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## BOARD MEETING MINUTES

November 15, 2021

Charlotte Colley representing the Miami County Commissioners and Ben Thaeler from Representative Warren Davidson's office presented letters of recognition to outgoing Board member Andrew Johnston.

Superintendent Brian Green presented a Certificate of Gratitude to Attorney Randy Harvey for his dedication and service on behalf of individuals served by the Miami County Board of Developmental Disabilities.

**BOARD IN-SERVICE:** Advocacy and Synergy Conference Summary presented by Krista Smith, Community Connections Manager, and Synergy attendees Lisa Danzeisen, Laura Healey, Michael Sorauf, Billy Taylor

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, November 15, 2021, at 6:07 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

### I. ROLL CALL

Lori Meyer	- Present	Shawn McKinney	- Excused
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, Becky Snell, 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 October 18, 2021, meeting were reviewed. A motion to accept the minutes of the meeting was made by Mr. Herbe. The motion was seconded by Ms. Fong. Ms. Meyer asked for a voice vote. Motion was carried and so ordered.

### VI. PRESENTATION OF FINANCIAL REPORTS

**A. Monthly Financial Reports:** Mr. Gregg reviewed the financial reports for October 2021. A motion to accept the reports 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.

- B. Monthly Bills:** The October 2021 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the October 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	-	Excused
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. Proposal for HOP Contract:** A motion to approve the P&F Committee and Superintendent's recommendation to approve the HOP contract was made by Mr. Herbe. The motion was seconded by Ms. Fong. Ms. Meyer asked for a roll call vote.

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

Motion was carried and so ordered.

- B. Proposal for 2022 Contracts:** A motion to approve the P&F Committee and Superintendent's recommendation to approve the 2022 contracts 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	-	Excused
Andrew Johnston	-	Yes	Michelle Fong	-	Yes
Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Yes			

Motion was carried and so ordered.

- C. Proposal for Limited Project Specialist Pilot Project:** A motion to approve the P&F Committee and Superintendent's recommendation to approve the Limited Project Specialist Pilot Project 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	-	Excused
Andrew Johnston	-	Yes	Michelle Fong	-	Yes
Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Yes			

Motion was carried and so ordered.

- D. Proposal for LED Lighting Replacement:** A motion to approve the P&F Committee and Superintendent's recommendation to approve the LED Lighting Replacement was made by Mr. Herbe. The motion was seconded by Ms. Fong. Ms. Meyer asked for a roll call vote.

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

Motion was carried and so ordered.

- E. Strategic Plan 2022-2024:** A motion to approve the Superintendent's recommendation to approve the 2022-2024 Strategic Plan 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	-	Excused
Andrew Johnston	-	Yes	Michelle Fong	-	Yes
Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Yes			

Motion was carried and so ordered.

- F. Board Meeting Dates for 2022:** A motion to approve the proposed meeting schedule for 2022 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.

- G. December Board Meeting/Payment of Bills:** A motion to cancel the December Board meeting and authorize the Superintendent to pay the December bills was made by Mr. Johnston. The motion was seconded by Ms. Via. Ms. Meyer asked for a roll call vote.

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

Motion was carried and so ordered.

- H. Nominating Committee:** Ms. Meyer appointed Mr. Herbe, Ms. Fong and Mr. Metz to serve on the nominating committee to select a slate of officers to present at the January reorganizational meeting. Mr. Herbe to act as chair.

- I. Ethics Approvals:** None

- J. Conferences:** A motion to approve the attendance of nineteen employees at the 38th Annual OACB Annual Convention at a cost of \$5,580.43 and for two directors to register for the 2022 OACB Executive Director Training Program at a cost of \$4,800 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	-	Excused
Andrew Johnston	-	Yes	Michelle Fong	-	Yes
Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Yes			

Motion was carried and so ordered.

**K. Personnel Actions:**

**New Hires:** None

**Promotions/Transfers:** None

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

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

**Date Change and Reformatting Only:**

**G-06** Community Use of Facilities

**G-12** Federal Fund Proposals and Applications Title XX

**G-27** Addressing Major Unusual Incidents and Unusual Incidents

**P-31** Intermittent Employees

**SSA-02** Eligibility Determination

A motion to accept the changes to the Policies and Procedures 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.

**M. Other:** None

**IX. COMMENTS:**

- Ms. Greenawalt-Cherry thanked the Board for approving the 2022 therapy contracts. They are doing second interviews for the developmental specialist position to replace one developmental specialist who will be retiring in May as well as cover the upcoming parental leave of another developmental specialist. Early Intervention referrals continue to increase and there are currently more than 30 children within the 45 day window between referral and IFSP. The Ohio P2P program has a new director, new fliers and a new data system to help with matches, and there are currently 11 peers trained in Miami County.
- Ms. Knupp shared that in addition to their regular day to day duties, the SSAs continue to provide direct services to individuals to fill in gaps when a DSP is not available. She and the SSA managers are making plans for the upcoming parental leave of one of the SSA managers. They are finishing up 2021 and working to make sure everything needed for 2022 is ready by January 1.
- Ms. Nichols complimented Ms. Knupp and her team for all they do with scheduling and rescheduling to make sure that DSP shifts are covered. The Community Connections team is covering DSP shifts approximately 10 to 20 hours per week while continuing their normal work. They hosted a Halloween dance and Powerlifting Tournament at the end of October. The team is looking ahead to 2022 and the 70<sup>th</sup> anniversary of Riverside. She is contacting those who have been involved in the organization over the years for input.

- Ms. Snell reported that Riverside’s accreditation review has been moved from 2022 to 2023 which is a testament to the good work Riverside does. As a result, the mock review to prepare for the accreditation review has been postponed and will be rescheduled when the accreditation date has been scheduled. To show appreciation to the DSPs candy and caramel corn will be handed out in October, apple pies in November and cookies/fruit baskets in December. Interviews are being conducted for the behavior support coordinator position.
- Mr. Gregg thanked the Board for approving the lighting project. He is looking forward to starting that project and doing an HVAC project next year that he expects to improve the efficiency of the building. He is currently learning the end of year processes.
- Ms. Pettit shared that the open enrollment process has been completed with a 7% renewal. All other benefits were able to remain locked at a 0% increase so additional HSA employer dollars can be budgeted to help offset deductibles and out of pocket maximums. She is still searching for a cost-effective PPO to offer. This is the first time employees have completed enrollment using GoCo, the electronic HR system, and it went well. The annual culture survey to obtain feedback from employees will be available for them to complete the week after Thanksgiving and she hopes to have results to present at the January Board meeting.

**X. EXECUTIVE SESSION:**

A motion to enter into Executive Session at 7:00 p.m. to consider compensation of a public employee 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	-	Excused
Andrew Johnston	-	Yes	Michelle Fong	-	Yes
Mandy Via	-	Yes	Deon Metz	-	Yes
Jerry Herbe	-	Yes			

Motion was carried and so ordered.

A motion to adjourn from Executive Session at 7:10 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.

A motion to give the Superintendent a 4.5% increase and a contract extension to December 31, 2027 was made by Mr. Herbe. The motion was seconded by Mr. Johnston. Ms. Meyer asked for a roll call vote.

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

Motion was carried and so ordered.

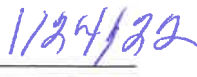
**XI. NEXT MEETING:** Monday, January 24, 2022

**XII. ADJOURNMENT:** A motion to adjourn the meeting was made by Mr. Metz at 7:11 p.m. The motion was seconded by Mr. Johnston. Ms. Meyer called for a voice vote. Motion was carried and so ordered.

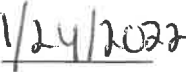
Meeting adjourned.

Minutes approved by:

  
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**LORI MEYER, PRESIDENT**

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

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

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