



BOARD MEETING MINUTES

June 27, 2022

BOARD IN-SERVICE: The Ohio ISP presented by Jessica Knupp, SSA Director, Erin Clark, SSA Manager, Ben Battista, SSA Manager, Jacklyn Vietor, SSA Manager, Kristin Watkins, SSA, John Dorsey, SSA and Rebekah Holly, SSA

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, June 27, 2022, at 6:00 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

I. ROLL CALL

Lori Meyer	- Present	Michelle Fong	- Present
Mandy Via	- Excused	Deon Metz	- Present
Jerry Herbe	- Present	Joe Fulker	- Present
Shawn McKinney	- Excused		

II. PLEDGE OF ALLEGIANCE

Everyone in attendance joined in giving the Pledge of Allegiance, led by Ms. Meyer, President.

III. INTRODUCTION OF STAFF/GUESTS

The following staff were in attendance: Brian Green, Becky Snell, Floyd Gregg, Jessica Knupp, Kathy Greenawalt-Cherry, Stacy Pettit, and Carol Helman.

IV. PRESENTATION BY GUESTS

None

V. PRESENTATION OF MINUTES

The minutes of the May 16, 2022 meeting were reviewed. A motion to accept the minutes was made by Ms. Fong and seconded by Mr. Herbe. Ms. Meyer asked for a voice vote. The motion carried.

VI. PRESENTATION OF FINANCIAL REPORTS

A. Monthly Financial Reports: Floyd Gregg, Business Director, reviewed the financial reports for May 2022. A motion to accept the reports was made by Mr. Herbe and seconded by Mr. Metz. Ms. Meyer asked for a voice vote. The motion carried.

B. Monthly Bills: The May 2022 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the May 2022 bills was made by Ms. Fong and seconded by Mr. Metz. Ms. Meyer asked for a roll call vote.

Lori Meyer	- Yes	Michelle Fong	- Yes
Mandy Via	- Excused	Deon Metz	- Yes

D. Proposal for Property Purchase: Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve the purchase and development of real property at a cost not to exceed, \$750,000 was made by Mr. Herbe and seconded by Ms. Fong. Ms. Meyer asked for a roll call vote.

Lori Meyer	-	Yes	Michelle Fong	-	Yes
Mandy Via	-	Excused	Deon Metz	-	Yes
Jerry Herbe	-	Yes	Joe Fulker	-	Yes
Shawn McKinney	-	Excused			

The motion carried.

E. Proposal for Budget Appropriation: Upon the recommendation of the Personnel and Finance Committee and the Superintendent, a motion to approve the reappropriation of funds, the purchase and development of real property, and to replenish the contingency budget line at a cost not to exceed, \$850,000 was made by Mr. Fulker and seconded by Mr. Metz. Ms. Meyer asked for a roll call vote.

Lori Meyer	-	Yes	Michelle Fong	-	Yes
Mandy Via	-	Excused	Deon Metz	-	Yes
Jerry Herbe	-	Yes	Joe Fulker	-	Yes
Shawn McKinney	-	Excused			

The motion carried.

F. July Board Meeting/Payment of Bills: A motion to cancel the July Board meeting and authorize the Superintendent to pay the July bills was made by Ms. Fong and seconded by Mr. Metz. Ms. Meyer asked for a roll call vote.

Lori Meyer	-	Yes	Michelle Fong	-	Yes
Mandy Via	-	Excused	Deon Metz	-	Yes
Jerry Herbe	-	Yes	Joe Fulker	-	Yes
Shawn McKinney	-	Excused			

The motion carried.

G. Ethics Approvals: None

H. Conferences: A motion to approve Kathy Greenawalt-Cherry's attendance at the Division of Early Childhood and International Society for Early Intervention Annual Conference in Chicago, Illinois on September 27-30, 2022 for a total cost not to exceed \$1,680 was made by Ms. Fong and seconded by Mr. Herbe. Ms. Meyer asked for a roll call vote.

Lori Meyer	-	Yes	Michelle Fong	-	Yes
Mandy Via	-	Excused	Deon Metz	-	Yes
Jerry Herbe	-	Yes	Joe Fulker	-	Yes
Shawn McKinney	-	Excused			

The motion carried.

I. Personnel Actions:

New Hires: None

Promotions/Transfers: None

Resignations/Contract Non-Renewal/Retirement/Termination:

Joan Bernstein Communications Coordinator 5/27/2022

Amy Kneisley Developmental Specialist 5/31/2022

J. Policies/Procedures: The Superintendent recommended the adoption of the Policies and Procedures listed below:

New Policy:

SSA-12 Technology First: This is a new policy required by Ohio Revised Code 5123.025 and Ohio Department of Developmental Disabilities Rule 5123-2-01 that addresses individuals with developmental disabilities having access to innovative technology solutions.

Change to Policy:

B-07 Responsibilities and Prohibitions of Board Members: Minor updates to language regarding in-service training hours to match language in the Ohio Revised Code.

B-13 Strategic Plan: Updated to include reference to Ohio Administrative Code 5123-4-01 which addresses protecting the rights of individuals and ensures equitable provision of services and added the line "increasing the use of technology solutions for individuals served".

F-19 Purchases for the Program: The previous language did not mention procurement by means other than bidding such as councils of government or state procurement.

Date Change Only:

B-06 Duties of Board Officers

B-08 Appearance and Presentation Before the Board

B-09 Meetings of the Board

B-10 Administrative Organization

B-11 Table of Organization

A motion to accept the changes to the Policies and Procedures was made by Mr. Fulker and seconded by Ms. Fong. Ms. Meyer asked for a voice vote. The motion carried.

K. Other: None

IX. **COMMENTS:**

- Ms. Snell thanked the Board for approving the Workforce Sustainability Reimbursement Program. She is excited to talk with the providers about it and share the good news. She has been working over the past month to restructure a couple of the positions in her department. There is still an open position but at this time she can move things around to accommodate it and is updating the position descriptions.

- Ms. Knupp reported that her team is preparing for the July 1 waiver changes. They have been heavily focused on the Level 1 Waiver budget structure changes and then after July 1 will roll out the remaining waiver changes. The Medicaid Manager and Funding Specialist will be sharing with the SSA team on how it all connects and how everything will roll out. The team has been figuring out how to make it work within the cost projection tools, the roles of the Medicaid Manager and Funding Specialist and the SSAs doing language changes in the ISPs. It will ultimately give more options to individuals we serve with waivers.

- Ms. Pettit reviewed the check-in process which is the tool that we moved to and away from performance evaluations. This was piloted last year, and employees provided feedback via a survey and focus groups. The leadership team also provided feedback and two major changes were made as a result. Check-ins will now be done twice a year rather than three times and career development tools have been pulled into the check-in process so that employee goals as well as their career interests are reviewed.

- Ms. Greenawalt-Cherry shared that her team is planning coverage for upcoming parental leaves. She had hoped to have the additional service coordinator hired and ready to go by September but it does not look like that will be the case so she will be moving forward with a different plan. On July 1, the service coordinators will be going live in Gatekeeper for all case noting and billing for the grant. All child files are being moved into OnBase and all case notes moved into Gatekeeper so that everything is housed in the same place.

- Mr. Gregg reported that the facilities team is working on moving conference rooms. The current Springcreek and Newberry rooms will be leased by Miami County ESC and Room 18, which is currently leased by ESC, and the former Community Connections office will become conference rooms. Chillers are slated to be installed in August. The storage array server is due to arrive in September and a secondary air conditioning unit has been installed in the server room for protection of those systems.

X. EXECUTIVE SESSION:

A motion to enter into Executive Session at 7:18 p.m. to consider the employment and compensation of a public employee was made by Ms. Fong and seconded by Mr. Fulker. Ms. Meyer asked for a roll call vote.

Lori Meyer	-	Yes	Michelle Fong	-	Yes
Mandy Via	-	Excused	Deon Metz	-	Yes
Jerry Herbe	-	Yes	Joe Fulker	-	Yes
Shawn McKinney	-	Excused			

The motion carried.

A motion to adjourn from Executive Session at 7:30 p.m. was made by Mr. Herbe and seconded by Mr. Fulker. Ms. Meyer asked for a voice vote. The motion carried

A motion to enter into an agreement with Preble County Board of Developmental Disabilities to share the services of Superintendent Brian Green from July 1, 2022 through June 30, 2023 was made by Mr. Herbe and seconded by Mr. Fulker Ms. Meyer asked for a roll call vote.

Lori Meyer	-	Yes	Michelle Fong	-	Yes
Mandy Via	-	Excused	Deon Metz	-	Yes
Jerry Herbe	-	Yes	Joe Fulker	-	Yes
Shawn McKinney	-	Excused			

The motion carried.

A motion to approve Superintendent Brian Green’s employment contract to include the shared services agreement with Preble County Board of Developmental Disabilities was made by Mr. Fulker and seconded by Mr. Metz. Ms. Meyer asked for a roll call vote.

Lori Meyer	-	Yes	Michelle Fong	-	Yes
Mandy Via	-	Excused	Deon Metz	-	Yes
Jerry Herbe	-	Yes	Joe Fulker	-	Yes
Shawn McKinney	-	Excused			

The motion carried.

XI. NEXT MEETING: Monday, August 15, 2022

XII. ADJOURNMENT

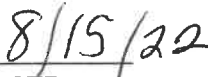
A motion to adjourn the meeting at 7:32 p.m. was made by Mr. Fulker and seconded by Mr. Metz. Ms. Meyer asked for a voice vote. The motion carried.

Meeting adjourned.

Minutes approved:



LORI MEYER, PRESIDENT



DATE



MICHELLE FONG, RECORDING SECRETARY



DATE