

MINUTES OF THE MONTGOMERY COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES SERVICES

June 17, 2025

NORTHVIEW

I. CALL TO ORDER/BOARD MEMBER ATTENDANCE

Board President, John Serr, called the June 17, 2025 meeting of the Montgomery County Board of Developmental Disabilities Services to order at 7:01 p.m.

Member's in-person: President, John Serr; Vice President, Elizabeth Redmon; Madeline Iseli; Valerie Jones; Ralonda Holt; Heath MacAlpine
Superintendent, Kamarr Gage

Member's absent: Secretary, Richard Schultze. Mr. Schultze informed the Superintendent of his absence prior to the meeting.

Ms. Holt opened the meeting by reading the Board's Vision and Mission.

~ Moment of Silence

Mr. Serr asked the Board to observe a moment of silence in memory of those who have passed away since our last Board Meeting, whether they be individuals served or their family members, staff or their family members, or friends of the Board.

II. SPECIAL PRESENTATIONS

A. Recognition of Retiree Tammy Disney, Benefits and Work Incentives Specialist. Residential and Community Integration Manager, Molly Kidd, shared highlights of Tammy's 35-year career with MCBDDS. Tammy said our organization is wonderful and she has really enjoyed her time with MCBDDS. The Board congratulated Tammy with a round of applause.

B. Data Breach Update and PHI Best Practices by Director of IT, John Brown, and Medicaid Compliance Manager, Lauren Fritz

"In a letter dated April 14, 2025 Office of Civil Rights decided not to further investigate DDS based on the information we were able to provide during their initial investigation. However we are required to complete follow-up to ensure the continued security of our network.

OCR has notified DDS that they could come back after six months from the date of the letter to verify that we have completed an enterprise-wide risk analysis and created a risk management plan based on the analysis. DDS has entered into a contract with a well-known company to complete this third party assessment.

We are also taking additional measures to safeguard PHI/PII and public records. This includes a procedural shift in how staff use text messaging. Staff are currently being trained to only use texting for transient/transitory information sharing only. Because we are a public agency who are bound by HIPAA we need to make sure all communication is secure and can be produced in a public records request. This procedural shift includes external and internal texts and digital correspondence. Transient/transitory messages are not public records and should not contain any PHI/PII so we would not be required to maintain these messages. These types of messages do not have any administrative, fiscal, or historical value to the agency. They do not illustrate decision making. Some examples of these types of messages include things like canceling a meeting, asking for a call back, confirming receipt of information.

DDS recognizes that texting does not meet our standards for securing information and will encourage all formal correspondence to occur via email, phone call, in person, etc. Staff will receive guidance to respond to messages they receive from individuals, families and providers that do not meet the transitory requirements to encourage them to discontinue the practice of sharing this type of information via text.

DDS management staff will be sharing this same message with providers and families as well so it is no surprise when they are encouraged to call or email sensitive information. The HIPAA Security Officer and HIPAA Privacy Officer continue to review structures and procedures on a regular basis to safeguard information of the individuals served.”

C. Wavier Enrollment Update by Waiver Manager, Faith Renner. Below are the areas Faith covered:

- Annual waiver allocations determined at the beginning of each year as to what we can afford and they are requested from DODD.
- Waiting List Assessments are completed and determination made by the WLA Review Committee if need waiver to meet needs.
- Waivers allocated as Level of Care/Waiver packets ready to send to DODD for approval and enrollment.
- Waivers were allocated to all 30 individuals on Waiting List from understanding given during a statewide meeting. Doing so means that we are running out of waiver slots that we can afford sooner rather than later this year.
- Not all of the 30 on the WL will follow through or be eligible for Medicaid so those individuals will get due process and be removed from the Waiting List. Those slots could be used for someone else.
- Individuals deemed to have a current need by the WLA Review Committee from this point forward will go on the Waiting List and ben enrolled when a waiver slot is available.
- Next year we will continue the practice of enrolling individuals on the Waiting List but also reserving waiver slots to use for emergencies during the year. Waiver enrollment will continue to be limited based on financial resources.

- Five counties I asked about waiver enrollment and budgeting for waivers indicated that they follow our initial process for enrollment. All of them have had funds available to request additional waiver slots to meet their current needs for the year.

III. REVIEW AND APPROVAL OF MINUTES

The Board reviewed the May 20, 2025 Board Meeting minutes and took action as below:

Motion: Mr. Serr moved that the Montgomery County Board of DD Services approve the minutes of the May 20, 2025 Board Meeting. Ms. Redmon seconded the motion. The motion carried unanimously.

IV. SUPERINTENDENT REPORTS

A. Update by Superintendent

Kamarr's written report was included in the Board Packet and provided updates/details on the following:

- May Deliverables Status
- New Activities and Deliverables
- OACB Update
- IT plan
- Migration of Mental Health to Private Providers
- Migration of Recreation to Community Integration
- Volunteer Recruitment Plan
- General Information Shared with All Staff
- Monthly Waiver Movement

B. Thank you note(s)

These notes were included in the Board Packet for the Board to read at their convenience and leisure.

V. COMMITTEE REPORTS

A. Ethics Committee – Elizabeth Redmon, Chairperson

There were no Ethics items for June

B. Finance Committee – Richard Schultze, Chairperson - absent

1. Renewal of Hylant Insurance coverage
Andrew provided an overview.

Motion: Mr. MacAlpine moved that the Montgomery County Board of DD Services approve the recommendation to renew the 2025-2026 insurance coverage with Hylant at a proposed cost not to exceed \$72,873.00. Ms. Iseli seconded the motion. The motion carried

unanimously.

2. Review of Program Vouchers

These Program Vouchers were provided in the Board Packet and included expenditures that are over \$1,000.00. No action was required.

3. Approval of Resolution Calendar

Andrew provided an overview.

Motion: Mr. MacAlpine moved that the Montgomery County Board of DD Services approve the February Resolution Calendar for items 061725-04 to 621725-07. Ms. Iseli seconded the motion. The motion carried unanimously.

4. Financial Reports

The Financial Reports were provided in the Board Packet. Mr. MacAlpine asked Andrew to provide an update. Andrew said we are 42% of the way through the year. Revenue and Expenses are at 43% and overall Fund Balances are at 17% of our expense budget which is maintaining well. We received the one-time funds of \$9.17M from the county so 2026 looks good and we are already working on what 2027 will look like.

C. Human Resources Committee – Madeline Iseli, Chairperson

There were no Human Resources items for June

D. Policy Committee – John Serr, Chairperson

1. **First Reading of Selected Policies**

The policies listed below was presented for first reading. No action was required.

II .06	Correction of Minutes
IX.21	Early Intervention Services
IX.22	Eligibility for Board Services

2. **Second Reading and Approval of Policies**

Mr. Serr gave a second reading of the following policies:

XI.01	Privacy, Safeguards, and Privacy Officer
XI.02	Uses, Disclosures, Right to Restrictions and Sanctions
XI.03	Access, Amendments, and Grievances

Motion: Mr. Serr moved that the Montgomery County Board of DD Services approve the policies listed above. Ms. Iseli seconded the motion. The motion carried unanimously.

VI. SPECIAL REPORTS

A. Monthly Updates for DDS Departments

Mr. Serr mentioned the June and July service milestones that were listed under the HR section:

June:

Molly Kidd 15 years
Doug Heikes 10 years
Samantha Hay 1 year
Nathan Boles 1 year

July:

Amanda Walls 10 years
Anissa Birt 5 years
Ben Miller 1 year
Kevin Davis 1 year

VII. ANNOUNCEMENTS-EVENTS-STORIES

The following items/articles were included in the Board Packet for the Board Members to review at their convenience and leisure:

A. Link included in Board Packet to newsletters and events calendar

VIII. OTHER BUSINESS

Director of Communications, Janice Rice informed the Board Members of our 4th Annual Disability Pride Rally that will take place on Friday, July 25 at Cooper Park which is located immediately behind Dayton Metro Library.

IX. VISITORS' TIME

There were no visitors who wished to speak

X. ADJOURNMENT

There being no further business to present to the Board, the meeting was adjourned.

Time: 7:35 p.m.



Board Officer

August 19, 2025

Date

**The next Regular meeting of the Montgomery County Board of DDS
will take place at 7 p.m. be on TUESDAY, August 19, 2025
at Northview 8114 N. Main St. Dayton, OH 45415**

Board Secretary/jn
Reviewed and approved by Superintendent
Date approved by Board Secretary: June 26, 2025