

BOARD MEETING MINUTES

January 25, 2021

BOARD IN-SERVICE: No Inservice

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, January 25, 2021, at 5:30 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

I. ROLL CALL

Lori Meyer	- Present (on-site)	Shawn McKinney	- Present (via Zoom)
Mandy Via	- Present (via Zoom)	Michelle Fong	- Present (via Zoom)
Andrew Johnston	- Present (via Zoom)	Deon Metz	- Present (via Zoom)
Jerry Herbe	- Present (via Zoom)		

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 (on-site), Kathy Greenawalt-Cherry (via Zoom), Melissa Nichols (via Zoom), Stacy Pettit (via Zoom), Becky Snell (via Zoom), Jessica Knupp (via Zoom), Sherry Saddler (via Zoom) and Carol Helman (on-site).

IV. PRESENTATION BY GUESTS

None

V. REORGANIZATION MEETING

Ms. Meyer turned the meeting over to Mr. Green to serve as President pro tempore for the purpose of reorganization. Mr. Green called upon Mr. Johnston, chairman of the nominating committee. After discussion, the following were proposed as officers for 2021: President – Lori Meyer, Vice President – Andrew Johnston, Secretary – Mandy Via. Mr. Green asked if there were any other nominations. A motion to accept the officers as presented was made by Mr. Herbe. The motion was seconded by Mr. Johnston. Mr. Green asked for a roll call vote:

Lori Meyer	- Yes	Shawn McKinney	- Yes
Mandy Via	- Yes	Michelle Fong	- Yes
Andrew Johnston	- Yes	Deon Metz	- Yes
Jerry Herbe	- Yes		

Motion was carried and so ordered. Mr. Green turned the meeting over to Ms. Meyer, President.

Ms. Meyer asked if the Board members wanted to keep the time and day of the meetings the same as the last year. A motion to continue the Board meetings on the third Monday of the month at 6:00 p.m. with Inservice at 5:30 p.m. was made by Ms. Via. The motion was seconded by Mr. Johnston. Ms. Meyer asked for a voice vote. Motion was carried and so ordered.

Ms. Meyer made the following committee appointments: Personnel/Finance – Andrew Johnston, Jerry Herbe, Michelle Fong; Ethics Council – Mandy Via, Shawn McKinney, Deon Metz; OACB Advocate – Lori Meyer.

Mr. McKinney made a motion to adjourn the re-organization meeting. The motion was seconded by Mr. Metz. Ms. Meyer asked for a voice vote. Motion was carried and so ordered.

VI. PRESENTATION OF MINUTES

The minutes of the November 16, 2020, meeting were reviewed. A motion to accept the minutes of the meeting was made by Mr. Herbe. The motion was seconded by Mr. Johnston. Ms. Meyer asked for a voice vote. Motion was carried and so ordered.

VII. PRESENTATION OF FINANCIAL REPORTS

A. Monthly Financial Reports: Sherry Saddler, Business Director, reviewed the financial report for November and December 2020. A motion to accept the report was made by Mr. Johnston. The motion was seconded by Ms. Fong. Ms. Meyer asked for a voice vote. Motion was carried and so ordered.

B. Monthly Bills: The November and December 2020 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the November and December 2020 bills was made by Mr. McKinney. The motion was seconded by Ms. Via. Ms. Meyer asked for a roll call vote.

Lori Meyer	-	Yes	Shawn McKinney	-	Yes
Andrew Johnston	-	Yes	Michelle Fong	-	Yes
Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Yes			

Motion was carried and so ordered.

VIII. OLD BUSINESS:

A. Quarterly Table of Organization: A motion to approve the Quarterly Table of Organization was made by Ms. Fong. The motion was seconded by Mr. McKinney. Ms. Meyer asked for a voice vote. Motion was carried and so ordered.

IX. NEW BUSINESS

A. Superintendent Development Plan: A motion to approve the Superintendent Professional Development Plan for 2020 as presented by Mr. Green was made by Ms. Via. The motion was seconded by Mr. Metz. Ms. Meyer asked for a voice vote. Motion was carried and so ordered.

B. Resolution for Payment of WestCON Funds: A motion to approve the P&F Committee and Superintendent's recommendation for approval of this resolution authorizing payment of the budgeted amount of \$3,455,487.20 for 2021 Waiver Match and Medicaid Reserve Funding, \$787,040.00 for 2021 for supported living, unfunded individuals, critical needs fund, home choice fund, community first fund, Rental Assistance Program, Housing Improvements, Therapy Services and Provider Partnership Network and \$37,000.00 in administrative and membership fees to be paid to WestCON COG in two installments was made by Mr. Metz. The motion was seconded by Mr. McKinney. Ms. Meyer asked for a roll call vote.

Lori Meyer	-	Yes	Shawn McKinney	-	Yes
Andrew Johnston	-	Yes	Michelle Fong	-	Yes
Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Yes			

Motion was carried and so ordered.

C. Proposal for OACB Annual Dues: A motion to approve the P&F Committee and Superintendent's recommendation for approval of this proposal authorizing payment of the OACB Annual Membership Dues at a cost of \$25,750 was made by Ms. Via. The motion was seconded by Mr. Johnston. Ms. Meyer asked for a roll call vote.

Lori Meyer	-	Yes	Shawn McKinney	-	Yes
Andrew Johnston	-	Yes	Michelle Fong	-	Yes
Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Yes			

Motion was carried and so ordered.

D. Proposal for Employee Salary Increase: A motion to approve the P&F Committee and Superintendent's recommendation for approval of this proposal for employee salary and benefit increases in the amount of \$126,885.69. was made by Mr. Herbe. The motion was seconded by Mr. Johnston. Ms. Meyer asked for a roll call vote.

Lori Meyer	-	Yes	Shawn McKinney	-	Yes
Andrew Johnston	-	Yes	Michelle Fong	-	Yes
Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Yes			

Motion was carried and so ordered.

E. Proposal for FFCRA Sick/FMLA Expansion: A motion to approve the P&F Committee and Superintendent's recommendation for approval of this proposal for an extension of the FFCRA Sick and FMLA Expansion to March 31, 2021 with the option to extend quarterly based on need not to exceed December 31, 2021 was made by Mr. Metz. The motion was seconded by Mr. McKinney. Ms. Meyer asked for a roll call vote.

Lori Meyer - Yes
Andrew Johnston - Yes
Mandy Via - Yes
Jerry Herbe - Yes

Shawn McKinney - Yes
Michelle Fong - Yes
Deon Metz - Yes

Motion was carried and so ordered.

F. Ethics Approvals: None

G. Conferences: None

H. Personnel Actions:

New Hires: None

Promotions/Transfers: None

Resignations/Contract Non-Renewal/Retirement/Termination: None

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

Change to Policy:

- P-8** Employee Records – changed language from Personnel Records to Employee Records, included language regarding digital employee records through GoCo new HRIS, and clarified timeline for removal of disciplinary records.
- P-11** Holidays – standardized paid holiday hours – four (4) hours part-time and eight (8) hours full-time regardless of schedule.

Date Change and Reformatting Only:

- G-2** Advertising, Contributions, and Ticket Sales by Outside Agencies
- G-18** Community Relations
- G-29** Release of Information
- G-36** Medicaid Services Administrative Resolution of Complaints (Due Process)
- G-44** Individual Rights Related to Protected Health Information
- G-46** Privacy Notice
- G-48** Individual Complaints and Grievances for Protected Health Information
- SSA-3** Supported Living Program Definition, Purpose and Philosophy

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

J. Other: None

X. COMMENTS:

- Ms. Sadler provided an overview of the 2020 budget versus actual revenue and expenses.
- Ms. Greenawalt-Cherry shared that the Early Intervention department has received the highest ranking from the federal government's Office of Special Education Programs. Referrals remain down by 15% across the state. They are still getting referrals from physicians and community partners but have seen a drop in referrals from parents with young children. She has met with Ms. Nichols and her team to put together a marketing video targeting parents of young children about developmental milestones. There was a name change only to one of our therapy contracts.
- Ms. Pettit reviewed the results of the culture survey. The first one was done in 2018 and she is very pleased with the progress being made and the feedback received from employees. Numbers in all categories went up. The information is being presented to employees tomorrow. She will talk about we have made improvements and where we still need to. Every two years a compensation survey is done to be sure we are competitive and fair, and it is due to be completed this year. We are creating talent and development opportunities for staff and will be doing career development plans with them. On January 1 we started using the new electronic HR system, GoCo, and are currently resolving issues.

Ms. Meyer asked if the responses on the culture survey are anonymous. Ms. Pettit verified that she receives a compilation of how many people answered in each category but does not know individual respondents.

- Ms. Knupp shared that the SSA department's focus has been to check in with individuals who are eligible for Phase 1B vaccines and get consent forms signed. The implementation of the Ohio ISP which is the ISP document to be used statewide has been delayed until late summer. A pilot group of SSAs have been trialing the assessment portion of the Ohio ISP in Gatekeeper. There have been numerous new individuals who meet the eligibility requirements resulting in an increase to the SSAs caseloads. She and the SSA managers will be evaluating the need for filling the two vacant SSA positions. The SSAs continue to assist providers whenever necessary with tasks such as grocery shopping and picking up prescriptions for our individuals.
- Ms. Snell commented on the two Phase 1A vaccine clinics held today. There were 150 individuals plus DSP staff that serve them vaccinated today; half were getting their second vaccine and the other half were getting their first. One of Ms. Nichols staff volunteered to pick up one of our individuals who did not have transportation. There are approximately 150 individuals on the Phase 1B list, and she is waiting to hear from the Health Department on when that vaccine clinic can be scheduled. The QI department is busy wrapping up 2020 and compiling their numbers. There were 94 MUIs in 2020 which is lower than in previous years.
- Ms. Nichols provided a summary of her department's events and activities for 2020. Given the pandemic, she is pleased with how we are maintaining our relevance in the community and with how quickly her team has been able to shift from in-person activities to Zoom. They are staying relevant, staying present and staying visible.

XI. EXECUTIVE SESSION:

A motion to enter into Executive Session at 6:31 to consider compensation of the Superintendent was made by Mr. McKinney. The motion was seconded by Mr. Metz. Ms. Meyer asked for a roll call vote.

Lori Meyer	-	Yes	Shawn McKinney	-	Yes
Andrew Johnston	-	Yes	Michelle Fong	-	Yes
Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Yes			

Motion was carried and so ordered.

A motion to adjourn from Executive Session at 6:52 was made by Mr. McKinney. The motion was seconded by Mr. Herbe. Ms. Meyer asked for a voice vote. Motion was carried and so ordered.

A motion to give the Superintendent a 3% salary increase and a one year contract extension to December 31, 2025 was made by Mr. Johnston. The motion was seconded by Mr. McKinney. Ms. Meyer asked for a roll call vote.

Lori Meyer	-	Yes	Shawn McKinney	-	Yes
Andrew Johnston	-	Yes	Michelle Fong	-	Yes
Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Yes			

Motion was carried and so ordered.

XII. NEXT MEETING: Monday, February 22, 2021

XIII. ADJOURNMENT - A motion to adjourn the meeting at 6:56 p.m. was made by Mr. Johnston. The motion was seconded by Mr. Metz. Ms. Meyer called for a voice vote. Motion was carried and so ordered.

Meeting adjourned.

Minutes approved by:

Lori Meyer
LORI MEYER, PRESIDENT

2/22/21
DATE

MANDY VIA, RECORDING SECRETARY

DATE