



BOARD MEETING MINUTES

May 18, 2020

BOARD IN-SERVICE: Multi-Service Youth Initiatives, video presented by Ohio Department of Developmental Disabilities.

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, May 18, 2020, at 5:30 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

I. ROLL CALL

Steve Baker	-	Present	Mandy Via	-	Present
Lori Meyer	-	Present	Jerry Herbe	-	Present
Kim Ojeda	-	Present			
Andrew Johnston	-	Present			

II. PLEDGE OF ALLEGIANCE

Everyone in attendance joined in giving the Pledge of Allegiance, led by Mr. Baker, President.

III. INTRODUCTION OF STAFF/GUESTS

The following staff were in attendance: Brian Green, Jessica Knupp, Melissa Nichols, Kathy Greenawalt Cherry, Sherry Saddler, Stacy Pettit and Denise Kenworthy.

IV. PRESENTATION BY GUESTS

No presentations this month.

V. PRESENTATION OF MINUTES

The minutes of the April 20, 2020, meeting were reviewed. Mr. Baker asked for an addition to the minutes to reflect the moment of silence held in remembrance of Ed Kauffman. A motion to accept the minutes of the meeting with revisions for the official record was made by Ms. Via. The motion was seconded by Ms. Meyer. Mr. Baker 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 April 2020. A motion to accept the Monthly Financial Report as written was made by Ms. Ojeda. The motion was seconded by Mr. Herbe. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

- B. Monthly Bills:** The April 2020 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the April 2020 bills was made by Ms. Meyer. The motion was seconded by Ms. Ojeda. Mr. Baker asked for a roll call vote.

Lori Meyer	-	Yes	Jerry Herbe	-	Yes
Kim Ojeda	-	Yes	Steve Baker	-	Yes
Andrew Johnston	-	Yes			
Mandy Via	-	Yes			

Motion was carried and so ordered.

VII. OLD BUSINESS:

- A. Update on Contracts:** An update on the on-going building contracts was given by Sherry Saddler, Business Director. The following was reported:
- ❖ The HVAC system is complete. A final check-off is still to be completed.
 - ❖ The roof is complete with a walk-through taking place next week.
 - ❖ The Gym floor is complete with the bleacher installation begun today.

VIII. NEW BUSINESS

- A. Affiliate Organization Summary** – The board reviewed the Affiliate Organization Summary as presented. No action was required or taken.

- B. Ethics Approvals:** None

- C. Conferences:** None

- D. Personnel Actions:**

New Hires: None

Promotions/Transfers: None

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

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

Date Change & Reformatting Only:

B-2 Orientation of New Board Members

B-4 Governance of Board Operations

G-71 Alcohol and Drugs on Property

G-74 Peer Recognition

P-2 Appointing Authority

SSA-10 Overtime Policy

T-10 Vehicle Accidents

Change to Policy:

- P-11** Holidays - Added part-time employees who are off on holidays. Clarifying examples and how we calculate holiday pay.
- P-35** Unlawful Harassment -Expanded policy to provide more detail regarding types of harassment, reporting, investigation, false reporting and added consensual relationships.
- P-39** Medical Examinations - Removed medical examinations except for designated positions. Clarified inability to perform essential functions.
- P-41** Transitional Work Program - Format change and added resources.

A motion to accept the changes to the Policies and Procedures was made by Mr. Johnston. The motion was seconded by Mr. Herbe. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

F. Other:

IX. COMMENTS:

- Ms. Pettit updated that she is facilitating engagement among the employees virtually. They have played virtual trivia with another event upcoming. She is currently working on Talent Development and Succession Planning with Executive Team.
- Ms. Nichols updated the Board on the following:
 - She recently sent all Board members a column from the Miami Valley Today. This column will run monthly and the goal is to educate the public on the services provided by Riverside.
 - Work is ongoing in the Recreation area to engage our clients virtually.
 - Upon Mr. Baker's questions Ms. Nichols discussed levy activities and a more formalized PAC. The PAC will have its own updated website and its own IT system.
- Ms. Ojeda asked if it is possible for the Board to loan out tablets or other computer equipment to families in need. Ms. Knupp responded that they are problem solving this through the SSA and EI contacts with families.
- Ms. Greenawalt-Cherry updated that statewide Early Intervention references are down since the beginning of the coronavirus pandemic. Early Intervention has gone from zero use of technology to approximately 95% of families now participating. Some families held out until the decision was made to remain virtual until September 2020. They are finding that they receive more useful information with the virtual assessments where the parents are performing the assessment with the Developmental Specialist instruction and the families are using things in their homes that are available.
- Ms. Knupp updated the Board on the following:
 - The SSAs continue to focus on connecting, through routine check-ins, with individuals served, families and providers to determine needs, then, working to fill those needs. The SSAs continue to collaborate with all other departments to make every situation viable.

- Food needs continue to exist for individuals. Shared Harvest food pantry has been working with us to fill those needs. SSAs and staff from other departments are working together on food deliveries.
 - The SSA's are working to follow and implement new directives from DODD.
 - Adult Day Services are beginning to reopen. SSAs are working with them to help determine plans for individuals to return. It has been great to watch all agencies working well together.
 - The QI department is assisting the SSAs to do virtual assessments and planning to meet needs related to health, safety and accessibility.
- Ms. Meyer responded to Ms. Knupp that as a family getting the check-in calls, it is appreciated and gives the family a sense of not feeling unplugged and that someone cares how their family is doing.
- Ms. Saddler shared that the Facilities department is rotating employees to clean the building, do any mowing needed and other building projects. The IT department is working remotely with Greg piloting a project with the SSA Department to get signatures virtually. The Business department continues to work with the County offices to facilitate payroll and accounts payable/receivable.

X. NEXT MEETING: Monday June 15, 2020


XI. ADJOURNMENT - A motion to adjourn the meeting at 6:00 p.m. was made by Ms. Ojeda. The motion was seconded by Mr. Johnston. Mr. Baker called for a voice vote. Motion was carried and so ordered.

Meeting adjourned.

Minutes approved by:



STEVE M. BAKER, PRESIDENT



DATE

MANDY VIA, RECORDING SECRETARY

DATE