



BOARD MEETING MINUTES

August 17, 2020

BOARD IN-SERVICE: The Superintendent emailed Board members an "Overview of Service & Support Administration (SSA)" to complete on their own.

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, August 17, 2020, at 5:30 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

I. ROLL CALL

Steve Baker	- Present	Andrew Johnston	- Present
Lori Meyer	- Present	Jerry Herbe	- Excused
Mandy Via	- Present	Shawn McKinney	- Present
Kim Ojeda	- 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, Kathy Greenawalt-Cherry, Melissa Nichols, Sherry Saddler, Stacy Pettit, Becky Snell, Jessica Knupp, Carol Helman and Denise Kenworthy.

IV. PRESENTATION BY GUESTS

No presentations this month.

V. PRESENTATION OF MINUTES

The minutes of the July 20, 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 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 July 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 July 2020 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the July 2020 bills was made by Ms. Meyer. The motion was seconded by Mr. McKinney. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

VII. OLD BUSINESS

- A. None

VIII. NEW BUSINESS

- A. Ethics Approvals: None

- B. Conferences: None

- C. Personnel Actions:

New Hires: None

Promotions/Transfers: None

Resignations/Contract Non-Renewal/ Retirement/Termination:

Briana Grilliot, Developmental Specialist, resignation, effective August 7, 2020

Brittany Ulman, Communications Coordinator, resignation, effective August 28, 2020

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

Changes to Policy:

- F-22 Fiscal Reporting for Medicaid Administration Claiming System (MAC) – removed references to ODJFS

Date Change & Reformatting Only: None

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

- E. Other: None

IX. COMMENTS:

- Mr. Green updated the Board on the following:
 - DODD is putting a one-time stimulus package together for anyone doing on-site/on-call, Ohio shared living and homemaker personal care to help offset their expenses incurred since March, mostly related to overtime and PPE, when day programs closed due to the pandemic. The details are currently being worked out. The County Boards are participating with our match being between \$32,000 and \$35,000.
 - We are looking month to month to assist day programs and are paying acuity C rates which is the highest level rate we can pay per person to help offset for groups. County Boards are reviewing this monthly.
 - The DSP wage increase that was passed into legislation prior to the pandemic will be going into effect next year. The County Boards are picking up the majority of the State's cost.
- Ms. Pettit stated that she will be meeting with McGohan Brabender to prepare for the open enrollment process. She had a launch meeting with GoCo on the new HR information system that will streamline our HR processes. The HR assistant has been hired, will start at the end of August, and will also be covering the front desk as part of her duties. An SSA will be starting in mid-September and the Communications Coordinator position has been posted. She has also met with Sherry regarding the 2021 HR budget.
- Ms. Nichols shared that the Communications Coordinator's last day will be next Friday and interviews for the position will occur in the coming weeks. Levy activities are ramping up and she is currently working on ordering various communication materials including yards signs, billboards, and fact sheets. The next Levy Committee meeting will be September 2, 2020 at 4:30 at the YMCA Robinson Branch. If anyone would like to join the Committee, let her know and she will include you on the email list.
- Ms. Snell stated that things are back to business as usual except for staff working more virtually and less often in the office. She has a couple of employees who live in Montgomery County, which is at Level Red, and they have been working through the challenges of coming into the office and doing home visits. For staff who are doing home visits, visits have been shortened with everyone involved using PPE. The department is gearing up for DSP Appreciation Week which is the second week of September and is looking for ideas to show extra appreciation and thanks this year since the DPSs are putting their health and safety on the line to protect the health and safety of the individuals that we serve.
- Ms. Greenawalt-Cherry shared that her staff has been busy putting together activity bags for the families created with items donated by Monroe Grange (play doh, bubbles, flour for homemade play doh), and families have been very appreciative. Bags still to be delivered will be clearly labeled to avoid any confusion regarding the

contents. There have been some glitches with the One Call Now system that they are resolving. Services continue to be provided virtually and the number of referrals is slowly increasing as outreach efforts to our community partners continue.

- Ms. Knupp updated on the following:
 - No individuals living in a group or congregate setting have tested positive for COVID, but there have been several individuals who live alone or with their families who have or have had family members test positive. SSAs are developing alternative plans to make sure those individuals' needs are being met and are determining how to accomplish provider services over the phone while they are quarantined. She is tracking those cases and is keeping the Executive Team updated. There have been DSPs working in the congregate setting who have tested positive but the individuals they serve have not which shows the providers are diligent in wearing PPE to keep our individuals safe.
 - There have been several individuals hospitalized for conditions not related to COVID and they are navigating those emergencies.
 - SSAs are accomplishing as much as they can virtually and doing required face to face visits as creatively as possible. There are four or five SSAs who live in Montgomery County and team members continue to volunteer to help by doing home visits for their co-workers until Montgomery County is no longer Level Red.
 - Adult day services have very tight restrictions resulting in them not being able to serve as many individuals as they could pre-pandemic. She is working with Melissa and Becky's departments as well as the day services providers on alternatives.
 - One SSA position has been filled and they will work to fill the other two open positions next year.

- Ms. Saddler shared that the Facilities Department continues to complete various projects in the building and have also completed the preventive maintenance and inspections on all of the homes. There was an emergency move to get an individual moved from one residence into another which went well. The IT Department continues to troubleshoot issues for staff and has been providing help to individuals and families with equipment as well as by phone with internet and other computer issues. The Business Department is currently working on the 2021 budget, and she has met with the directors and some of the managers. She also emailed Leigh Williams asking if the commissioners are going to request a 10% budget decrease as was requested in the first budget submission in May. She expects to hear back by Friday.

- Ms. Ojeda asked Ms. Knupp what would be done if a COVID case does occur in a group setting. Ms. Knupp replied that she has talked with SSA directors in other counties who have had that happen. It would have to be handled on a case by case basis depending on the individual's level of supervision, how many are affected, the site and the agency involved. They would possibly provide remote support options or find DSPs who might be willing to stay in the home.

- Ms. Ojeda asked Ms. Knupp whether the roll out for the new ISP process has been delayed at all because of COVID and how are the SSAs feeling about that. Ms. Knupp

replied she doesn't feel it has been significantly delayed. SSAs are concerned because when switching from one ISP format to another it takes an extreme amount of time to prepare information and make sure it is accurate. With so much currently going on because of COVID, she is hoping they will be given a full year to complete the ISP changes as has happened in previous years. If not, they will pace it out to try to avoid staff getting overwhelmed as well as preventing or minimizing unneeded stress for individuals, families and provider agencies.

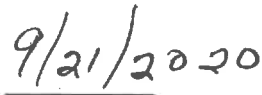
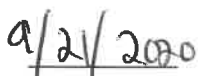
- Mr. Baker asked when the Board will begin meeting in-house again. Mr. Green responded that next month the Board is scheduled to have their pictures taken on the same day as the Board meeting so Board members will likely stay and meet in the conference room.
- Ms. Meyer commented that her son has not been invited back to adult day services yet, so they have been doing a lot of creative things at home since mid-March. They have bought an RV and she will be talking to Brian to get his expert opinion on what to do and not to do based on his RV expeditions. She stated it is Brian's fault they are doing this because she thought it sounded fun.
- Mr. Baker thanked the staff for everything they are doing during this crisis and to keep up the good work.

X. NEXT MEETING: Monday, September 21, 2020

XI. ADJOURNMENT - A motion to adjourn the meeting at 6:03 p.m. was made by Ms. Meyer. 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