

MINUTES OF THE MONTGOMERY COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES SERVICES

August 19, 2025

NORTHVIEW

**I. CALL TO ORDER/BOARD MEMBER ATTENDANCE**

Board President, John Serr, called the August 19, 2025 meeting of the Montgomery County Board of Developmental Disabilities Services to order at 7:05 p.m.

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

Member's absent: Madeline Iseli. Ms. Iseli notified the superintendent of her absence prior to the meeting.

Ms. Redmon 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**

This presentation took place after the Superintendent's Report.

A. Volunteer Program Presentation by Community Integration Supervisor, Kathy Duffin and Community Integration Specialist, Chelsea Viets

**III. REVIEW AND APPROVAL OF MINUTES**

The Board reviewed the June 17, 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 June 17, 2025 Board Meeting. Ms. Redmon seconded the motion. Mr. Schultze abstained. The motion carried with five in favor.**

Mr. Schultze abstained from approving the June minutes because he was absent from the June Board Meeting.

#### **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
- DODD Update
- Volunteer Recruitment Plan Update
- General Information Shared with All Staff
- Monthly Waiver Movement

Regarding the Blue Envelope item below that Kamarr included in his report, the Board requested a list of the law enforcement jurisdictions that have been contacted and implemented the Blue Envelope Program.

The Board also asked if there is an opportunity to engage with U.S. Immigration and Customs Enforcement's (ICE) on the concept of Blue Envelopes. The thought is that we can help ICE understand the needs of non-verbal individuals or those that may have limitations that impact their ability to comply ICE officers' directives.

- **July 30, 2025**, Kamarr Gage, Superintendent asked Bonnie Demopoulos, Director of MUI and Janice Rice, to work together for coordinate the implementation of the [Blue Envelope Program](#). The Blue Envelope Program was originally designed by the San Diego Sheriff's Department and launched in 2023. The program has since been implemented by other organizations throughout the U.S. The program first appeared in Ohio with a program developed by the Mahoning County Prosecutor's office in 2024. The plan is to request 25 of the blue envelope packets. Janice will publicize them through our website, social media and newsletters and see what kind of response we get. Bonnie will also notify the Montgomery County Sheriff's Department of this initiative and ask him to advise his municipalities. Upon receiving the kits, Bonnie and Janice will take a kit to the Sheriff's Department.

##### B. Early Intervention 100% Compliance Letter

This letter came from the Department of Children and Youth (DCY) and was included in the Board Packet.

##### C. 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 August

**B. Finance Committee – Richard Schultze, Chairperson**

1. Approval of 2025 OACB Dues Waiver Request

**Motion: Mr. Schultze moved that the Montgomery County Board of DD Services approve to request a waiver of annual dues for calendar year 2025 from the Ohio Association of County boards of Developmental Disabilities. Ms. Holt seconded the motion. The motion carried unanimously.**

2. Approval of Enterprise Agreement for Office 365

Director of IT, John Brown, provided an overview.

**Motion: Mr. Schultze moved that the Montgomery County Board of DD Services approve the Microsoft Enterprise Agreement consisting of three installments over three years of \$55,199.76 totaling \$165,599.28. Ms. Jones seconded the motion. The motion carried unanimously.**

3. Contracts previously approved by the Superintendent

These contracts were listed in the Board Packet and were within the Superintendent's budget authority granted by the Board. No action was required.

4. 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.

5. Approval of Resolution Calendar

**Motion: Mr. Schultze moved that the Montgomery County Board of DD Services approve the August Resolution Calendar for item(s) 081925-08. Ms. Redmon seconded the motion. The motion carried unanimously.**

6. Financial Reports

The Financial Reports were provided in the Board Packet. Mr. Schultze asked Andrew to provide an update. Andrew said we are 58% of the way through the year and revenue is at 67% which is really good and due to collecting our second levy allocation at the end of July. Expenses are at 62% which is slightly above budget due to the third quarter waiver match that was paid in July. We also had a fifth quarter supplemental waiver match payment that went out in July.

**C. Human Resources Committee – Madeline Iseli, Chairperson - absent**

1. Table of Organization Abolishments and Pay Bands

Mr. Serr said we have a couple of adjusted positions in the pay bands, i.e. Residential and Community Integration Division Manager and Compliance Division Manager. In addition, due to the 2025 budget constraints five vacant positions were abolished as part of this action:

**Motion: Mr. Serr moved that the Montgomery County Board of DD Services approve the above noted changes to the Table of Organization and authorize the Superintendent to take the necessary steps to abolish designated positions and update the titles listed within the corresponding pay band. Ms. Holt seconded the motion. The motion carried unanimously.**

**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 .013	Posting of State and Federal Information Posters
VII .66	Corporate Compliance
IX .30	Habilitation/vocational/community employment services with MCBDDS

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

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

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

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

3. **Request to Rescind**

Mr. Serr said the first policy listed: VII.51 Staff Property Damage, is a residual Adult Services policy and no longer needed. We will assess any property damage on an individual basis in the unlikely event it occurs. The other 10 listed are being rescinded because we no longer have a Mental Health Program.

VII.51	Staff Property Damage
IX .17	Waiting List MHSS Program

X .01	Diagnostic Assessment DDS/MH Supports and Services Program
X .02	Drug Theft MH Supports and Services Program
X .05	Records MH Supports and Services Program
X .06	Progress Notes MH Supports and Services Program
X .08	Consent for Treatment MH Supports and Services Program
X .09	Interagency Referral MH Supports and Services Program
X .10	Individual Served Termination of Services MH Supports and Services Program
X .11	Individual Service Plan MH Supports and Services Program
X .13	MHSS Performance Improvement Plan

**Motion:** Mr. Serr moved that the Montgomery County Board of DD Services approve to rescind the policies listed above. Mr. MacAlpine seconded the motion. The motion carried unanimously.

## **VI. SPECIAL REPORTS**

### A. Monthly Updates for DDS Departments

Mr. Serr pointed out three staff members who have reached milestones as below:

#### **10 years:**

Kerry Lynch, Administrative Professional I  
Rob Sukel, Medicaid Compliance Senior Analyst

#### **1 year:**

Maria Haines, Service and Support Administrator

## **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**

### A. Board Member Evaluation Overview

Mr. Serr handed out the results of the evaluation the Board Members recently completed and the Board Members took some time to look over everything before discussion took place. The Leadership Team will be looking at ways to support the Board Members' suggestions.

## **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: 8:39 p.m.**



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Board Officer

September 16, 2025

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Date

**The next Regular meeting of the Montgomery County Board of DDS  
will take place at 7 p.m. be on TUESDAY, September 16, 2025  
at Northview 8114 N. Main St. Dayton, OH 45415**

Board Secretary/jn  
Reviewed and approved by Superintendent  
Date approved by Board Secretary: August 25, 2025