

BOARD MEETING MINUTES
February 22, 2021

BOARD IN-SERVICE: Strategic Plan, presented by Stacy Pettit, HR & Organizational Development Director

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, February 22, 2021, at 6:00 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	- Excused	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), 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. PRESENTATION OF MINUTES

The minutes of the January 25, 2021, meeting were reviewed. A motion to accept the minutes of the meeting was made by Ms. Via. The motion was seconded by Ms. Fong. Ms. Meyer asked for a voice vote. Motion was carried and so ordered.

VI. PRESENTATION OF FINANCIAL REPORTS

A. Monthly Financial Reports: Sherry Saddler, Business Director, reviewed the financial report for January 2021. A motion to accept the report 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.

B. Monthly Bills: The January 2021 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the January 2021 bills 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	- Excused	Michelle Fong	- Yes
Mandy Via	- Yes	Deon Metz	- Yes
Jerry Herbe	- Yes		

Motion was carried and so ordered.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

A. Ethics Approvals: None

B. Conferences: None

C. Personnel Actions:

New Hires: None

Promotions/Transfers: None

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

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

Change to Policy:

G-43 Records Access and Retention – Updated the term “consumers” to “individuals”.

G-49 Administration of HIPAA – Changed the term “Workforce Members” to “employees”.

G-54 HIPAA Security Policies for All Employees – Updated the term “consumers” to “people served”. Changed the term “staff” to “employee”

G-56 Facility Security and Access Control – Removed the term “consumer” and changed “facilities director” to “facilities manager”.

G-70 Telephone and Voicemail Use – changed some wording that did not flow well; no substantial changes.

SSA-9 On-Call/After Hours Availability – Changed the on-call end time from “8:00 a.m.” to “4:30 p.m.”. Minor wording changes throughout for clarity and conciseness.

Date Change and Reformatting Only:

G-34 Tobacco Free Environment

G-43a Records Access Retention Appendix A

G-43b Records Access Retention Appendix B

G-50 Business Associates

G-53 HIPAA Security Policies

Rescind Policy:

G-9 Crisis Prevention Intervention Training – No longer provide CPI training to anyone, as the behavior support coordinators provide individualized training to the staff based on the individual’s needs.

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

E. Other: None

IX. COMMENTS:

- Ms. Snell provided an update on the vaccination clinics for the individuals that we serve. At least one vaccination has been given to 165 individuals which is about 30% of our population. Vaccinations have also been given to 101 DSPs or aging parent caregivers. There are 80 people scheduled to receive their second dose tomorrow. She is working with the Health Department to see if any spots can be opened up for those who have changed their minds about getting the vaccine or are newly hired staff at provider agencies.
- Ms. Knupp shared that the SSA department is continuing with their efforts as reported last month. She is looking forward to working at the vaccination clinic tomorrow and seeing a lot of people that we serve.
- Ms. Saddler provided an update on the phone system upgrades that were approved at the end of 2020. The company doing the upgrade began working at the building last Thursday and ran into some issues which they are working to resolve. The maintenance team has been very busy with snow and ice removal in addition to their other work. She has been working on and submitted the 10-year cash projections due to the State by April 30 and has been working on the Medicaid cost report that is due in May/June. Ms. Meyer asked how the roof has held up during this snowy period and Ms. Saddler replied it has held up well with no no water issues so far.
- Ms. Nichols reported that March is Developmental Disabilities Awareness Month. Since we aren't able to have an open house this year, her team is working on other ways to celebrate. They will be posting content on social media and three billboards are scheduled to be placed – two on Early Intervention services and one on DSP recruitment. They are also working on stories for a two- to four-page spread in the Miami Valley Today newspaper featuring 10-12 individuals served and some of their DSPs. The Community Connections Team is anxiously waiting to get back to some small or individual in-person activities.

X. NEXT MEETING: Monday, March 15, 2021

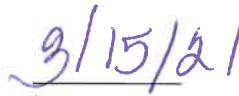
XI. ADJOURNMENT - A motion to adjourn the meeting at 6:18 p.m. was made by Mr. McKinney. The motion was seconded by Mr. Herbe. Ms. Meyer called for a voice vote. Motion was carried and so ordered.

Meeting adjourned.

Minutes approved by:



LORI MEYER, PRESIDENT



DATE

MANDY VIA, RECORDING SECRETARY

DATE