MINUTES OF THE
MONTGOMERY COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES SERVICES
December 10, 2019
Kenneth W. Ritchey Administration Center

I. CALL TO ORDER/BOARD MEMBER ATTENDANCE

Board President, Madeline Iseli, called the December 10, 2019 meeting of the
Montgomery County Board of Developmental Disabilities Services to order at 7:00
p.m.

Members Present:  President Madeline Iseli; Vice President James Zahora;
Secretary Richard Schultz; Linda Gillispie; Sharon King-Roberts; Naima Quarles-Burnley; Superintendent, Dr. Pamela
Combs.

Members Absent:  William Linesch. Mr. Linesch notified the Superintendent of
his absence prior to the meeting.

Ms. Iseli opened the meeting by reading the Board’s Vision and Mission.

~ Moment of Silence

Ms. Iseli 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. Special Guest: County Administrator, Michael Colbert.

Board President Madeline Iseli introduced Michael Colbert. Michael thanked the
Board for having him. He said his attendance is more of a greeting than a
presentation. He acknowledged the Board and its work and he brought greetings
from Commissioners Lieberman, Dodge and Rice.

Michael talked about the May, 2019 tornado that impacted people with
developmental disabilities and how appreciative his team is of the work our Board
put in to assist those impacted. He said it’s been a challenging year for all of us with
everything that’s happened in our community and our entire county family came
together in demonstrating selflessness and dedication to people. He said the services
we provide is state-of-the-art and MCBDDS employees and service providers made
sure our most vulnerable citizens were accounted for immediately after the storm and
continue to help those impacted rebuild their lives. The individuals’ wellbeing for
weeks and months needed to be coordinated. Helping them to rebuild their lives and
gain access to much needed services is critical to the safety net system. Michael and
the Commissioners are eternally grateful for our entire team stating that, what
MCBDDS did for the community is unprecedented.

Michael shared that, after he presented the budget to the Commissioners last week,
they passed the budget unanimously. In that budget, the Board of Commissioners
committed to increase financial support for the Developmental Disabilities Services
(DDS) system. The Commissioners have long been supporters of DDS and the vital
place it has in our community. Regardless of the changes and challenges going on at
the federal or state levels, their commitment and support to the DDS Board and the
services it provides will continue.

Michael also expressed his support for Superintendent Pamela Combs. He believes
that having someone with her depth of knowledge both of the DDS and JFS systems
is an invaluable asset to our community. He said we are blessed to have her. He and
the Commissioners are thrilled to have someone with her talent in our community
and they look forward to working with Pamela.

He went on to talk about the repurposing of our former buildings and the still-in-
motion day program of the Stillwater Center, which could not have been done
without our help. He stated it is wonderful that they were able to incorporate some
of the DDS employees into county service ensuring that few people as possible had
to go elsewhere for jobs. He talked about the Ohio Business College (OBS) now
located at the Ritchey Center. He shared that, in every conversation he has had with
OBS, they have stated they are very happy to be here and be a part of what we do.

Michael shared that we are gearing up for our next round of levy. In November of
2021 Levy A - which is the largest component of our two-levy system - will be on the
ballot. He said it’s very important that we move aggressively with all the time we
have now to prepare. The funds provided by the levy turns into a power house for
Children’s Services, services for the Frail and Elderly, Developmental Disabilities
Services, Public Health and ADAMHS. Every citizen in our community, either
directly or indirectly, is touched by the funds provided by the levy. He appreciates
our continued support of the Human Services Levy.

In closing, Michael said he appreciates our focus on central services. He said
MCBDDS employees are dedicated, committed, and they have been empowering
people in creating a community free of barriers. We need to continue to remove
those things that are going to prevent people from getting key essential services. This
work is often unseen. A lot of times the work being done is in the shadows.

Michael wants MCBDDS to know today that we have a partner in the County
Commissioners and County Administrator. They will work hand-in-hand with us to
ensure that safety and services continue. He wants us to know we have their
support.
Board President, Madeline Iseli thanked Michael for coming to visit us. She told him that his vote of confidence in our team and agency, starting with Superintendent Pamela Combs, is very, very gratifying. The biggest decision the MCBDDS Board of Trustees could ever make is hiring the Superintendent. Madeline said to Michael that hearing his confidence in Pamela puts all of the Board’s concerns at ease. She added that the way he stressed working “with” is very, very meaningful. Madeline thanked Michael for his leadership and for partnering with us. She thanked him for recognizing our incredible, professional team, stating that they truly do go above and beyond and she agreed with Michael that much of their work is in the shadows. Madeline asked Michael to give the Board’s best to the Commissioners and to please tell them how much we appreciate them and we look forward to working with the county on the 2021 levy campaign.

B. Oath of Office – Reappointment of Board Member Naima Quarles-Burnley.

Executive Administrative Assistant Julie Nelson administered the Oath of Office to Board Member Naima Quarles-Burnley. Ms. Quarles-Burnley has been reappointed for a second term by Probate Judge to begin on January 1, 2020 and end on December 31, 2023.

III. REVIEW AND APPROVAL OF MINUTES

The Board reviewed the minutes of the October 15, 2019 Montgomery County Board of DD Services Board Meeting, and October 29, 2019 and November 19, 2019 Board Work-Executive Sessions.

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the minutes of the October 15, 2019 Board Meeting. Ms. Gillispie seconded the motion. Ms. Quarles-Burnley abstained. The motion carried with five in favor.

Motion: Mr. Zahora moved that the Montgomery County Board of DD Services approve the minutes of the October 29, 2019 Board Work-Executive Session. Ms. Quarles-Burnley seconded the motion. Ms. Iseli abstained. The motion carried with five in favor.

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the minutes of the November 19, 2019 Board Work-Executive Session. Mr. Zahora seconded the motion. The motion carried unanimously.

IV. SUPERINTENDENT’S REPORTS

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the Annual Report incorporating the 4-year Strategic Plan and 1-year Annual Plan, as presented. Ms. Gillispie seconded the motion. The motion carried unanimously.

B. Brighter Tomorrow Foundation Report.
This report was provided in the Board packet. Ms. Iseli asked if anyone had any questions. There were no questions.

C. Provider Development Update.
This update was provided in the Board packet. Provider Development Manager Mitch Snyder was in attendance to answer questions. There were no questions.

V. COMMITTEE REPORTS

A. Ethics Committee – Naima Quarles-Burnley, Chairperson

Ms. Quarles-Burnley stated that the Ethics Council reviewed the following individuals and found no conflict of interest to exist: Elisa Bechtel; William Bechtel Jr.; Juleanna Fallen; Kendall Ferrill; Carol Kimbrough (two items). No action was required.

B. Finance Committee – Sharon King-Roberts, Chairperson


Motion: Ms. King-Roberts moved that the Montgomery County Board of DD Services enter into a contract with the Southwestern Ohio Council of Governments (SWOCOG) authorizing the provision of services up to $1,146,829.00 and authorizing the Superintendent to take the necessary action to execute the contract. Mr. Schultz seconded the motion. The motion carried unanimously.

2. Annual Availability of Funds/Medicaid Match.

Motion: Ms. King-Roberts moved that the Montgomery County Board of DD Services has adopted a budget for 2020 that includes the full amount necessary to meet its obligations under ORC 5126.05.07. The amount available to pay the non-federal share is $20,497,395.00 which is in excess of the value of ½ mill of taxes generated within Montgomery County. Mr. Schultz seconded the motion. The motion carried unanimously.

3. Authorization to approve certain categories of expenses above the Superintendent limit.
Motion: Ms. King-Roberts moved that the Montgomery County Board of DD Services authorize the Superintendent to approve the aforementioned expenses for 2020 in accordance with Board policy. Mr. Schultze seconded the motion. The motion carried unanimously.

4. Approval of Addendum to GSF-USA (custodial services) Contract. This contract was tabled at the October Board Meeting for further discussion and clarification.

Motion: Ms. King-Roberts moved that the Montgomery County Board of DD Services authorize the additional contracted amount of $28,776.00 with GSF-USA Inc., for custodial services for the period of time from August 29, 2019 through April 30, 2020, at a total contracted amount not to exceed $192,512.00. Mr. Schultze seconded the motion. The motion carried unanimously.

5. 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.

6. Review of Program Vouchers for October and November, 2019 These Program Vouchers were provided in the Board packet and included expenditures that are over $1,000.00. No action was required.

7. Approval of December Resolutions Calendar.

Motion: Ms. King-Roberts moved that the Montgomery County Board of DD Services approve the December Resolutions Calendar for item(s) 121019-31 to 121019-34. Mr. Schultze seconded the motion. The motion carried unanimously.

8. Financial Reports. The Financial Reports for October and November, 2019 were in the Board packet. Financial Manager, Debbie Kessler provided a brief overview of our current and projected financial status.

C. Human Resources Committee – Madeline Iseli, Chairperson

1. Approval to eliminate vacant position from Table of Organization.

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the elimination of one (1) vacant position identified above by position number, effective immediately, from the Table of Organization. Mr. Zahora seconded the motion. The motion carried unanimously.
2. Approval of 2020 Staff Compensation.

Ms. Iseli stated that she understood there was discussion in the Finance Committee about the proposed increases being included in the 2020 budget, adding they are already budgeted for. Ms. Iseli asked if anyone had questions on the details of the plan that was outlined in the packet. She then went on to say “Is everybody ok with this recommendation?”

Ms. King-Roberts responded that the Finance Committee wanted to make sure these costs were included in the budget because we have been on a negative down-slope for the past two years. She said the Committee wasn’t saying the increase wasn’t warranted. It’s very much warranted but they wanted to make sure we can afford it. She added that, even though the levy will be on the ballot, it doesn’t mean it will pass. She also said that anything financial that is covered in Human Resources should be funneled through the Finance Committee.

In response to Ms. King-Roberts asking Pamela what the forecast is if the levy doesn’t pass, Pamela first reiterated what Ms. Iseli had said, stating that the budget recently approved by the Commissioners included the increases. Pamela went on to say that, to improve financial communication, our finance office will provide a quarterly update of different things happening. Pamela shared that, during the recent Budget Hearing with the Montgomery County Office of Management and Budget (OMB), OMB agreed to reinstate some funds that were previously removed from our budget and, in August of this year, we started implementing efficiencies around waiver utilization which is buying us a significant increase of funds. These added together will push out the negative and more than cover our budget this year and next year. She closed by saying that OMB has full faith in our 2020 budget as we presented it.

Ms. Iseli stated that the Human Resources Committee also asked about the finances when talking about this increase and received the same explanation as above.

Ms. King-Roberts said that Pamela and her team has found efficiencies to keep the train on the rail and the Finance Committee is asking that these efficiencies are presented to them so that the Chair of the Finance Committee isn’t speaking out of line. Everybody needs to be informed of what’s going on with efficiencies just like everybody was informed of the downward slope we were on.

Ms. Iseli shared that an education session around the finances will take place for the Board Members early next year to include state leadership.

In response to a question from Ms. Quarles-Burnley, Pamela stated that we are not reducing any waivers or services to generate efficiencies. It’s how the waiver utilization rate is recorded. By us doing it differently, it’s keeping more money in our budget versus having the state hold the funds and then reimburse us in a few years.
Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the recommendations and 2020 salary plan as outlined in this memo for implementation effective January 11, 2020, and authorize the Superintendent to take all actions necessary to implement this action. Mr. Zahora seconded the motion. The motion carried unanimously.

D. Policy Committee – Linda Gillispie, Chairperson

1. First Reading of Selected Policies.

Ms. Gillispie gave a first reading of the following policies: I.03 Responsibilities-Prohibitions of Board Members; I.05 Appearance and Presentations before the Board; II.05 Board Review of Philosophy, Objectives and Organization; II.08 Board Planning; IV.09 Acceptance of Gifts and Donations; IV.11 Changing a Direct Contract (DC) of Encumbrance; IV.16 Fees for Services to Eligible Individuals; IV.18 Managing within Available Resources; V.01 Volunteers, Interns and Practicum Students; VII.22 Delays and Closings; VII.36 Staff Recognition and Awards; VII.57 Technology Resource Use; IX.02 Research; IX.21 Early Intervention Services; IX.22 Eligibility. No action was required.

Mr. Schultze asked if the updates to the Eligibility policy include the lessons recently learned from the eligibility appeal that took place. Kamarr Gage responded that we needed to update the policy now to be in compliance with the new Ohio Revised Code rule. There are still some updates needed regarding our Board’s procedures and, when things are ironed out, we will submit it again to the Board, hopefully early next year. We didn’t want to hold up bringing it in compliance with the new rule.

2. Second Reading and Approval of Selected Policies and Acknowledgement of Selected Procedures.

Ms. Gillispie gave a second reading of the following policies: I.01 Legal Structure and Basic Duties of the Board; I.04 Meetings of the Board; III.022 Approval of Manuals, Handbooks and Resource Directories; IV.06 Fundraising; IV.07 Lowest and Best Cost; VII.61 Outside Employment; VII.75 Diversity; VII.76 Workplace Violence, Harassment, and Professional Conduct; VII.77 ADA Reasonable Accommodations and Work Related Ergonomic Modification; VII.78 Armed Intruder Response/Facility Safety and Security; IX.111 Administrative Resolution of Complaints and Appeals of Adverse Action – Due Process for Individuals Served by the Board (Non-Medicaid Related).

Motion: Ms. Gillispie moved that the Montgomery County Board of DD Services approve the policies listed above. Ms. Quarles-Burnley seconded the motion. The motion carried unanimously.
3. Request to Rescind.

Due to duplicative language in policies VII.57 Technology Resource Use and VII.58 Use of Cellular Telephones and Pagers, we have combined into VII.57 and no longer need VII.58.

**Motion:** Ms. Gillispie moved that the Montgomery County Board of DD Services rescind Policy VII.58 Use of Cellular Telephones and Pagers. Ms. Quarles-Burnley seconded the motion. The motion carried unanimously.

VI. SPECIAL REPORTS

A. Monthly Updates for DDS Departments – included in packet.

B. Monthly Update for Miami Valley In-Ovations, Inc. (MVIO) – included in packet

VII. ANNOUNCEMENTS

A. Selected announcements were listed in the Board packet.

VIII. OTHER BUSINESS

A. Approval of 2020 Slate of Officers.

**Motion:** Mr. Schultze moved that the Montgomery County Board of DD Services adopt the Slate of Officers for calendar year 2020 as proposed: President, Madeline Iseli; Vice President, James Zahora; Secretary, Linda Gillispie. Ms. Quarles-Burnley seconded the motion. The motion carried unanimously.

IX. VISITORS’ TIME

Parent, Advocate, and Caregiver, Jack Doub, was in attendance and thanked the Board for doing an excellent job. He shared that Nancy Banks saved the life of his son three different times. He also shared that his son lives in a developmental center and he is doing well there, and he still believes our community needs developmental centers.

Ms. Iseli thanked Mr. Doub for joining us stating that his comments are very much appreciated. She wished Mr. Doub and his family the very best from the Board.

X. ADJOURNMENT

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

**Time:** 7:46 p.m.
The next meeting of the Montgomery County Board of DDS will be held at the Kenneth W. Ritchey Administration Center 5450 Salem Avenue, Dayton, OH. 45426 on TUESDAY, January 21, 2020 at 7:00 P.M.