are in the revised rules. We currently have several SSA positions vacant, however, SSA's continue to provide caseload coverage and the most recently hired SSA's will be beginning active case management soon. The existing partnership with JFS continues with focus on serving children that receive services from both agencies. Budget planning for IT, Facilities, SSA, Housing and Medicaid Services for 2027 has begun with Mr. McEldowney, including the discussion of new projects.

- Ms. Snell indicated that she and Mr. Green met with a provider agency from Montgomery County to discuss shared issues and solutions. Training for the SSA Department on new rules effective 7/1 and internal policies are complete. Alicia Hutchinson graduated from the 9-month long Trauma Informed Biographical Timeline Program. There has been a moratorium placed on New Providers; both Agency and Independent. Outside consultant, Janet Jackson continues to work with us to create a file organization map through Sharepoint. Should take roughly one year to get the process fully started.

- Ms. Pettit is continuing the onboarding and training of the many new hires. The HR Generalist will complete her 6-month probationary status next week and has been assisting with the onboarding process. HR Assistant Kamryn Bennet will complete her Master's Degree in Human Resources by the end of the month. Ten individuals completed the Mentor Program. HR is updating Position Descriptions and Talent Reviews. Ms. Pettit is also working with Mr. McEldowney on the budget data for 2027.

X. EXECUTIVE SESSION

A motion to enter into Executive Session to discuss the employment and compensation of a public employee was made at 6:22 p.m. by Mr. McKinney and seconded by Mr. Bopp. Ms. Via asked for a roll call vote.

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

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

The motion carried.

A motion to adjourn from Executive Session was made at 7:15 p.m. by Mr. McKinney and seconded by Mr. Bopp. Ms. Via asked for a voice vote.

The motion carried unanimously.

A motion to enter into a shared services agreement with Preble County Board of Disabilities for Stacy Pettit as Human Resources and Organizational Development Director from July 3, 2026 to December 31, 2026 at a cost of approximately $146,692 per year was made 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	-	Excused
Michelle Fong	-	Yes	David Lewis	-	Yes
Deon Metz	-	Yes			

Motion carried.

XI. NEXT MEETING: August 17, 2026

XII. ADJOURNMENT

A motion to adjourn the meeting was made by Mr. McKinney at 7:16 p.m. and seconded by Mr. Metz. Ms. Via called for a voice vote.

Motion carried unanimously. Meeting adjourned.

Minutes approved:

PRESIDENT	8-17-2026 **DATE**
Michelle Fong **RECORDING SECRETARY**	8/17/26 **DATE**