



BOARD MEETING MINUTES

August 16, 2021

BOARD IN-SERVICE: Housing Opportunities for People, Inc. (HOP) presented by Jessica Knupp, Service & Support Administration Director and Becky Snell, Quality & Innovations Director

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, August 16, 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 (via Zoom) | 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, Kathy Greenawalt-Cherry, Jessica Knupp, Stacy Pettit, and Carol Helman.

IV. PRESENTATION BY GUESTS

None

V. PRESENTATION OF MINUTES

The minutes of the June 21, 2021, meeting were reviewed. A motion to accept the minutes of the meeting was made by Mr. Herbe. The motion was seconded by Mr. McKinney. Ms. Meyer asked for a voice vote. Motion was carried and so ordered.

VI. PRESENTATION OF FINANCIAL REPORTS

A. Monthly Financial Reports: Mr. Green, Superintendent, reviewed the financial reports for June 2021 and July 2021. A motion to accept the reports 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 June 2021 and July 2021 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the June 2021 and July 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 | - | Yes* | Deon Metz | - | Yes |
| Jerry Herbe | - | Yes | | | |

Motion was carried and so ordered.

*Uncounted due to virtual attendance.

VII. 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. Metz. Ms. Meyer asked for a voice vote. Motion was carried and so ordered.

VIII. NEW BUSINESS

- A. Proposal for Behavior Support Coordination (BSC) Manager:** A motion to approve the P&F Committee and the Superintendent's recommendation to add a Behavior Support Coordination Manager position to the Miami County Board of Developmental Disabilities Table of Organization reporting to the Quality and Innovation Director with a base salary within \$24.31 to \$34.73 per hour 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.

*Uncounted due to virtual attendance.

- B. 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.

- C. Conferences:** None

- D. Personnel Actions:**

New Hires:

| | |
|-----------------|--------------------------|
| Lesley Hecker | Developmental Specialist |
| Gerret Hayslip | SSA - Adult |
| Brandi Morrison | SSA – Adult (REHIRE) |
| Zack Newfer | SSA – Children |
| Corey Waites | SSA – Hybrid |

Promotions/Transfers:

None

Resignations/Contract Non-Renewal/Retirement/Termination:

None

- E. Policies/Procedures: The Superintendent recommends the adoption of the Policies and Procedures listed below:

Change to Policy:

- EI-1** Early Intervention Services: DS Certification Rule number change and strike DS supervisor as there is no longer a certification for that

Date Change and Reformatting Only:

- EI-2** Early Intervention Confidentiality
G-38 Resolution of Complaints and Appeals of Adverse Action Proposed or Initiated

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

F. Other:

- Mr. Green attended the Superintendent's Summer Conference last week. The Ohio Association of County Boards has been trying to determine whether there is consensus from all of the County Boards to help with the Direct Support Professional (DSP) wage crisis. This was self-initiated by the County Boards as a way to do their part in getting provider wages increased. However, with the 2% the State is contributing and the 2% from the County Boards, DSP wages will still fall below \$15 per hour.

IX. COMMENTS:

- Ms. Nichols shared that the Community Connections Team has been doing in-person activities with individuals that we serve which is going well. Last week there was a fundraiser for Special Olympics sponsored by Leaf & Vine and Power 107.1 which raised approximately \$800. Next year is the 70th anniversary of Riverside and one of the activities being considered is a Touch-A-Truck event to draw in families and children who we serve.
- Ms. Greenawalt-Cherry reported that Lesly Hecker who was recently hired is also a licensed social worker and speaks Spanish. She has started training and has begun the process to obtain her certification. Early Intervention statewide received approximately \$7 million through the American Rescue Plan Act (COVID relief funds). Of that, Miami County will receive \$87,000 which can only be spent on technology, promoting evidence based early intervention practices or local oversight using implementation science. She has submitted the application to the Family and Children First Council detailing how those monies will be used and in which fiscal year and is waiting on the State to approve her plan. If any counties choose not to use their funds, those funds will be redistributed among those counties who are using them.

- Ms. Pettit stated that there are currently two open positions. The field of applicants for the Business & Operations Director has been narrowed down to two candidates who will be coming in for interviews. The Non-Profit Housing Coordinator position has been a challenge with the initial pool of applicants not meeting expectations, so the position was re-opened and two internal candidates have expressed interest. Work has begun on our 2022-2024 Strategic Plan. She is currently compiling data from the surveys completed by individuals, families/guardians, providers, and the community. The Executive Team will begin working on a draft of the 2022-2024 strategic plan. She is in the process of the 2022 benefits open enrollment planning, and a four-part diversity, equity and inclusion training for all staff is scheduled for August through November.
- Ms. Snell expressed appreciation to the Troy Police Department for their assistance, teamwork and communication in several recent situations involving individuals that we serve. There is still a DSP staffing crisis.
- Ms. Knupp reported that the SSA Department is training the four new hires and are excited to have them on-board. SSAs are still working direct service and providing help where they can to support providers and make sure the individuals we serve are safe. Jacklyn Vietor, the SSA manager who supervises the children's team, has been meeting with administration at the various schools which has resulted in referrals to the behavior support coordinator (BSC). The BSC is willing to spend time at the schools with teachers to assist with behavior support strategies in their classrooms. Until the Non-Profit Housing Coordinator is hired, she, Mr. Green and Ms. Snell have taken on different functions of that position and the SSA Administrative Assistant is helping with the bookkeeping for HOP.

X. NEXT MEETING: Monday, September 20, 2021

XI. ADJOURNMENT: A motion to adjourn the meeting was made by Mr. Johnston at 6:42 p.m. The motion was seconded by Ms. Fong Ms. Meyer called for a voice vote. Motion was carried and so ordered.

Meeting adjourned.

Minutes approved by:



LORI MEYER, PRESIDENT

9/20/21
DATE



MANDY VIA, RECORDING SECRETARY

9/20/2021
DATE