



BOARD MEETING MINUTES

July 20, 2020

BOARD IN-SERVICE: No Inservice

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, July 20, 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	Shawn McKinney	-	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, Kathy Greenawalt Cherry, Sherry Saddler, Stacy Pettit, Becky Snell, Carol Helman and Denise Kenworthy.

IV. PRESENTATION BY GUESTS

No presentations this month.

V. PRESENTATION OF MINUTES

The minutes of the June 15, 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 June 2020. A motion to accept the Monthly Financial Report as written was made by Ms. Ojeda. The motion was seconded by Mr. McKinney. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

B. Monthly Bills: The June 2020 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the June 2020 bills was made by Ms. Ojeda. The motion was seconded by Mr. Johnson. 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. Quarterly Table of Organization: A motion to approve the Quarterly Table of Organization was made by Mr. Herbe. The motion was seconded by Ms. Via. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

VIII. NEW BUSINESS:

A. Ethics Approvals: None

B. Conferences: None

C. Personnel Actions:

New Hires:

Carol Helman, Executive Assistant, effective July 20, 2020

Tasha Potts, Intermittent Administrative Assistant, effective July 6, 2020

Promotions/Transfers: None

Resignations/Contract Non-Renewal/Retirement/Termination:

Jill LaFleur, Service and Support Administrator, resignation, effective July 10, 2020

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

Date Change & Reformatting Only:

G-1 Principles of Self Determination

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

E. Other: None

IX. COMMENTS:

- o Ms. Pettit updated that the benefits renewal process is beginning, and she will have cost information early this Fall. The new HR information system has been selected and she will be

starting the process to move data over to the cloud-based system. She is meeting with directors to discuss talent development and is currently interviewing applicants for the HR assistant position.

- Ms. Snell updated on the county color coding system. The QI department continues to provide PPE equipment to providers and are coming up with ways to show providers how much they are appreciated. Eligibilities have increased recently now that things have opened up again. The IA's have not experienced a slow down in their MUI investigations, thankfully only 1 has been COVID-19 related. The behavior support coordinators have seen an increase in new referrals and behaviors, most likely due to everyone being isolated at home for so long. The provider support coordinators have seen an increase in provider referrals, as well as requests for assistance in locating a job as a provider. Our resource support coordinators have been working hard to help those at home with different equipment and modifications to help our individuals be more comfortable at home, but new affordable housing has been a challenge to find in the current climate.
- Ms. Greenawalt-Cherry updated on a staffing change that will take place in August. EI referrals still remain low so they are continuing to reach out to our referral sources to let them know we are still here and providing services to families. She is trying to keep her team energized as they continue virtual home visits. Her staff has indicated they would like to share at the end of their team meetings what they are grateful for, so they will be starting that at the next meeting and see where that goes.
- Ms. Knupp updated that they are very busy and back to normal on requirements. They must get physical signatures so are using PPE and a lot of creative planning when doing ISP meetings. There are now three SSA vacancies and are working to get one position filled. They have a short-term coverage plan in place. They are trying to support and aid the DSPs the best way they can.
- Ms. Saddler updated that the Facilities department is working on various projects. They have done complete makeovers of three conference rooms, painted 15 offices, replacing carpet as needed, did a facelift on some of the restrooms, and are cleaning and reorganizing their own workspace. The IT department is business as usual with ordering equipment and troubleshooting issues. The Business department continues to handle payroll and payables, the County audit has been completed and the cost report as well as the budget have been submitted.
- Ms. Meyer asked if we have talked with Mr. Larson about the preschool classes that use the building. Mr. Green responded that the Miami County ESC is currently putting together a plan.
- Mr. Baker expressed appreciation for the great job everyone is doing during this difficult time.
- In Ms. Nichols absence, Mr. Green shared that the first meeting on the upcoming levy will be August 11, 2020 at 4:30 p.m. at the YMCA Robinson Branch. Two upcoming Board in-services will be changing due to COVID-19. For the August in-service, Board members will be emailed links to various videos to view. The November in-service is yet to be determined.

- o Mr. Green updated on what is happening at the State level:
 1. The statewide single ISP system should be up in March of 2021. The goal is for SSA's to enter information into the system so the plan can follow the individual if they move to a different county.
 2. As a result of COVID-19, there is a committee now looking at whether there are some rules that can be re-evaluated to reduce red tape for families and providers.
 3. A committee is looking at the Adult Day Services trying to determine what is of value to the families and the individuals. They are considering how those traditional programs might look different moving forward and whether there may be alternatives.

X. NEXT MEETING: Monday August 17, 2020

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

Meeting adjourned.

Minutes approved by:



STEVE M. BAKER, PRESIDENT

8/17/2020
DATE

MANDY VIA, RECORDING SECRETARY

DATE