Miami County
Board of
Developmental
Disabilities

BOARD MEETING MINUTES

August 17, 2026

BOARD IN-SERVICE - 5:30 p.m. – Early Intervention: Presented by Kaelyn Foreman, SC Manager and Taylor Von Duhn, DS Manager.

The Miami County Board of Developmental Disabilities held its meeting on Monday, August 17, 2026 at 1625 Troy-Sidney Rd., Troy, Ohio. The meeting was called to order by Vice President Shawn McKinney at 5:58 p.m.

I. ROLL CALL

Mandy Via	-	Present – via Zoom	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 Mr. McKinney.

III. INTRODUCTION OF STAFF/GUESTS

The following staff were in attendance: Brian Green, Becky Snell, Jessica Knupp, Melissa Nichols, Steve McEldowney, Stacy Pettit and Bridget Haines.

IV. PRESENTATION BY GUESTS

None.

V. PRESENTATION OF MINUTES

The minutes of the June 29, 2026 meeting were reviewed. A motion to approve the minutes was made by Mr. Bopp and seconded by Mr. Metz. Mr. McKinney 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			

VI. PRESENTATION OF FINANCIAL REPORTS

Monthly Financial Reports: Mr. McEldowney reviewed the financial report for June and July, 2026. A motion to approve the report was made by Mr. Metz and seconded by Ms. Fong. Mr. McKinney 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 – Accounting Generalist: Upon the recommendation of the Superintendent, a motion to approve adding an Accounting Generalist position to the MCBDD Table of Organization reporting to the Business Director with a base salary within $22.81 - $32.59 per hour was made by Mr. Metz and seconded by Ms. Fong. Mr. McKinney 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. Table of Organization: Mr. Green led the Board through the changes made to the Table of Organization since it's approval in January, 2026. A motion to approve the Quarterly Table of Organization was made by Mr. Metz and seconded by Ms. Fong. Mr. McKinney 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. Ethics Council Approval: A motion to accept the findings of the Ethics Council to offer reimbursement of up to 10 individuals who attend the 2026 Synergy Conference, on their own, at an amount not to exceed $500 per individual, who meet the reimbursement criteria as outlined in the Synergy Plans Processes and Procedures was made by Mr. Bopp and seconded by Mr. Funderburg. Mr. McKinney 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.

D. Personnel Actions:

New Hires:

Name	Position	Date
Christopher Brown	Facilities Specialist	07.06.2026
Kyle Langston	Facilities Specialist	08.10.2026
Timri Nolte	SSA	09.14.2026

Open Positions:

Position	FT/PT/Intermittent	Replace/New
SSA	Full-Time	Replace Tracy McFall
SSA	Full-Time	Replace Cade Young
SSA	Full-Time	Replace Zack Newfer
HR Assistant	Full-Time	Replace Kamryn Bennett

Promotions/Transfers:

Name	Position From	Position To	Date
N/A			

Resignations/Contract Non-Renewals/Retirements/Terminations:

Name	Type	Position	Date
Zack Newfer	Resignation	SSA	08.07.2026
Kamryn Bennett	Resignation	HR Assistant	09.11.2026

E. 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. Funderburg. Mr. McKinney 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.

New Policy:

G-43 Public Records Access and Retention, Appendix A and Appendix B

Change to Policy:
None.

Date Change Only:

G-04	Development and Implementation of Behavioral Support Strategies
F-29	Five-year Projection of Revenues and Expenditures
F-30	Ensuring the Solvency of the Miami County Board of Developmental Disabilities

Old Policies Being Rescinded:

P-42	Public Records and all Appendices

F. Other:

IX. COMMENTS

- Mr. McEldowney shared that he has received the County Financial Risk Score Card. Miami County scored a "3" which is considered "Healthy." Mr. McEldowney is working with Directors on Department Budgets to present the full Board budget next month. He will be attending the Business Manger's Conference on September 10 and 11, 2026. Business Analyst, Lista Oaks has announced her retirement after nearly 34 years of service, to take place at the end of August.

- Ms. Nichols shared that she is finishing up the 2025 Annual Report. She states that the PREP Program was very well received with plans to continue the program in 2027. Special Olympics golf and softball programs are underway. September 10, 2026 will be Spirit Night. Summer intern, Alex Darner has completed his internship and is headed back to school.

- Ms. Knupp shared that her department is working on completing all rules changes for the year.

- Ms. Snell indicated that Behavior Support Coordination Manager, Brenda Miller presented at the State Behavior Support program and it was a success. Sharepoint is moving forward and files are being organized in line with new Records Retention policies. New SSA rules were sent out by the State and she will be working on implementing them. New rules regarding the use of cameras in individuals' homes and spaces have also been presented by the State. Ms. Snell, in reference to information related in the Board In Service from the EI Department, shared that the ADEP program is extremely valuable in determining eligibility for our served people with autism.

- Ms. Pettit reported that a comprehensive Compensation Study is underway with Compensation Consultant Scott Schreiber. All position descriptions have been reviewed and updated in collaboration with department directors and submitted to the consultant. Compensation recommendations, including the annual increase and any proposed changes to the compensation structure, will be presented to the Board at the September meeting in conjunction with the 2027 Budget.

Over the next several weeks, Ms. Pettit will conduct Talent Reviews with department directors to assess employee strengths, development opportunities, and support needs. Risk assessments will also be completed for all positions to assist with workforce and succession planning.
Ms. Pettit continues to collaborate with the County HR Director regarding the transition of dental, vision, and life insurance benefits for 2027.

Recruitment efforts remain ongoing. Interviews are currently being conducted for SSA and HR Assistant positions. HR Assistant Kamryn Bennett's last day will be September 11, 2026. The Facilities Specialist and Accounting Generalist positions will also be posted this week.

X. EXECUTIVE SESSION

A motion to enter into Executive Session to discuss the employment and compensation of a public employee was made at 6:47 p.m. by Mr. Bopp and seconded by Mr. Metz. Mr. McKinney 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.

Due to another commitment, Mr. Funderburg was excused from the Board Meeting at 7:10pm.

A motion to adjourn from Executive Session was made at 7:30 p.m. by Mr. Bopp and seconded by Mr. Metz. Mr. McKinney 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.

XI. NEXT MEETING: Monday, September 21, 2026

XII. ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Metz at 7:31 p.m. and seconded by Mr. Bopp. Mr. McKinney 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.

Minutes approved:

Amanda Lin — 9/21/2024

PRESIDENT **DATE**

Michelle Fony — 9/21/24

RECORDING SECRETARY **DATE**