

BOARD MEETING MINUTES

April 20, 2020

BOARD IN-SERVICE: MUI/UI – Presented by Becky Snell

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, April 20, 2020, at 6:00 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

I. ROLL CALL

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

II. PLEDGE OF ALLEGIANCE

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

Board paused for a moment of silence in remembrance of Eddie Kauffman.

III. INTRODUCTION OF STAFF/GUESTS

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

IV. PRESENTATION BY GUESTS

No presentations this month.

V. PRESENTATION OF MINUTES

The minutes of the March 16, 2020, meeting were reviewed. A motion to accept the minutes of the meeting for the official record was made by Ms. Ojeda. The motion was seconded by Mr. Burris. 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 March 2020. A motion to accept the Monthly Financial Report as written was made by Ms. Ojeda. The motion was seconded by Ms. Meyer. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

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

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

Motion was carried and so ordered.

VII. OLD BUSINESS:

- A. Quarterly Table of Organization:** A motion to approve the Quarterly Table of Organization was made by Ms. Ojeda. The motion was seconded by Ms. Meyer. Mr. Baker asked for a voice vote. Motion was carried and so ordered.
- B. Identity Protection:** A discussion was held by the Board regarding Identity Shield and Legal Shield protection plans. Ms. Pettit explained the plans, which were recommended by McGohan Brabender. The Board provided guidance on the plans.
- C. Update on Contracts:** An update on the on-going building contracts was given by Sherry Saddler, Business Director. The following was reported:
- ❖ The gym floor is finished and the bleachers are on back order; to be delivered and installed by mid-May.
 - ❖ The roof will be complete within the next few weeks.
 - ❖ HVAC system is complete.

VIII. NEW BUSINESS

- A. Levy Resolution:** A motion to approve the P&F Committee and Superintendent's recommendation to approve the resolution of a proposed renewal levy to be sent to the Miami County Commissioners for inclusion on the ballot in November 2020 was made by Ms. Ojeda. The motion was seconded by Ms. Meyer. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

- 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:

New Policy:

- P-48** Paid Emergency Sick Leave – This policy provides 2 weeks of paid emergency sick leave for one of the six COVID-19 related qualifying absences in accordance with the requirements of the Emergency Paid Sick Leave Act effective 4/1/2020.
- P-49** Emergency Family Medical Leave Expansion – This policy provides up to 12 weeks of leave for a COVID-19 related absence in accordance with the emergency Family Medical Leave Expansion Act effective 4/1/2020. Employees receive 2 weeks unpaid and then 10 weeks paid at 2/3 of their wages for a qualifying condition. Our policy aligns with the six COVID-19 related qualifying absences found in the Paid Emergency Sick Leave.

FAQs – Paid Emergency Sick Leave and Emergency Family Medical Leave Expansion

The FAQ document is designed to help clarify questions related to P-48 Paid Emergency Sick Leave and P-49 Emergency Family Medical Leave Expansion.

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

- F. Other:

IX. COMMENTS:

- Ms. Nichols updated the Board on the following:
 - Public relations is using social media for DSP appreciation and recruitment efforts.
 - ABLÉ magazine for Spring 2020 has been sent out.
 - Community Employment is currently slow given the current situation.
 - Community Connections are getting creative with Zoom, Facebook and social media to connect and engage individuals served with virtual activities.
- Ms. Pettit updated that she is currently supporting staff.
- Ms. Snell updated that her department is busy supporting Direct Support Professionals (DSPs) in the field with food kits, self-care kits. They are working on providing games. They are delivering basics of PPE for providers which was collected in a hunt through our facility as well as collected in the community. They received 3 boxes of masks and gloves today.
- Ms. Greenawalt-Cherry updated that Early Intervention is continuing services and referrals through virtual services. The virtual services have been going on previously for their department. Newer staff members are working hard to learn all the technologies needed.

- Ms. Knupp updated the Board on the following:
 - The SSA department stayed busy with the first two weeks of the stay at home order being focused on crisis management and crisis intervention.
 - The SSAs have regular contact with all individuals that have SSA services. Emergency backup plans for each individual have been established and the plans are updated regularly.
 - The department has now resumed routine functions, to include all ISP-related activity, with everything being accomplished virtually.
 - An additional emergency planning function has taken place, that includes a form to be prepared for individuals served, receiving SSA services, that outlines medical information that could be used to assist hospital emergency departments, should someone be hospitalized. We have elected to keep the forms in our possession and will transmit to the hospitals at the time if needed or requested.
 - SSAs have included asking individuals, families and providers about their needs related to food, cleaning supplies, PPE, etc. The SSAs are coordinating the supply of needs determined to the individual, families and providers.
 - The SSA Managers continue to routine check-ins with their staff to provide support and making sure that balance is had with challenges that may exist from working virtually while maintaining SSA services for individuals served.

- Ms. Saddler shared that the Facilities department is rotating employees to clean the building and do any mowing needed. The IT department is working the doors to monitor entrance and exits as well as assisting everyone working remotely. The Business department continues to work with the County offices to facilitate payroll and accounts payable/receivable.

- Mr. Green updated the Board that the Executive Team continues to meet daily to discuss activities. He is proud of our team and how they have met the challenges as they have arisen.

X. NEXT MEETING: Monday May 18, 2020


XI. ADJOURNMENT - A motion to adjourn the meeting at 6:31 p.m. was made by Mr. Burris. The motion was seconded by Ms. Ojeda. 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