Miami County Board of Developmental Disabilities

BOARD MEETING MINUTES

September 21, 2026

BOARD IN-SERVICE - 5:30 p.m. – Budgeting and Cash Projections presented by Steve McEldowney, Business Director.

The Miami County Board of Developmental Disabilities held its meeting on Monday, September 21, 2026 at 1625 Troy-Sidney Rd., Troy, Ohio. The meeting was called to order by President Mandy Via at 6:10 p.m.

I. ROLL CALL

Mandy Via	-	Present	Joel Bopp	-	Excused
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, Melissa Nichols, Steve McEldowney, Stacy Pettit, Kathy Greenawalt-Cherry and Bridget Haines.

IV. PRESENTATION BY GUESTS

Miami County Board of Developmental Disabilities Superintendent, Brian Green recognized long time Miami County Board of Developmental Disabilities volunteers, Connie Teserovich and Kristie Rittwage for their over twenty years of volunteer work.

V. PRESENTATION OF MINUTES

The minutes of the August 17, 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.

VI. PRESENTATION OF FINANCIAL REPORTS

Monthly Financial Reports: Mr. McEldowney reviewed the financial report for August, 2026. A motion to approve the report was made by Ms. Fong and seconded by Mr. Metz. Ms. Via called for a roll call vote.

Mandy Via	-	Yes	Joel Bopp	-	Excused
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 – CY2027 Revenue and Expenditure Budget: Upon the recommendation of the Superintendent, and with the concurrence of the Personnel and Finance Committee a motion to approve the CY2027 Revenue and Expenditure Budget as presented was made by Mr. Metz and seconded by Ms. Fong. Ms. Via called for a roll call vote.

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

The motion carried.

B. Additional Paid Holiday for 2026: Upon the recommendation of the Superintendent, a motion to approve November 27, 2026, to be a paid holiday for all employees of the Miami County Board of Developmental Disabilities, regardless of exemption status, was made by Mr. McKinney and seconded by Mr. Metz. Ms. Via called for a roll call vote.

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

The motion carried.

C. Personnel Actions:

New Hires:

Name	Position	Date
Timri Nolte	SSA	09.14.2026

Lauren Bergman	HR Assistant	09.21.2026
Megan Kaelin	SSA	10.05.2026
Brooklyn Dotson	SSA	10.26.2026

Open Positions:

Position	FT/PT/Intermittent	Replace/New
Facilities Specialist	Full-Time	Replace Ben Schenck
Accounting Generalist	Full-Time	New Position

Promotions/Transfers:

Name	Position From	Position To	Date
N/A			

Resignations/Contract Non-Renewals/Retirements/Terminations:

Name	Type	Position	Date
Ben Schenck	Termination	Facilities Specialist	08.13.2026
Lista Oaks	Retirement	Business Analyst – AP & AR	08.31.2026
Kamryn Bennett	Resignation	HR Assistant	09.11.2026

D. Policies/Procedures: N/A

E. Other: Mr. Green shared with the Board that Miami County Board of Developmental Disabilities and Miami County Department of Job and Family Services have met regarding several children for whom the agencies share services. The cost to serve these children is just shy of $1,000,000.00. MCBDD and JFS share these expenses 50/50. MCBDD is exploring ways to be more cost-efficient and to strengthen the partnership with JFS. The Synergy Conference is the following week. Mr. Green will participate in the event, and four of the individuals we serve will attend.

IX. COMMENTS

- Mr. McEldowney attended the Business Managers Conference where he was able to meet with peers and discuss fiscal sustainability for the Board. The 2027 Appropriation Budget will be submitted to the Miami County Commissioners. Brian Green and Mr. McEldowney will meet with the Commissioners and answer any questions. Mr. McEldowney stated that there have been several qualified applicants for the Accounting Generalist position and interviews will be conducted later in the week.

- Ms. Nichols shared that Miami County Board of Developmental Disabilities will host the Regional Advocacy Conference at Edison State University. The guest speaker will be Brad Reed from the Tri-County Board of Mental Health and Recovery. Four Special Olympics golfers are heading to the State Golf Tournament. The Bell Choir is performing at the Mum Festival on Sunday, September 27, 2026 at 3:30pm and 4:30pm on the main stage. The Accessible Restroom Trailer will also be at the Mum Festival this year. October is National Disability Employment Awareness Month. Billboards will be posted in the coming weeks with photos of some of our served

individuals, who work for local businesses. Aktion Club is preparing a name change in order to remain active with key local charities without being part of Kiwanis International.

A dedicated committee is organizing a day-long celebration for the Board's 75th Anniversary in March 2027. More details to come.

- Ms. Greenawalt-Cherry shared that the Early Intervention (EI) Department successfully partnered with Organizational Solutions to migrate computer files to SharePoint, significantly improving document storage and retrieval. The EI Department also experienced an exceptional surge in engagement for the annual Family Questionnaire, which achieved a 44% return rate this year compared to just 19% last year—an achievement the department plans to celebrate. Recent data summaries highlight that 35% of referrals originated from physicians and 27% came directly from families. Furthermore, 46% of entering children presented with one or more substantial developmental delays, while 32% entered with an existing medical diagnosis. Finally, program outcome metrics for children reaching age three revealed that 55% maintained eligibility to stay in the program, while 35% successfully graduated because they no longer required services. Ms. Greenawalt-Cherry concluded her report by sharing heartwarming, positive feedback directly from the family questionnaire submissions.

- Ms. Knupp shared that the IT Department is currently focusing on new ways to keep staff electronic equipment safe. Meanwhile, the Facilities Department has hired two new Facilities Specialists whose hard work has reignited several paused initiatives, including a collaborative effort with Ms. Snell and Ms. Nichols regarding record retention and historical documentation. For the Service and Support Administration (SSA) team, the agency is waiting on the vendor, Primary Solutions, to prepare the system for a new person-centered planning template to replace the Ohio Individual Service Plan. This transition is slated to begin this October, with the new templates scheduled to go live in January. Additionally, a new compliance requirement mandates that SSAs conduct a home visit every six months for each individual served.

- Ms. Snell reported that recent SSA requirements heavily emphasize cost containment, requiring SSAs to carefully balance fiscal responsibility with their person-centered care mission. Last week's DSP Appreciation Event was well-attended and highly successful, despite being cut short by rain; special thanks go to the facilities personnel for their rapid efforts to pack up equipment in the pouring rain. The agency is preparing for a Mock Accreditation next week with assistance from the Clearwater COG to get an objective review of current procedures. Ms. Snell stated that a newly submitted records retention policy is awaiting approval from the County Commissioners. Staff is also working to modify all forms and flyers to provide better accessibility, based on a new State requirement. Ms. Snell continues to work on a centralized SharePoint site to streamline staff access to policies and agency news.

- Ms. Pettit reported that Mr. Green's evaluation process and contract will be discussed at the next Board meeting and reviewed in November. Ms. Pettit also reported that she and Ms. Evans attended State Personnel Board of Review annual training. Ms. Pettit also attended CORSA training. Ms. Pettit informed the Board that the benefit of moving some Board employee benefits to the County structure is that Board employees learn about open enrollment earlier, which will be approximately October 15th through the end of the month. Ms. Pettit met with Angela Lewis and the Board is looking to move the dental, vision and life insurance benefits to the County as well. Ms. Pettit reported that she,

Ms. Knupp and Ms. Braun have been actively working on the chemical inventory and hazard communication training, labeling, etc., and have submitted that information to Public Employment Risk Reduction Program.

X. EXECUTIVE SESSION

A motion to enter into Executive Session to discuss the employment and compensation of public employees was made at 7:19 p.m. by Mr. McKinney and seconded by Mr. Metz. Mr. McKinney asked for a roll call vote.

Mandy Via	-	Yes	Joel Bopp	-	Excused
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 8:20 p.m. by Mr. Metz and seconded by Mr. McKinney. Ms. Via called for a roll call vote.

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

The motion carried.

A motion to accept the Proposal for 2027 Employee Salary Increases was made by Mr. Metz and seconded by Mr. McKinney. Ms. Via called for a roll call vote.

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

The motion carried.

A motion to accept the Proposal for 2027 Compensation Structure Increase was made by Mr. Metz and seconded by Mr. McKinney. Ms. Via called for a roll call vote.

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

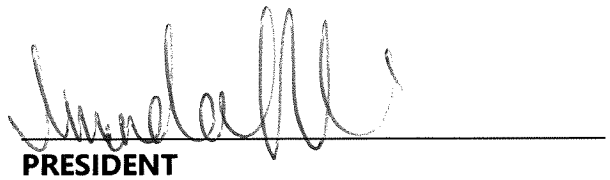
The motion carried.

XI. NEXT MEETING: Monday, October 19, 2026

XII. ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Metz at 8:22 p.m. and seconded by Mr. McKinney. Ms. Via called for a voice vote.

Motion carried unanimously. Meeting adjourned.



PRESIDENT 10/19/2026 **DATE**

Michelle Pong

RECORDING SECRETARY 10/19/2026 **DATE**