



BOARD MEETING MINUTES

June 15, 2020

BOARD IN-SERVICE: Strategic Plan Update presented by Stacy Pettit, Human Resources and Organizational Development Director.

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, June 15, 2020, at 6:00 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	Shawn McKinney	-	Present
Andrew Johnston	-	Present			

Mr. Baker administered the Oath of Office to Shawn McKinney as a new board member.

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, Becky Snell and Denise Kenworthy.

IV. PRESENTATION BY GUESTS

No presentations this month.

V. PRESENTATION OF MINUTES

The minutes of the May 18, 2020, meeting were reviewed. A motion to accept the minutes of the meeting for the official record was made by Ms. Meyer. The motion was seconded by Ms. Ojeda. 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 May 2020. A motion to accept the Monthly Financial Report as written was made by Ms. Ojeda. The motion was seconded by Mr. Johnston. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

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

Lori Meyer	-	Yes	Jerry Herbe	-	Yes
Kim Ojeda	-	Yes	Shawn McKinney	-	Yes
Andrew Johnston	-	Yes	Steve Baker	-	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:

❖ All contracts are complete. If you are in the building stop in and look at the gym.

VIII. NEW BUSINESS

A. Liability and Fleet Insurance Proposal – A motion to approve the P&F Committee and Superintendent's recommendation for the purchase of liability insurance through Southwestern Ohio Educational Purchasing Cooperative (EPC) for a period ending June 30, 2021 at a cost of \$15,475 was made by Ms. Meyer. The motion was seconded by Ms. Ojeda. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

B. Human Resources Administrative Assistant Proposal – A motion to approve the P&F Committee and Superintendent's recommendation for the transition of the full-time Receptionist position to a full-time HR Administrative Assistant position on the Riverside table of organization with a base salary within \$13.75 - \$19.60 per hour was made by Mr. Herbe. The motion was seconded by Mr. Johnston. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

C. Ethics Approvals: None

D. Conferences: None

E. Personnel Actions:

New Hires: None

Promotions/Transfers: None

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

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

Date Change & Reformatting Only:

- B-6** Duties of Officers of the Board
- B-7** Responsibilities/Prohibitions of Members
- B-8** Appearance and Presentation Before the Board
- B-9** Meetings of the Board
- B-10** Administrative Organization
- B-11** Table of Organization
- B-13** Strategic Plan
- F-19** Purchases for the Program

Recension of Policy:

- T-2** Transportation Services – rescinded due to no longer offering these services.

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

- A. Other: Mr. Green discussed the 2020 Expense Reduction Plan letter which was submitted to the County Commissioners

IX. COMMENTS:

- o Ms. Pettit updated on the final interviews taking place to fill the Executive Assistant position. An offer will be made this week. She continues working on Talent Development and Succession Planning with Executive Team. She has been looking for HR Information Systems and has narrowed down the selection to two.
- o Ms. Nichols updated the Board on the following:
 - Her team is planning and facilitating group meetings. Some in-person meetings/activities are taking place in small groups with appropriate social distancing.
 - Notification was received today from Special Olympics cancelling activities/seasons for the remainder of 2020. We anticipate some practices in phase 3 of the process.
 - Upon Mr. Baker's questions Ms. Nichols discussed the levy campaign and an upcoming off-sight meeting with Executive Team. There will be the first large committee meeting in July. The campaign will focus on the no new taxes message.
- o Ms. Snell updated on her department's continued support for providers and SSA's. They continue to distribute cloth masks and other PPE as needed. They are assisting the providers with plans to reopen their services. She feels very fortunate that Miami County has had very few infected individuals that we serve and credits the providers with doing a great job. They are getting ready to begin home assessments for equipment soon.

- Ms. Greenawalt-Cherry updated that the EI services numbers are slowly raising. Supporting the families virtually has been a challenge and they have been in this mode since March. She is helping her staff to stay energized as they continue the virtual home visits.
- Ms. Knupp updated the Board on the following:
 - SSA's are completing all routine job requirements. They are holding some telepsychiatry appointments in the office and following building protocols. Working with families that prefer in-person meetings creatively to make sure that safety is a priority.
 - SSA's continue to check-in with families on a routine basis to address needs.
 - Providers are working closely with the SSA and QI Departments, as they work through the changes due to COVID-19 restrictions.
- Ms. Saddler shared that the Facilities department is back at 100%. A night janitorial staff member is working days to clean the building continuously. Business and IT departments continue working from home. The IT department has added computer protections to safeguard all equipment and data during this time. She discussed the County Commissioner meeting she and the Superintendent attended last week and the first Levy Resolution which was approved at the meeting.
- Ms. Meyer wants to thank the SSA department for their continued weekly calls. She also wanted to note her disappointment that neither the day or evening providers they have for her son have been in contact with them through this entire time.

X. NEXT MEETING: Monday July 20, 2020

XI. ADJOURNMENT - A motion to adjourn the meeting at 6:27 p.m. was made by Mr. Herbe. The motion was seconded by Mr. McKinney. Mr. Baker called for a voice vote. Motion was carried and so ordered.

Meeting adjourned.

Minutes approved by:

Steve M. Baker

STEVE M. BAKER, PRESIDENT

7/20/2020

DATE

MANDY VIA, RECORDING SECRETARY

DATE