

MINUTES OF THE
MONTGOMERY COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES SERVICES
April 21, 2020
Via Remote Technology

I. CALL TO ORDER/BOARD MEMBER ATTENDANCE

Board President, Madeline Iseli, called the April 21, 2020 meeting of the Montgomery County Board of Developmental Disabilities Services to order at 7:04 p.m.

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

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

There were no Special Presentations for the month of April.

III. REVIEW AND APPROVAL OF MINUTES

The Board reviewed the minutes of the February 18 and March 30, 2020 Montgomery County Board of DD Services Board Meetings.

Motion: Mr. Linesch moved that the Montgomery County Board of DD Services approve the minutes of the February 18, 2020 Board Meeting. Dr. Linda Gillispie seconded the motion. Mr. Schultze abstained. The motion carried with six in favor.

Mr. Schultze abstained from voting on the February minutes as he was absent from that meeting.

The March minutes were approved as below contingent upon them being amended to reflect that the March Board Meeting took place via remote technology:

Motion: Mr. Linesch moved that the Montgomery County Board of DD Services approve the minutes of the March 30, 2020 Board Meeting. Mr. Zahora seconded the motion. The motion carried unanimously.

IV. SUPERINTENDENT'S REPORTS

A. Superintendent Update and Family Support Recipients Thank You Notes

Pamela wanted to publicly thank each of our directors for their very hard work. She stated that each department are doing an outstanding job. Just one example given was our Mental Health group which is led by Carroll Jackson. They are able to provide TeleMed services for Mental Health, continued group therapies and, because of the support of Kamarr and Mitch's team and the Recreation Department, they have Mental Health survival kits to pass out on their visits. Pamela said that's just one of many examples of fantastic work that's being done.

Jill thought of recognizing poetry month and asking staff to provide poems about their teleworking experience, and she will be sending thank you notes from the directors to staff and their families at home.

Several of the directors joined together and provided an employee survey that went out, and it was so exciting to hear their responses letting us know how we could help to provide additional resources and support. Mitch and Kamarr are leading a Resource Center where providers, families, and staff can pick up hand sanitizer, masks, gloves, etc. Pamela said she is receiving so many thank you e-mails on a daily basis. Providers, families, and staff really appreciate the support of our Board.

The second attachment of Pamela's report included thank you notes received from the recipients of the Family Support Services checks. Pamela said there is so much gratitude.

Pamela said it's an awesome thing to see so many talented people committed to the right goals in moving forward together.

Pamela added that financially we are strong, and we are providing all that we can and all that Providers are asking us to provide. One of the biggest things we are providing are meals through a catering company in Montgomery County. Most of them are going through our Resource Center with Mitch involved. People can order meals, pick out from a menu and, for the next three weeks, we are going to cover the cost of those meals as a way to support our providers.

Last Board Meeting on March 30, the Board approved a motion for \$1.3 million to go towards additional provider costs. It seems like the federal government is not going to enable the state and county to release those funds. We won't know for sure until the end of this week but odds are we will not be able to provide support to our

providers through those additional funds. Accordingly, we started thinking immediately of other ways we can support our providers and meals is something we can definitely do during the time they are taxed with their resources.

Our Recreation team sent out Easter packages to 2200 people. They are currently working on another package to include wind chimes. They are going to provide a video of how to fit the wind chimes together and then ask the recipients to post a picture of their wind chimes on Facebook. We are trying to figure out ways to create community and social integration even though we're physically not together.

Ms. Quarles-Burnley wanted to add a note of thanks on behalf of her family. She shared that she had a chance to go by the Northview Resource Center and pick up some supplies. She was able to see the whole operation and she is so thankful that we have caring staff who are prepared to serve our clients no matter what the situation. Ms. Quarles-Burnley also shared that she received the \$200 check on behalf of their son and she is so thankful for all we are doing. She said the check came early on and we wasted no time to help.

Mitch shared the amounts of gloves and hand sanitizers the Resource Center has handed out so far. He talked about the shortage of spray bottles. Ms. Iseli added that she is part of the e-mail feed from the Ohio Manufacturing Association and they shared that manufacturers should keep their hand sanitizer bottles for refills due to the shortage.

B. Department of Safety and Protection (DSP) Annual MUI Executive Report
Bill Angel provided an overview of the 2019 Executive Report for MUI activity that was included in the board packet. Bill explained that the DODD's ITS (data management system) did not reflect the actual total number of MUI's filed in 2019. The DODD data management system did not count sub-set and grouped MUI investigations in the full count for 2019. The report indicated there were 814 MUI's filed in 2019; however, when sub-set and grouped MUI investigations are included in the full count, the total number of MUI's investigated totaled 977 for the year. The 977 total count for 2019 represented a decrease of 22 MUI cases compared to 2018 statistics. Our internal department database systems are now keeping track of the sub-set and grouped MUI investigations moving forward, so an accurate annual count is measureable and included in future data.

V. COMMITTEE REPORTS

A. Ethics Committee – Dr. Linda Gillispie, Chairperson

Dr. Linda Gillispie stated that the Ethics Council reviewed the following individual and found no conflict of interest to exist: Madison Callahan. No action was required.

B. Finance Committee – Sharon King-Roberts, Chairperson

1. 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.

2. Review of Program Vouchers for February and March, 2020
These Program Vouchers were provided in the Board packet and included expenditures that are over \$1,000.00. No action was required.

3. Financial Reports.

The Financial Reports for March, 2020 were in the Board packet.

Ms. King-Roberts stated that the Fund Balances show we are pretty much on track and we haven't had any spike in expenses.

The following resolution was suggested by Legal Counsel and was added to the agenda the day of the Board Meeting. Pamela provided an overview of why this resolution was needed and stated she would let the Board Members know if we reached a point within our system to where she would utilize this authorization.

Mr. Schultze suggested an ending date be added to the motion prior to approval. He stated that an extension could be approved if needed.

4. Approval to sign contracts over \$50,000 during COVID-19

Ms. King-Roberts asked Andrew to read the motion on her behalf as she didn't have it in front of her. After Andrew read the motion, Ms. King-Roberts stated that was her motion and she asked for a second...

Motion: Ms. King-Roberts moved that the Montgomery County Board of DD Services authorize the Superintendent to approve/sign contracts that exceed \$50,000 to ensure the health and welfare of individuals, and the continuity of Board operations as it pertains to the COVID-19 (Coronavirus) Pandemic. This authorization is to end on December 31, 2020. Mr. Linesch seconded the motion. The motion carried unanimously.

C. Human Resources Committee – Madeline Iseli, Chairperson

There were no Human Resources items for approval for the month of April. However, Ms. Iseli shared that the HR Committee met prior to the main meeting to discuss the Superintendent's Annual Review and the Committee will report to the full Board during Executive Session in May.

Also discussed during HR Committee were the two late-breaking HR-related policies that were addressed in the Policy Committee items below.

D. Policy Committee – Naima Quarles-Burnley, Chairperson

1. First Reading of Selected Policies.

Ms. Quarles-Burnley gave a first reading of the following policies: **V.02** Family Support Services; **VII.112** Salaries; **VII.13** Overtime; **VII.14** Holidays; **VII.16** Leave of Absence; **VII.68** Health and Dental Benefits; **VII.80** Staff Cash Advancement for Authorized Expenses. No action was required.

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

Ms. Quarles-Burnley gave a second reading of the following policies: **I.02** Duties of Officers of the Board; **VII.10** Work Schedules for FT and PT Employees; **XI.14** Document Retention and Destruction.

Motion: Ms. Quarles-Burnley moved that the Montgomery County Board of DD Services approve the policies listed above. Mr. Zahora seconded the motion. The motion carried unanimously.

3. Request to Rescind

We no longer need Policy VII.11 Work Calendars and Salary Schedules. Language still needed from this policy has been added to VII.10 Work Schedules for FT and PT Employees and VII.112 Staff Salaries.

We no longer need Policy VII.115 Shift Differential as we no longer operate second shift.

We no longer need Policy VII.161 Employee Benefits and Leaves of Absence. Language still needed from this policy has been added to VII.16 Leave of Absence.

Motion: Ms. Quarles-Burnley moved that the Montgomery County Board of DD Services rescind policies VII.11, VII.115, and VII.161. Dr. Gillispie seconded the motion. The motion carried unanimously.

The following policies were added to the agenda for Emergency Approval on the day of the Board Meeting. These policies were developed by the Ohio Association for County Board for use by County Boards in order to assist with implementation of the Families First Coronavirus Act that went into effect April 1, 2020.

4. Emergency Approval of two new policies

Motion: Ms. Quarles-Burnley moved that the Montgomery County Board of DD Services approve policies VII.81 Emergency Family and Medical Leave Expansion, and VII.82 Emergency Paid Sick Leave. Dr. Gillispie seconded the motion. The motion carried unanimously.

VI. SPECIAL REPORTS

- A. Monthly Updates for DDS Departments – included in packet.
- B. Miami Valley In-Ovations, Inc. (MVIO)
Update and 2019 Annual Report – A Year in Review- included in packet.

VII. ANNOUNCEMENTS

- A. Selected announcements were listed in the Board packet, including April newsletters and updates sent to providers, families and staff.

Ms. Iseli stated that staff is doing a great job in communicating and staying connected. Thank you to Janice and the whole team for their outreach, newsletters, social media updates, and all the great things staff is doing.

VIII. OTHER BUSINESS

There were no Other Business items for the month of April.

IX. VISITORS' TIME

There were no visitors.

X. ADJOURNMENT

There being no further business to present to the Board, the meeting was adjourned.
Time: 7:47 p.m.

Board Officer

Board Officer

Date

**The next meeting of the Montgomery County Board of DDS
will be held on TUESDAY, May 19, 2020 at 7:00 P.M.**

Board Secretary/jn
Reviewed and approved by Superintendent
Date approved by Board Secretary: April 24, 2020