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## BOARD MEETING MINUTES

April 21, 2025

**BOARD IN-SERVICE:** Miami County Board of Developmental Disabilities Levy presented by Melissa Nichols, Community Awareness and Opportunities Director

The Miami County Board of Developmental Disabilities held its monthly meeting on Monday, April 21, 2025 at 5:52 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

### I. ROLL CALL

Mandy Via	- Present	Deon Metz	- Present
Jerry Herbe	- Present	Joe Fulker	- Present
Shawn McKinney	- Present	DJ Gayhart	- Excused
Michelle Fong	- 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, Stacy Pettit, Steve McEldowney, and Carol Helman.

### IV. PRESENTATION BY GUESTS

None

### V. PRESENTATION OF MINUTES

The minutes of the March 17, 2025 meeting were reviewed. A motion to accept the minutes was made by Mr. Metz and seconded by Mr. Fulker. Ms. Via called for a voice vote. The motion carried.

### VI. PRESENTATION OF FINANCIAL REPORTS

**A. Monthly Financial Reports:** Mr. McEldowney reviewed the financial report for March 2025. A motion to accept the report was made by Ms. Fong and seconded by Mr. Herbe. Ms. Via called for a roll call vote.

Mandy Via	- Yes	Deon Metz	- Yes
Jerry Herbe	- Yes	Joe Fulker	- Yes
Shawn McKinney	- Yes	DJ Gayhart	- Excused
Michelle Fong	- Yes		

The motion carried.

**VII. OLD BUSINESS**

- A. Quarterly Table of Organization:** Mr. Green reviewed the changes since January, 2025. A motion to approve the Quarterly Table of Organization was made by Mr. McKinney and seconded by Ms. Fong. Ms. Via called for a voice vote. The motion carried.

**VIII. NEW BUSINESS**

- A. Ethics Approvals:** None

- B. Personnel Actions:**

**New Hires:**

Nick Burk	SSA	03.31.2025
Ben Schenck	Facilities Specialist	04.28.2025 PENDING

**Open Positions:**

Behavior Support Coordinator	Full-Time	Replace Megan Barhorst
Community Connections Coordinator	Part-Time	Replace Joy Starry
Community Connections Coordinator	Part-Time	Replace Joy Starry
EI Administrative Assistant	Full-Time	Replace Mary Jo Baker
HR Assistant	Full-Time	New Reposted
SSA	Full-Time	Replace Paul Reed
SSA	Full-Time	New

**Promotions/Transfers:**

Gloria Olberding	Ful-Time Service Coordinator	05.12.2025
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**Resignations/Contract Non-Renewal/Retirement/Termination:**

None

- 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. McKinney. Ms. Via called for a voice vote. The motion carried.

**Change to Policy:**

- G-24 Volunteers – removed reference to FANS and updated an ORC reference.
- G-34 Smoke and Tobacco Free Environment – added the word “smoke” to the policy title and throughout for clarification and included smoking of “marijuana or similar substances” as prohibited.
- SSA-4 Administration of Funding for Services – minor revision to clarify funds administered by and deposited with WestCON

**Date Change Only:**

G-70 Telephone and Voicemail Use

**D. Other:**

- Mr. Green reported that he and Ms. Knupp recently met with Sara Bowers, the Director of Job and Family Services, to discuss children who are on the caseloads at both agencies and sharing the cost for out-of-home placements for those children. Some placements are out of state, representing a significant financial commitment, so discussions included identifying where a child can be placed to receive the best benefit and finding more competitive or better local placements in Miami County when possible.

Ms. Knupp will work closely with Ms. Bowers to identify children who should be shared, develop plans going forward on the best way to share those children, and find ways to serve and take care of them in our own county. In addition, Ms. Snell provided eligibility training for the JFS caseworkers.

Ms. Via expressed her thanks for the work being done. She realizes how difficult it can be to collaborate in these types of high stress, very emotional situations.

**IX. COMMENTS**

- Mr. McEldowney shared he is currently working on annual report figures. He is getting his introduction to the board cost report and also has taken the first class beyond the introduction. He and Ms. Landers will be starting on the cost report this week which is due June 30.
- Ms. Greenawalt-Cherry stated that there was an increase in EI referrals in February and March. She and the Developmental Specialist Manager met with Child Care Choices to discuss, develop and schedule training for childcare centers and workers on understanding infant/toddler development and when to refer. In the fall, there will be training on how to have difficult conversations with families. An offer was made and accepted by an EI Administrative Assistant candidate and she should know more soon about the return of the Developmental Specialist who has been on medical leave.
- Ms. Snell reported the blue envelope program has been implemented for drivers who may be on the autism spectrum or have special communication needs. The envelopes are available to the SSAs and the Investigative Agents will be distributing them to law enforcement agencies in Miami County. The eligibility training for Children's Services caseworkers went well. On April 9, DODD held a Community Talk regional meeting which was open to the community, families, providers and county board staff. DODD answered questions from providers about the new DODD rule restricting travel for individuals on waivers. Trauma Informed Care training for MCBDD staff will be held in May. The Dayton Autism Society has provided us with sensory kits and they have been put in each meeting room to use as needed.
- Ms. Knupp indicated that the required Ohio ISP upload is on track with over 90% of the ISPs being completed. There continues to be some struggles with getting revisions uploaded due to issues with the state system. New hire training is going well and interviews are in process for the two open SSA positions. The IT team is working through the first quarter laptop replacements and the IT specialist is going to each workstation to make sure they are equipped with everything that staff needs. Housing Opportunities for People reports they are in the

process of home purchases in Champaign County and Shelby County in conjunction with those county boards.

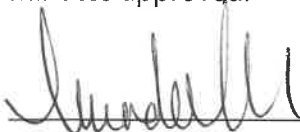
- Ms. Pettit shared the 2022-2024 Strategic Plan Update. She is currently recruiting for open positions and working on new hire onboarding. She met with Miami University to discuss internships and their program. A second round of clothing vouchers will be issued to employees in May to give them an opportunity to purchase more items with the new logo. She recently reached out to employees about donating unused sick leave to benefit employees who are new to MCBDD or those who may be going through something significant and have run out of paid time off. She is working on the OACB compensation survey. It is time for annual staff training to remain in compliance. She had an opportunity to go to Butler County Board of DD to sit in on their leadership facilitator training.
- Ms. Nichols stated that she has met with a sign company on updating the building signs with the new logo. They will start with the signs outside in front and work their way through the building. The new issue of ABLE magazine is out. They continue to work on hiring a full-time Community Connections facilitator to help with Special Olympics and then use intermittent facilitators for flexibility in scheduling activities. There has been interest expressed in doing physical activities so they are looking at adding pickle ball, disc golf, cornhole and a walking club. Special Olympics bowling is back and there are currently 43 athletes involved.
- Mr. Green shared that at last year's Synergy Conference, MCBDD presented on the LifeCourse tools and part of that presentation included how those tools were integrated into the MCBDD Strategic Plan. Staff from the Ohio Self Determination Association attended the presentation and have asked for assistance in integrating those tools within their own organization and Strategic Plan.

**X. NEXT MEETING:** Monday, June 16, 2025

**XI. ADJOURNMENT**

A motion to adjourn the meeting was made by Ms. Fong at 6:48 p.m. and seconded by Mr. Metz. Ms. Via called for a voice vote. The motion carried. Meeting adjourned.

Minutes approved:

  
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**PRESIDENT**

6/16/2025  
**DATE**

  
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**RECORDING SECRETARY**

6/16/2025  
**DATE**