



BOARD MEETING MINUTES

April 19, 2021

BOARD IN-SERVICE: Community Employment presented by Dwayne Hall, Employment Navigator and Jacklyn Vietor, SSA Department Manager

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, April 19, 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)
Andrew Johnston	- Present (via Zoom)	Michelle Fong	- Present (via Zoom)
Mandy Via	- 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), Sherry Saddler (via Zoom), Kathy Greenawalt-Cherry (via Zoom), Jacklyn Vietor (via Zoom), and Carol Helman (on-site).

IV. PRESENTATION BY GUESTS

None

V. PRESENTATION OF MINUTES

The minutes of the March 15, 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 March 2021. 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 March 2021 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the March 2021 bills was made by Mr. Herbe. 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	- Excused	Deon Metz	- Yes
Jerry Herbe	- Yes		

Motion was carried and so ordered.

VII. OLD BUSINESS

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

VIII. NEW BUSINESS

- A. Proposal for Replacement of Laptop Computers: A motion to approve the P&F Committee and Superintendent's recommendation for approval of this proposal for the replacement of twenty-two laptop computers at a cost not to exceed \$17,500 was made by Ms. Fong. The motion was seconded by Mr. Herbe. Ms. Meyer asked for a roll call vote.

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

Motion was carried and so ordered.

- B. P-50 Flexible Work Options Policy: This policy replaces G-24 Flexible Work Guideline and provides clear guidance and expectations on utilizing the flexible work options of the organization. It expands on and addresses items not previously in the guideline such as availability, childcare, home office and customer service.

- C. Ethics Approvals: None

- D. Conferences: The OACB Spring Conference will be held virtually the weeks of May 10, 17 and 24.

- E. Personnel Actions:

New Hires: None

Promotions/Transfers: None

Resignations/Contract Non-Renewal/Retirement/Termination:

Logan Francis	SSA – Transition	4.23.2021	Resignation
Jayne Anderson	Resource Support Coordinator	5.31.2021	Retirement

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

New Policy:

P-50 Flexible Work Options Policy: As discussed under New Business above

Change to Policy:

SSA-4 Administration of Funding for Services: Corrected the section referenced in the OAC and added the definition of County Board.

G-47 Travel: Changed the term "workforce member" to "employee or business associate" throughout

G-63 Device and Media Disposal and Re-Use: Changed "CD" to "USB Device" and added "Other Removable Storage Devices"

P-42 Public Records Policy: Updated business hours to reflect current operations

Date Change and Reformatting Only:

F-25 Procurement Card Usage

G-45 Privacy Policy for Health Insurance Portability and Accountability Act

G-64 Technical Safeguards

G-65 Portable Computing Devices

P-46 Sick Leave Donation

P-47 Travel

T-3 Use and Operation of Board Owned Vehicles

T-4 Driving Vehicles Other than Board Owned

A motion to adopt 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.

G. Other:

1. FFCRA Sick and FMLA Expansion: At the January meeting, the Board approved the proposal for an extension of this leave through March 31, 2021 with the option to extend it on a quarterly basis based on need. It has now been extended until June 30, 2021.
2. Photos for Website: Board member photos and Executive Team photos will be taken prior to the June 21, 2021 Board meeting.

IX. COMMENTS:

- Ms. Nichols reported that the Strawberry Festival has been cancelled but a smaller Strawberry Jam will be held June 4 and 5 with food and music only. We have submitted an application to participate as a vendor with Hickory River and are waiting to hear if it has been accepted. Within the last month a volunteer Pen Pal Program was launched to help individuals served make a connection with others in the community. Eight individuals served and eight volunteers from the Altrusa Club have signed up. She is waiting to hear from WestCON on the first quarter Early Intervention video which is still being edited. It will be shared on social media and on the website when finished.

- Ms. Vietor shared that the SSAs are aiding in the safe return of individuals to adult day services which has led to an upswing in ISP revisions, and they are working to quickly reinstate funding. The OISP pilot group had training with Primary Solutions. The pilot group is now trialing the plan component of the OISP and will continue trialing the assessment component to work out any issues before it is rolled out to the entire SSA Department. The SSAs continue to link individuals and families with vaccine opportunities and are continuing to make sure individuals and families have their needs met. SSAs are providing support to providers and problem solve in emergency situations surrounding provider shortages. She, Ms. Knupp and Ms. Pettit are working to fill the children's SSA position.
- Ms. Greenawalt-Cherry stated that Early Intervention is in its fifth year of a five-year statewide pilot with Project TREES (Tools and Resources for Engaging, Empowering and Supporting Families). This year the micro-trial will center on families transitioning out of EI and ensuring that they will have the support and resources they need going forward. The LifeCourse Tools trajectory will be used to find out what families want and don't want for their child. Patrick Kilbane from the SSA Department is a LifeCourse Tools ambassador and will be partnering with Project TREES to train EI staff.
- Ms. Pettit reported that she has met with all of the directors about the compensation study that was done last month by an independent consultant and they are working to see if any adjustments need to be made within our structure. They are also in the talent review process looking at risk assessments, developing high potentials and succession planning. The mentor training was launched with 16 participants. They will help new employees, as well as any employee who may be struggling, to provide additional support and to talk with about their role and learn our culture. The management team has been doing career discussion training. Most of the team have completed the first check-in with their employees and are preparing for the second check-in which includes career development planning. She met recently with the new Miami County Human Resources director and generalist.
- Ms. Snell shared that her department is busy as individuals are going out into the community and needing more support. A number of individuals are seeking to return to adult day services so there has been an increase in referrals to make those connections. There is an increase in referrals for behavior support coordinators as families are becoming more comfortable in letting them into their homes. With the school year coming to a close, eligibility referrals have increased as schools complete end of year planning for students. As the weather gets warmer, more outside modifications, such as ramps and railings, are being done as well as roof and HVAC improvements to the HOP homes. Miami County has been asked to participate in two provider support initiatives. DODD has asked us to participate in a mentor group so Miami County will be mentoring all of the counties within our Superintendent Region 2 and OACB has asked us to participate in a Velcro Coalition that is meant to bridge the gap and do relationship building between provider agencies and county boards.
- Ms. Saddler reported that the facilities team remains busy with supporting the ESC and the HOP homes. They were able complete lighting projects in the gym, parking lot and maintenance area. The business department has been working on annual reports that were due in the first quarter. The IT team is working out a few glitches with the phone system upgrade but overall, it is running well giving us the ability to fax from email, answer phones while out of the office and checking voicemail. The department is working on transition planning as there are a number of seasoned employees who are looking forward to retiring within the next few years so they are discussing what that should look like for the team moving forward.

X. EXECUTIVE SESSION:

A motion to enter into Executive Session at 6:37 to discuss employment and compensation of public employees was made by Mr. Metz. 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	-	Excused	Deon Metz	-	Yes
Jerry Herbe	-	Yes			

Motion was carried and so ordered.

A motion to adjourn from Executive Session at 7:03 was made by Mr. Johnston. The motion was seconded by Mr. McKinney. Ms. Meyer asked for a voice vote. Motion was carried and so ordered.

A motion to approve the Shared Services Agreement between the Miami County Board of Developmental Disabilities and the Preble County Board of Developmental Disabilities to share the services of management staff positions as needed was made by Mr. Johnston. 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	-	Excused	Deon Metz	-	Yes
Jerry Herbe	-	Yes			

Motion was carried and so ordered.

XI. NEXT MEETING: Monday, May 17, 2021

XII. ADJOURNMENT: A motion to adjourn the meeting at 7:04 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