

## BOARD MEETING MINUTES

March 15, 2021

**BOARD IN-SERVICE:** Multi-System Youth presented by Jacklyn Vietor, SSA Department Manager

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, March 15, 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	- 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 (via Zoom), Melissa Nichols (via Zoom), Stacy Pettit (via Zoom), Becky Snell (via Zoom), Jessica Knupp (via Zoom), Sherry Saddler (on-site), Kathy Greenawalt-Cherry (via Zoom) and Carol Helman (on-site).

### IV. PRESENTATION BY GUESTS

None

### V. PRESENTATION OF MINUTES

The minutes of the February 22, 2021, meeting were reviewed. A motion to accept the minutes of the meeting 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.

### VI. PRESENTATION OF FINANCIAL REPORTS

**A. Monthly Financial Reports:** Sherry Saddler, Business Director, reviewed the financial report for February 2021. A motion to accept the report was made by Mr. Johnston. The motion was seconded by Mr. Metz. Ms. Meyer asked for a voice vote. Motion was carried and so ordered.

- B. Monthly Bills: The February 2021 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the February 2021 bills was made by Ms. Via. The motion was seconded by Ms. Fong. 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.

## 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:**

Jayne Anderson      Resource Support Coordinator      5.31.2021      Retirement

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

**Change to Policy:**

- G-14** Quality Assurance - revisions made to align the agency policy more closely to Rule 5123-2-03 of the Administrative Code (Quality Assurance) and remove old language that is no longer relevant.
- G-58** Audit Control and Activity Review - updated reason that website traffic is viewed during a PHI audit.
- G-59** Malicious Software Protection - removed obsolete language regarding hardware/software and replaced with current terminology.
- G-61** Data Backup - updated the name of one item under "critical data systems", making it more general in nature to encompass current and new systems.
- P-44** Computer Use - removed obsolete language regarding hardware/software and replaced with current terminology. Changed the word "will" to the word "can" when referring to email monitoring of employees.

**Date Change and Reformatting Only:**

- F-28** Expenditure of Agency Funds for Public Purpose
- G-51** Uses and Disclosures for Which No Release or Authorization is Required
- G-57** Annual Security Evaluation
- G-60** Security Awareness Program
- G-62** Disaster Recovery Plan and Emergency Mode Operation

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

E. Other: None

**IX. COMMENTS:**

- Ms. Saddler shared that the State Auditor's office will be on-site on Wednesday afternoon to review a sampling of our income, disbursements, leave policies, records retention, etc. This is done once a year and Riverside is typically chosen because it is a larger organization in the County.
- Ms. Greenawalt-Cherry reported that Early Intervention referrals are starting to increase. There are nine new families who will have their initial home visit and five children who are being evaluated and assessed for eligibility this week. The marketing video promoting Early Intervention was filmed which included two families and herself and was put together by our partners at WestCON. Ohio Parent to Parent has a new lead and should be getting more information out about this program and be able to connect our families with peers who have gone through the program.
- Ms. Knupp stated that the SSAs helped with our last vaccine clinic last Thursday by getting consents signed and communicating different scheduling. The SSAs will also continue to link individuals served and families to resources in the community for locations to obtain a vaccine. The pilot group for the new statewide OISP now has access in the software to see the plan part of the OISP and are waiting on training with the software vendor to learn how to navigate it correctly. DODD rolled out the third required statewide training component that will be taken by the SSAs and any other staff in various departments who access the ISP internally.
- Ms. Snell stated that the last vaccine clinic for our individuals and providers was held and approximately 300 individuals, family caregivers and DSPs have received vaccines. Vaccine availability is becoming more prevalent, so families and individuals are able to schedule one at the time and date of their choosing at other locations. The SSAs have made it a mission to make sure that every person in their caseload and their family members are offered an opportunity to get the vaccine.
- Ms. Pettit reported that she has completed employee focus groups related to items that were a higher priority from the culture survey and is meeting with the Executive Team to discuss actions steps that can be taken now, in 3 to 6 months or greater than 6 months. Every two years a compensation study is completed to ensure market competitiveness. The 2021 compensation study is complete, and she will be meeting with

the consultant tomorrow. Ms. Pettit will then review the information with Mr. Green and Ms. Saddler to evaluate whether updates are needed to Riverside's compensation structure to maintain market competitiveness in 2022. The mentor program application process has been reopened to employees who want to participate and be trained on mentorship. Mentors assist new hires with onboarding and also employees who may need additional support. The Executive Team is working on what flexible work options will look like post-COVID and what options can be provided to employees while still providing high quality customer service to our individuals served and families. The Resource Support Coordinator position has been posted to fill Jayne Anderson's position who will retire on May 31, 2021. We continue to struggle finding a part-time physical therapy contract position. We currently have not received any applications. 2022-2024 Strategic Plan planning is launching with surveys and focus groups beginning in April for individuals served, families, providers and community stakeholders. She would like to have a brief Board focus group before or after one of the upcoming regular meetings to discuss what the Board would like to focus on in the 2022-2024 Strategic Plan.

- Ms. Nichols shared that there was a four-page spread in the Miami Valley Today newspaper featuring 9 of our individuals served as well as the DSPs who assist four of the adults. Three billboards are in place promoting DSP recruitment and Early Intervention services. There have been daily posts on Facebook featuring Board Members, individuals and employees. The Friends for Riverside levy campaign committee is still waiting to hear whether the Troy Strawberry Festival will be held this year. The committee partners with Hickory River at the Festival to raise funds for the levy campaign.
- Mr. Green commented on the culture survey and hearing the feedback from employees then trying to see what constructive things can be done based on that information. Also, one of the directors forwarded to him an email she received from a DSP who used to work in Miami County and is now working in a different county. The DSP indicated they loved, and now miss, the communication and support our SSAs and provider support network gave when she worked in Miami County. It was a nice nod to all of the hard work that we do and is the ultimate compliment when someone takes the time to write and let us know.

**X. NEXT MEETING:** Monday, April 19, 2021

**XI. ADJOURNMENT:** A motion to adjourn the meeting at 6:31 p.m. was made by Mr. Johnston. 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:

  
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**LORI MEYER, PRESIDENT**

4/19/21 pm  
~~3/16/21~~  
\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**MANDY VIA, RECORDING SECRETARY**

\_\_\_\_\_  
**DATE**