



BOARD MEETING MINUTES

November 16, 2020

Miami County Commissioner Gregory Simmons and Ben Thaeler from Representative Warren Davidson's office presented letters of recognition to outgoing Board members Kim Ojeda and Steve Baker.

BOARD IN-SERVICE: Advocacy, presented by Melissa Nichols, Community Awareness and Opportunities Director.

The Miami County Board of Developmental Disabilities held their monthly meeting on Monday, November 16, 2020, at 6 :02 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, and Carol Helman.

IV. PRESENTATION BY GUESTS

None

V. PRESENTATION OF MINUTES

The minutes of the October 19, 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 October 2020. A motion to accept the Monthly Financial Report as written was made by Ms. Via.

The motion was seconded by Ms. Meyer. Mr. Baker asked for a voice vote. Motion was carried and so ordered.

- B. Monthly Bills:** The October 2020 bills were presented for approval. A motion to ratify the Superintendent's actions in payment of the October 2020 bills was made by Ms. Ojeda. 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	-	Yes			

Motion was carried and so ordered.

VII. OLD BUSINESS:

- A. None**

VIII. NEW BUSINESS

- A. Proposal for 2021 Contracts:** A motion to approve the P&F Committee and Superintendent's recommendation of the 2021 contracts was made by Ms. Ojeda. 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	-	Yes			

Motion was carried and so ordered.

- B. Proposal for WestCON Contract:** A motion to approve the P&F Committee and Superintendent's recommendation of the WestCON contract 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	-	Excused
Mandy Via	-	Yes	Shawn McKinney	-	Yes
Kim Ojeda	-	Yes			

Motion was carried and so ordered.

- C. Proposal for HOP Contract:** A motion to approve the P&F Committee and Superintendent's recommendation of the HOP Contract was made by Ms. Ojeda. 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	-	Yes			

Motion was carried and so ordered.

D. Proposal for Telephone Systems Upgrade: A motion to approve the P&F Committee and Superintendent's recommendation of the Telephone System Upgrade 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	-	Excused
Mandy Via	-	Yes	Shawn McKinney	-	Yes
Kim Ojeda	-	Yes			

Motion was carried and so ordered.

E. Policy F-07 – Cell Phone Policy: A motion to approve the P&F Committee and Superintendent's recommendation of Policy F-07 – Cell Phone Policy was made by Ms. Ojeda. 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	-	Yes			

Motion was carried and so ordered.

F. Proposal for Christmas Eve Paid Day Off: A motion to approve the P&F Committee and Superintendent's recommendation to allow December 24, 2020 to be a paid holiday for exempt and non-exempt employees 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
Mandy Via	-	Yes	Shawn McKinney	-	Yes
Kim Ojeda	-	Yes			

Motion was carried and so ordered.

G. Board Meeting Dates for 2021: A motion to approve the proposed meeting schedule for 2021 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.

H. December Board Meeting/Payment of Bills: A motion to cancel the December Board meeting and authorize the Superintendent to pay the December bills was made by Ms. Ojeda. 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	-	Yes			

Motion was carried and so ordered.

- I. Nominating Committee: Mr. Baker appointed Mr. McKinney, Mr. Herbe and Mr. Johnston to serve on the nominating committee for 2021 officers with Mr. Johnston to act as chair.
- J. Ethics Approvals: None
- K. Conferences: A motion to approve the attendance of eighteen employees at the OACB Winter Conference at a cost not to exceed \$1,775 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
Mandy Via	-	Yes	Shawn McKinney	-	Yes
Kim Ojeda	-	Yes			

Motion was carried and so ordered.

L. Personnel Actions:

New Hires:

Joan Bernstein, Communications Coordinator, effective November 30, 2020

Promotions/Transfers:

None

Resignations/Contract Non-Renewal/ Retirement/Termination:

Taylor Cherry, Intermittent Facilities Site Supervisor, resignation effective October 10, 2020

M. Policies/Procedures: The Superintendent recommends the adoption of the Policies and Procedures listed below:

Change to Policy:

G-3 Review of Services Provided through Contract – Removed the word “consumer” and added the words “for individuals served”. Added the words “and the Revised Code” and removed Section III on reimbursement which is no longer needed as the ORC is referenced for that specific information.

Date Change and Reformatting Only:

B-1 Mission and Vision Statements

A motion to accept the changes to the Policies and Procedures 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.

N. Other: None

IX. COMMENTS:

- Ms. Pettit commented that open enrollment is finished, she is getting everything to the County this week and will be updating our vendors. She will start the strategic plan process for the 2020

year-end summary and early next year will begin planning for 2022-2024. There are some virtual holiday events planned for staff and the annual Employee Service Awards will be held virtually in mid-December.

- Ms. Nichols thanked everyone on behalf of the Friends for Riverside campaign committee, especially the Board and Executive Team, for helping to get the message out and their commitment to getting the levy passed. The new Communications Coordinator will start the Monday after Thanksgiving. Her department is gearing up for more social media activities.
- Ms. Snell reported that the QI staff is trying to be creative in problem solving with providers and situations, as well as trying to make sure to provide services in the most no contact way when possible. They are trying to balance safety with the needs of the individuals and providers while still serving everyone as best as they can.

Ms. Snell also provided an update on behalf of Ms. Knupp. With Miami County now at Level 3 - Red the SSAs are going back to obtaining verbal consents rather than physical signatures for consent for ISPs, and are re-focusing their efforts on health, safety, food, and shelter to make sure families and individuals have what they need. SSAs are also making themselves available and filling in provider gaps when needed.

- Ms. Greenawalt-Cherry thanked the Board for approving the therapy contracts. EI program referrals continue to be low. Referrals are still going into Central Intake, so her department is following up with families who do not connect on the local level. While referral numbers are down actual numbers of children receiving services are comparable to a year ago. The Developmental Specialists are continuing to assist Preble County and will continue to do so through the end of November while their Developmental Specialist transitions back from medical leave. EI has hosted several virtual trainings. She, Mr. Green and IT Manager Greg Green will be part of a panel on "Don't Throw the Tele-EI Baby Out with the Pandemic Bathwater" at the OACB annual conference because Miami County was able to swiftly move from in-home visits to technology. The IT Department has been instrumental in that process and Mr. Green and Ms. Blankenship have been on the spot to resolve any computer issues so services could continue.
- Ms. Sadler commented that the Business Department is beginning year end processes to meet the end of year deadlines. With the County is at Level 3 – Red, the Facilities team is still working on-site but will not be doing any work in the homes unless there is an emergency. If the County goes to Level 4 – Purple they will reassess to determine what the needs are. The IT Department is getting ready for year-end as well getting POs in place for 2021 and will be researching and planning for the phone upgrade over the next month.
- Mr. Green thanked the Board for being so engaged in assisting with this year's levy campaign. He is very proud of the staff and leadership team in helping to get it passed during a pandemic.
- Ms. Ojeda commented that Ms. Greenawalt-Cherry was one of the beginners with her family when Andrew was 3 months old and he just turned 17. She would like to thank her. She was there when he couldn't even hold his head up off the floor. With Andrew starting at Riverside at 3 months old and now talking to OOD about getting a job once the pandemic is over and taking classes this school year, it has just been phenomenal the changes she has seen. And she can't not

mention Lisa Barren and Karen Mayer and how concerned they were when Ms. Mayer left only to get Mr. Green to take her place who just took it to a whole new level. She's going to miss everyone.

- Mr. Baker thanked Ms. Nichols and the levy campaign committee for the great job they did on the levy. And he can't believe all of the computers we have now.
- Ms. Meyer stated that she is going to miss Mr. Baker and Ms. Ojeda and it will be hard not to see them every month.

X. EXECUTIVE SESSION:

A motion to enter into Executive Session at 6:40 to consider compensation of the Superintendent was made by Ms. Meyer. The motion was seconded by Ms. Ojeda. 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	-	Yes			

Motion was carried and so ordered.

A motion to adjourn from Executive Session at 6:57 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.

XI. NEXT MEETING: Monday, January 25, 2021

XII. ADJOURNMENT:

A motion to adjourn the meeting at 6:58 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:



PRESIDENT



DATE

RECORDING SECRETARY

DATE