



BOARD MEETING MINUTES

June 21, 2021

BOARD IN-SERVICE: Community Integration presented by Melissa Nichols, Community Awareness & Opportunities Director

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, June 21, 2021, at 6:00 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

I. ROLL CALL

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

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

IV. PRESENTATION BY GUESTS

None

V. PRESENTATION OF MINUTES

The minutes of the May 17, 2021, meeting were reviewed. A motion to accept the minutes of the meeting was made by Ms. Fong. The motion was seconded by Ms. Via. 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 May 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 May 2021 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the May 2021 bills was made by Mr. Metz. 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.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

- A. A Proposal for Liability and Fleet Insurance:** A motion to approve the P&F Committee and the Superintendent's recommendation to the purchase liability insurance through Southwestern Ohio Educational Purchasing Cooperative (EPC) for a period ending June 30, 2022, at a cost of \$17,393.00 was made by Ms. Fong. 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.

- B. Proposal for Non-Profit Capital Housing Coordinator:** A motion to approve the P&F Committee and Superintendent's recommendation to add "Non-Profit Capital Housing Coordinator" to the Table of Organization at a base salary range between \$20.09 and \$28.70 (range 36) with Housing Opportunities for People Inc. (HOP) covering a minimum of \$50,000 in salary & benefits each year (to be evaluated annually) was made by Ms. Fong. 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 Non-Profit Housing Board Member Reappointment: A motion to approve the Superintendent's recommendation to reappointment Katrina Wahl to the Housing Opportunities for People, Inc. (HOP) Board for a three-year term beginning August 1, 2021 through July 31, 2024 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.
- D. July Board Meeting/Payment of Bills: A motion to approve the Superintendent's recommendation to cancel the July Board meeting and authorize the Superintendent to pay the July bills was made by Mr. Johnston. 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	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Yes			

Motion was carried and so ordered.

- E. Personal Leave: A motion to approve the Superintendent's recommendation to approve paid personal leave (8 hours for full-time and 4 hours for part-time) for employees to use by December 31, 2021 in observance of the 2021 Juneteenth federal holiday 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.
- F. Ethics Approvals: The Ethics Committee will meet the night of the Board meeting if needed. Statute requires that the Board adopt the recommendations of the Ethics Committee.
- G. Conferences: None
- H. Personnel Actions:
 - New Hires: None
 - Promotions/Transfers: None
 - Resignations/Contract Non-Renewal/Retirement/Termination: None
- I. Policies/Procedures: The Superintendent recommends the adoption of the Policies and Procedures listed below:

Change to Policy:

- G-66** HIPAA Reporting of Privacy Violations: Changed the term "consumer" to "individual" or "individual served" and updated the director title and the chain of command for reporting a violation.
- SSA-6** Individual Service Plan: Minor revisions to update the section on electronic record development of the ISP and removed of the term "representative" throughout as the SSA serves as the representative.

Date Change and Reformatting Only:

- F-27** Capital Asset Physical Inventory
- P-3** Political Activity
- P-43** Social Media
- SSA-1** Service and Support Administration

A motion to adopt the Policies and Procedures 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.

J. Other:

1. FFCRA Sick and FMLA Extension: At the January 25, 2021 meeting, the Board approved the proposal for an extension of the Families First Coronavirus Response Act for sick and FMLA leave through March 31, 2021 with the option to extend it on a quarterly basis based on need. Mr. Green reported that we will be extending it to December 31, 2021. From April of 2020 to June 21, 2021, there have been 10 employees who have used the two week sick leave and/or some FMLA for a total of 398 hours at a cost of approximately \$10,250.

IX. COMMENTS:

- Ms. Saddler reported that several of the directors have been filling in to cover the HOP vacancy and thanked the Board for approving that position. The annual Riverside cost report which is due June 30 was submitted to DODD and Medicaid last week.
- Ms. Knupp stated that the SSAs continue to be very busy. She is working closely with Ms. Snell on the DSP crisis and the SSAs are helping the providers wherever they can, especially in congregate settings. They are waiting on DODD to provide training timelines on where information goes in the Ohio ISP since this will be used statewide. There has been an upswing in health crises among individuals and the SSAs have been working closely with social workers at the hospitals and nursing homes to make sure our individuals get back on their feet. A lot of new individuals are qualifying for services, and she thanked Ms. Nichols and her team for their in-person help in exploring ways where these individuals can increase their skills in independence. There are currently four open SSA positions; two from prior to the pandemic that were not filled and more recently one resignation and one transfer to a Resource Support Coordinator position. Interviews are currently being conducted to fill all four.
- Ms. Snell reported that she is working on restructuring her department to add a third Behavior Support Coordinator (BSC). She would like to have a manager position that carries a caseload. Currently one BSC focuses on children and one focuses on adults. Their caseloads have continued to grow in number, intensity of behaviors and in help with mental health illness issues. The traditional style of behavior support has evolved to be more person centered so they are writing plans as well as doing more home visits and one-one-one training of DSPs. Mr. Green added that this is not unique to Miami County and is an issue statewide. He feels the behavior support team is very progressive and some of their work has resulted in some of our individuals not being out of home placed as they work with the parents through difficult situations and provide strategies for them.
- Ms. Greenawalt-Cherry stated that their numbers are the highest they have been in a year. Her team is back to doing in-home visits. They are interviewing to fill the open Developmental Specialist position and are close to getting a contract with an agency for PT

services. One of our speech therapists has terminated her contract effective June 30 due to health issues, but the other speech therapist should be able to absorb those hours. The Ohio Parent2Parent support program has nine new peers and are continuing to recruit. Trainings will be changed to one hour via Zoom and then modules to do as needed followed by an additional Zoom meeting.

- Ms. Nichols reported that on June 26 from 11:00 a.m. to 3:00 p.m. there will be a Special Olympics power lifting tournament with six other counties in our gym. The Aktion Club will be doing their first in-person service project soon buying and bagging candy for We Love Birthday Parties. Friends for Riverside made \$2,200 at the Strawberry Jam. However, Hickory River has become so busy with graduation parties, weddings, etc. they need to discontinue their participation in the festival so we are looking for another commercial vendor to partner with.
- Ms. Pettit shared that in addition to the recruiting being done, she has been working with the directors on their compensation meetings with employees about equity increases. Affected employees have been very appreciative which reinforces that we are being market competitive to help retain the talent we have. She will be bringing the compensation study and talent review to the October meeting to share what 2022 will look like.

X. NEXT MEETING: Monday, June 21, 2021


XI. ADJOURNMENT: A motion to adjourn the meeting was made by Mr. Johnston at 6:44 p.m. The motion was seconded by Ms. Via. 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