



BOARD MEETING MINUTES

October 19, 2020

BOARD IN-SERVICE: Talent Management and Benefits, presented by Stacy Pettit, HR & Organizational Development Director.

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, October 19, 2020, at 5:50 p.m. at 1625 Troy-Sidney Rd., Troy, Ohio.

I. ROLL CALL

Steve Baker	- Present	Andrew Johnston	- Present
Lori Meyer	- Present	Jerry Herbe	- Present
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 and Carol Helman.

IV. PRESENTATION BY GUESTS

No presentations this month.

V. PRESENTATION OF MINUTES

The minutes of the September 21, 2020 meeting were reviewed. A motion to accept the minutes of the meeting for the official record was made by Mr. Johnston. The motion was seconded by Mr. McKinney. 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 September 2020. A motion to accept the Monthly Financial Report as written was made by Mr. Johnston. The motion was seconded by Ms. Meyer. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

B. Monthly Bills: The September 2020 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the September 2020 bills was made by Mr. McKinney. 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	-	Yes
Mandy Via	-	Yes	Shawn McKinney	-	Yes
Kim Ojeda	-	Yes			

Motion was carried and so ordered.

VII. OLD BUSINESS:

A. Quarterly Table of Organization: A motion to accept the Quarterly Table of Organization was made by Mr. Johnston. The motion was seconded by Ms. Meyer. 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: None

Promotions/Transfers: None

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

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

Change to Policy:

F-26 Fees for Services to Eligible Individuals – Added language to generalize "Medicaid Rate Structure".

Date Change and Reformatting Only:

F-02 Then & Now Certificates for Invoices

F-04 Pay Periods/Payroll Checks/Payroll Deductions

F-06 Employee Reimbursement

F-06a Employee Reimbursement (procedure)

F-10 Mileage and Travel Reimbursement

F-21 Cash Control

G-5 Buildings and Grounds

G-15 Permits, Licenses and Inspections

G-35 Liability Insurance

G-42 Sales and Solicitations

Recension of Policy:

F-26a Fees for Services to Eligible Individuals – attachment to Policy F-26 (list of specific fees) is no longer needed; language added to F-26.

P-38 Drug and Alcohol Testing of Employees with Commercial Driver’s Licenses – we no longer employ CDL drivers.

A motion to accept the changes to the Policies and Procedures was made by Mr. Johnston. 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:

- Ms. Pettit shared that a Communications Coordinator has been hired and the intermittent facilities supervisor recently resigned. She will be holding two events over the holidays for employees – Maintain Not Gain and Secret Santa.
- Ms. Nichols provided an update from the Friends for Riverside campaign committee and thanked members of that committee for their efforts in getting yard signs out. She and Mr. Green have done several speaking engagements to discuss the services provided by Riverside and Mr. Green presented at Miami County’s Meet the Candidate Night. The Communications Coordinator has been hired and will start after Thanksgiving. The Community Connections team will be returning to some in-person activities over the next few weeks, following all COVID protocols, to help with our individuals’ social, emotional and mental well-being.
- Ms. Greenawalt-Cherry shared that EI numbers remain down and are also down statewide which is a concern. September referrals were back to normal however, there have been only ten received so far in October. November outreach efforts will target preschools and daycares. Face to face guidelines for EI has been sent to staff which provides information on how a face to face intervention will complement what is being done virtually. The developmental specialists have been assisting Preble County while their specialist is on medical leave and will be doing so until at least the end of October.
- Ms. Snell shared that she has put together a mini grant program so providers can apply for assistance with COVID-19 related needs they may have. Provider recruitment efforts continue as it is anticipated it may be more difficult to get providers into the homes of individuals as we go into fall and winter. If you know anyone who may be a good DSP, please have them contact her.
- Ms. Knupp commented that the SSAs work continues as usual. They have also been trying to support providers as much as possible by helping with small tasks such as doctor’s appointments and getting groceries to allow independent providers and provider agencies to focus on filling any bigger gaps in services to individuals with greater needs due to the pandemic. SSAs are working at different times during the day as needed to maintain some flexibility while still working to remain centered around the individual’s and provider’s needs. There have been many individuals who have not been invited back to day services due to pandemic restrictions so the efforts of the CA&O department to get individuals out and active will be very helpful for those who need that social and emotional connection. There has been a statewide waiting list project in process to determine current and immediate needs for the individuals served by the Board. The SSA department made a united effort to get that done in a timely manner and has completed this

project ahead of schedule. This will help in planning and budgeting ahead to meet the individual's needs as well as for staffing needs.

- o Ms. Saddler shared that her team has been working on next year's contracts to present at the November Board meeting. The facilities crew has been working on smaller projects like painting and touch-ups to the interior of the building and completing hardscaping and landscaping at the homes. IT has been exploring possible upgrades to the phone system. She and Mr. Green will be presenting the 2021 budget to the Commissioners next week.

X. EXECUTIVE SESSION:

A motion to enter into Executive Session at 6:22 to consider compensation of a public employee 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	-	Yes
Mandy Via	-	Yes	Shawn McKinney	-	Yes
Kim Ojeda	-	Yes			

Motion was carried and so ordered.

A motion to adjourn from Executive Session at 6:44 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.

XI. NEXT MEETING: Monday, November 16, 2020

- XII. ADJOURNMENT:** A motion to adjourn the meeting at 6:45 p.m. was made by Ms. Meyer. The motion was seconded by Mr. Johnston. 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