



BOARD MEETING MINUTES

September 20 2021

BOARD IN-SERVICE: Budgeting and Cash Projections presented by Brian Green, Superintendent

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, September 20, 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 (via Zoom)
Mandy Via	- Present	Deon Metz	- Present
Jerry Herbe	- Excused		

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, Floyd Gregg, Jessica Knupp, Kathy Greenawalt-Cherry, Melissa Nichols, Stacy Pettit, and Carol Helman.

IV. PRESENTATION BY GUESTS

None

V. PRESENTATION OF MINUTES

The minutes of the August 16, 2021, meeting were reviewed. A motion to accept the minutes of the meeting was made by Ms. Via. 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 August 2021. A motion to accept the reports 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.

B. Monthly Bills: The August 2021 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the August 2021 bills was made by Mr. Johnston, 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	- Excused		

Motion was carried and so ordered.

*Uncounted due to virtual attendance.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

- A. Proposal for 2022 Revenue and Expenditure Budget:** A motion to approve the P&F Committee and the Superintendent’s recommendation for approval of the 2021 Revenue and Expenditure Budget was made by Mr. McKinney. 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	-	Excused			

Motion was carried and so ordered.

*Uncounted due to virtual attendance.

- B. Proposal for Compensation Structure:** A motion to approve the P&F Committee and the Superintendent’s recommendation for approval of the compensation structure effective January 1, 2022 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	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Excused			

Motion was carried and so ordered.

*Uncounted due to virtual attendance.

- C. Proposal for Employee Salary Increase for CY 2022:** A motion to approve the P&F Committee and the Superintendent’s recommendation for approval of the employee salary and benefit increases in the amount of \$242,477 was made by Mr. McKinney. 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	-	Excused			

Motion was carried and so ordered.

*Uncounted due to virtual attendance.

- D. Proposal for Additional Paid Holiday for 2021:** A motion to approve the P&F Committee and the Superintendent’s recommendation for approval that November 26, 2021 be a paid holiday

for exempt and non-exempt employees was made by Ms. Via. 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	-	Excused			

Motion was carried and so ordered.

*Uncounted due to virtual attendance.

- E. Proposal for Early Intervention (EI) Developmental Specialist:** A motion to approve the P&F Committee and the Superintendent's recommendation for approval to add a Developmental Specialist position to the Table of Organization with a base salary range between \$22.10 and \$31.57 per hour 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	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Excused			

Motion was carried and so ordered.

*Uncounted due to virtual attendance.

- F. Professional Development and Tuition Reimbursement Program:** A motion to approve the P&F Committee and the Superintendent's recommendation for approval of the Professional Development and Tuition Reimbursement Program 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. Ethics Approvals:** None

- H. Conferences:** None

- I. Personnel Actions:**

New Hires: Floyd Gregg, Business & Operations Director, September 20, 2021

Promotions/Transfers: None

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

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

Change to Policy:

F-07 Cell Phone – added language related to listening to meetings on the cell phone while driving.

- G-39** Ethics Council – Replaced “Supported Living and Family Support Services” with “Local Funds or other Riverside Board funding”.

Date Change and Reformatting Only:

- B-12** Digital Recording
G-4 Behavioral Support Strategies

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

F. Other: None

IX. COMMENTS:

- Ms. Pettit reported that next week she will be emailing a packet to Board members with Mr. Green’s summary of the year and his goals for next year for his annual evaluation. There will be executive sessions at the October and November Board meetings.
- Ms. Knupp shared that DODD has not yet released a go live date for the Ohio ISP as they are working to resolve security issues before doing so. The pilot group has grown to include the entire SSA team and they are trained on the assessment portion of the plan. SSAs will begin using the assessment portion for individuals with span dates in December and January so that by the end of January everyone will have used it, processed it, put it in an ISP packet and then going forward will use it for annual ISPs. By moving this forward it will provide a sample of the Ohio ISP and the current plan for accreditation next year. This past weekend several SSAs worked direct service due to the DSP shortage including one who worked 48 hours straight. When providing direct care, the SSAs do not bill Medicaid or write case notes and the entire team is doing whatever is needed to fill in when gaps in coverage occur. The Non-Profit Capital Housing Coordinator will temporarily be reporting to her and she is currently in the process of scheduling training and meetings. The IT team recently received some computer equipment that has been on backorder for six months.
- Ms. Nichols stated that on Friday September 24, 2021, Riverside is hosting the annual Regional Advocacy Conference which includes seven surrounding counties. There will be no breakout sessions this year in order to keep those attending as safe as possible due to COVID-19. Synergy will be held October 5-7, 2021, in Sandusky and the Community Connections Team will be taking a large group of individuals that we serve to attend.
- Ms. Greenawalt-Cherry thanked the Board for approving the Developmental Specialist position which will allow a smooth transition for the families due to an upcoming leave and upcoming retirement. Parent2Parent continues to train online doing some live webinar and some self-paced. The new director is now in place. This is the last year of the five-year pilot for Project TREES and DODD has extended it through June of 2023. P2P is one of the targets for Project TREES during that time. They will be continuing to try to bring in six urban counties and have asked the seven counties that have been participating to be mentors.
- Mr. Gregg stated that he is looking forward to meeting everyone and thanked all for the warm welcome.

X. NEXT MEETING: Monday, October 18, 2021

XI. ADJOURNMENT: A motion to adjourn the meeting was made by Mr. Johnston at 6:50 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
LORI MEYER, PRESIDENT

10/18/21
DATE

Mandy Via
MANDY VIA, RECORDING SECRETARY

10/18/2021
DATE