

BOARD MEETING MINUTES September 21, 2020

BOARD IN-SERVICE: Budgeting and Cash Projections, presented by Sherry Saddler, Business Director.

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, September 21, 2020, at 5:45 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	- Excused		

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 and Carol Helman.

IV. PRESENTATION BY GUESTS

No presentations this month.

V. PRESENTATION OF MINUTES

The minutes of the August 17, 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. Via. 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 August 2020. A motion to accept the Monthly Financial Report as written was made by Mr. McKinney. The motion was seconded by Ms. Meyer. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

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

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

Motion was carried and so ordered.

VII. OLD BUSINESS:

None

VIII. NEW BUSINESS

- A. Proposal for Additional Holiday 2020:** A motion to approve the P&F Committee and Superintendent's recommendation for an additional paid holiday, November 27, 2020, was made by Mr. Johnston. The motion was seconded by Ms. Meyer. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

- B. Proposal for 2021 Revenue and Expenditure Budget:** A motion to approve the P&F Committee and Superintendent's recommendation for the 2021 Revenue and Expenditure Budget was made by Mr. McKinney. The motion was seconded by Mr. Johnston. Mr. Baker asked for a roll call vote.

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

Motion was carried and so ordered.

- C. Ethics Approvals:** None

- D. Conferences:** None

- E. Personnel Actions:**

New Hires:

Linda Hinger, HR Assistant, effective August 31, 2020

Andrew Luring, SSA, effective September 14, 2020

Promotions/Transfers: None

Resignations/Contract Non-Renewal/ Retirement/Termination:

Maureen Pease, Receptionist, retirement effective 09/30/2020

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

Change to Policy:

- G-21** Safety – The title “Facilities Supervisor” was changed to “Facilities Manager” for applicability. The title “Operations Director” was changed to “Business and Operations Director” for applicability. Emergency plans are reviewed by the Business and Operations Director and Facilities Manager bi-annually to ensure accuracy
- G-33** Program Accessibility – Removed the term “mental retardation or other”. Replaced the term “consumers” with “people”.
- REC-1** Recreational Opportunities – Replaced the term “Recreation Department” with “Community Connections Department” and removed reference to the 244-day calendar.
- REC-2** Recreational Transportation - Replaced the term “Recreation Department” with “Community Connections Department”.

Date Change and Reformatting Only:

- G-17** Program Operations/Routine Opening/Closing and Emergency Closing
- G-20** Research or Experimental Programs
- G-37** Waiting List

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

G. Other: 2020 OACB Delegate Assembly

Mr. Green reported that the conference will be virtual this year. Each county may have a delegate and an alternate present. The OACB Board of Trustees representatives will be elected and Mandy Via has expressed an interest in running to represent our area.

IX. COMMENTS:

- Ms. Pettit shared that she continues to work on open enrollment. The staff completed Formfire to gather information for the insurance quoting process and the quotes should be back the first or second week of October. She is currently recruiting for the Communications Coordinator position and interviews with three

candidates are scheduled. The transition from paper files to electronic files with GoCo is ongoing.

- Ms. Snell reported that last week was DSP Appreciation Week. There are approximately 500 direct service providers in Miami County. An appreciation gift was assembled consisting of a water bottle filled with various items – phone charger, hand sanitizer, pen, lip balm, and a reusable mask. Goody baskets filled with snacks, PPE and a variety of other items were also given to the staff at our provider agencies to express appreciation for their hard work.
- Ms. Greenawalt-Cherry stated that EI referrals are still down. She met with Central Coordination Outreach and asked how we can support each other with the child find and outreach program. Since referrals are going into Central Coordination but not making their way to the county level, she has asked that they allow our service coordinator to explain Riverside services to the families being referred. Also, she and the developmental specialists will be assisting Preble County EI until approximately the end of October while one of their developmental specialists is on medical leave. All services will be provided virtually, and we will be invoicing Preble County for the cost.
- Ms. Nichols provided an update from Friends for Riverside on the levy renewal campaign. Yard signs will be distributed to those people who have requested to have one displayed in their yard. Billboards should be in place within the week and the levy committee has also purchased digital ads for the first time which will begin showing up the first week of October when anyone looks up information on their phones or uses various apps. She and Mr. Green will be speaking to the Piqua Rotary this week and Troy Kiwanis in two weeks to provide information about the services provided by Riverside. Her team is keeping busy with Zoom activities for the individuals we serve and a golf activity group which recently wrapped up. Mr. Baker asked how many billboards were purchased by the levy committee and Ms. Nichols responded that there will be a total of 7.
- Ms. Knupp shared that the new SSA is now in his second week and they are navigating completing training protocols virtually for the first time as well as in person. Staff is still meeting virtually with individuals and meeting face to face as creatively as possible following required COVID protocols and using PPE. There continues to be an upswing in hospitalizations and law enforcement involvement. The IA's have been routinely collaborating with the SSA's to continue proactive planning efforts.
- Ms. Saddler reported that the Facilities team continues to complete projects in the building and are doing landscaping and outside work at the homes. IT is getting contracts ready for the service providers, ordering new equipment and troubleshooting issues. The Business Department is still working mostly from home but still go to the county offices for paper transactions.

- Mr. Baker thanked the staff once again for all they are doing and stated that their efforts have not gone unnoticed.
- Ms. Via shared that she is now the Director of Telehealth with Premier. She is currently working on various projects and trying to connect telehealth services with hospitals and different physicians.

X. NEXT MEETING: Monday, October 19, 2020


XI. ADJOURNMENT: A motion to adjourn the meeting at 6:17 p.m. was made by Mr. Johnston. 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



DATE

MANDY VIA, RECORDING SECRETARY

DATE