

MINUTES OF THE  
MONTGOMERY COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES SERVICES  
August 18, 2020  
Via Remote Technology

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

Board President, Madeline Iseli, called the August 18, 2020 meeting of the Montgomery County Board of Developmental Disabilities Services to order at 7:03 p.m.

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

Members Absent: Mr. 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.

**II. SPECIAL PRESENTATIONS**

There were no Special Presentations for the month of August.

**III. REVIEW AND APPROVAL OF MINUTES**

The Board reviewed the minutes of the June 16, 2020 Montgomery County Board of DD Services Board Work Session and Board Meeting.

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the minutes of the June 16, 2020 Board Work Session.**

**Furthermore, Ms. Iseli moved that the Montgomery County Board of DD Services approve the minutes of the June 16, 2020 Board Meeting. Dr. Gillispie seconded the motion. The motion carried unanimously.**

**IV. SUPERINTENDENT'S REPORTS**

**A. Superintendent Update**

Pamela's update was included in the Board Packet.

Pamela said everything is still going well considering we are in the midst of a pandemic. She said she is so proud of what our team and Leadership demonstrate

daily and so proud of our providers, our staff, and the DSP's. She said it is an amazing group to work with and to lead. Pamela said she appreciates all of their hard work. The team collaboration, and also coming from the county, it's been phenomenal working together with our Human Services agencies and with our County Leadership. Pamela wanted to express for the record what a great job everyone is doing.

Pamela went on to say that, financially, we are still in a strong position, even in light of the enhancements we have been offering to our providers to help them during this financially challenging time, as they continue to provide much needed services to the people we serve. She said we are financially strong for several reasons: The waiver utilization project that we started in August, 2019 - we are seeing the benefits of those efficiencies. Also, how COVID has impacted our services where we haven't been paying out as much as we budgeted for adult day services because those numbers have been reduced, and other factors. We are also receiving a benefit from the F-Map, which are federal dollars, and those will be going into our bottom line as well.

Pamela was asked in the Finance Committee Meeting "If the pandemic lasted for a year or becomes worse, will we be ok?" She said we would be ok. Supporting as we are right now, with everything we are offering, she said we can maintain this pace, and that's really, really good news.

Pamela wanted to thank our Finance team: Andrew's team, Nineteen Services, and everyone who is a part of making that such a positive statement right now, that we are fiscally sound.

In Pamela's update she listed different things we are offering to our providers to help them and, while this does not make them whole, it does help them as they continue to provide services. She invited the Board Members to let her know if they have questions about any of those items listed. We also provided the information in our provider updates.

Pamela said the Levy Council meetings went really great, stating that we will continue at our current funding for 2021 and then the Levy renewal will take place in 2021. In 2022 we will be receiving back the \$2.3 million that the County Levy Council put on hold for us and then, at that time, they know that we will need an increase in funding. All of that has been acknowledged and they are working with us to make sure all of those financial needs are met. It was great to get all this finalized and documented this summer.

Pamela said the community integration Zoom meetings are going great. We have received several thank you notes, one of which was included under this section of the packet. Pamela said she receives thank you notes daily from parents, thanking us for the Zoom connections that are taking place. Connections are actually strengthened because it's happening every day.

A draft of our Annual Report, Annual Plan, and Strategic Plan document is completed. The Leadership Team is looking at it and we will get it out to the Board Members next week so that they will have a few weeks to review before it's presented to the Board for first reading in September. Pamela said we are excited to demonstrate all that's been accomplished, even with the pandemic, and our plans as we move forward as a Board.

Pamela asked if there were any questions about any of the things that were written out in her report.

Dr. Gillispie asked if there is still a large number of people taking advantage of the pandemic supplies. Pamela responded by stating that Mitch Snyder provided specific numbers in his report but we are providing about 400 meals a day and thousands of masks and gloves. She said a lot of them need to be delivered because people cannot come and get them. Pamela said it is very significant and, even though our case numbers have risen, she thinks these supplies have helped to keep our numbers where they are at. She added that most of the costs will come back to us through the county and the Cares Act funds. Mitch confirmed we are giving out 400 meals a day and half of those are being delivered. We are at about 1,000 masks a week and 10,000 gloves a week. He said that once we saw the spikes in Montgomery County with the COVID virus, the supply need really jumped up again.

B. Note of thanks from parent

This note of thanks was included in the Board Packet.

C. Self-Advocate Victory

This article was included in the Board Packet.

D. Five Rivers Metroparks – Parkways Summer 2020 Edition - Article featuring Kamarr Gage

This article was included in the Board Packet.

E. Resident Home Association (RHS) Recognizes MCBDDS

This article was included in the Board Packet.

## **V. COMMITTEE REPORTS**

### **A. Ethics Committee – Dr. Linda Gillispie, Chairperson**

There were no individuals to review for the month of August.

### **B. Finance Committee – Sharon King-Roberts, Chairperson**

Ms. King-Roberts said they had a really nice discussion in the Finance Committee Meeting today.

1. Review of Program Vouchers for June and July, 2020

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

2. Approval of August Resolutions Calendar

Ms. King-Roberts asked if there were any questions on the three items included in the Resolutions Calendar prior to making the motion. There were no questions.

**Motion: Ms. King-Roberts moved that the Montgomery County Board of DD Services approve the August Resolutions Calendar for item(s) 081820-15 to 081820-17. Mr. Schultze seconded the motion. The motion carried unanimously.**

3. Financial Reports

The Financial Reports for June and July, 2020 were in the Board packet.

Andrew provided a brief update of how we are doing financially. He said we are doing fantastic, sharing that we are 58% of the way through the year and our revenue is at 70%, our expenses are at 53%, and our Fund Balance is doing really well which is at 51% of our expenses. Everything is really healthy right now.

Mr. Schultze asked how we are doing financially compared to other Boards in the state. Pamela said, in her opinion, we are very strong and, in large part, because we are part of a shared Human Services Levy so we are able to spend knowing we have the support of our county and that shared Levy. Other counties that don't have a shared Levy might be looking at needing to run a Levy soon, if they support providers and spend the money they are saving or getting from the federal government to support programming. It would put them in maybe a more vulnerable position than we are with our shared Levy.

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

1. Elimination of position from Table of Organization

Ms. Iseli shared that the incumbent has retired and, given the nature of this position, it makes sense to remove it from the T.O.

**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. Creation of SSA Positions

Ms. Iseli stated that there was a memo included in the Board Packet from Kamarr giving some background on the state of the SSA positions; the number of positions, the challenges the agency has experienced in terms of turnover and absences –

certainly in a time like now with illness and other family issues - creating more turmoil while caseloads are rising. Ms. Iseli said “That, in essence, is the rationale for requesting that three new full time SSA positions be created.” Ms. Iseli asked the Board if there were any questions or concerns. There were none.

**Motion:** Ms. Iseli moved that the Montgomery County Board of DD Services authorize the creation of three full-time Service and Support Administrators to ensure the continuity of services to individuals with DD in Montgomery County. Dr. Gillispie seconded the motion. The motion carried unanimously.

#### **D. Policy Committee – Naima Quarles-Burnley, Chairperson**

##### **1. First Reading of Selected Policies.**

Ms. Quarles-Burnley gave a first reading of the following policies: **VII .021** Hiring of U.S. Citizens and lawfully authorized Alien Workers; **VII .061** Nepotism; **VII .34** Separation from Service; **VII.44** Use and Operation of Board-Owned Vehicles; **VII.84** Telework and COVID-19 Response. No action was required.

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

There were no second reading policies for the month of August.

##### **3. Request to Rescind**

Ms. Quarles-Burnley stated that we no longer need Policy VII.35 Retirement. Content needed from this policy is included in Policy VII.34 Separation from Service.

**Motion:** Ms. Quarles-Burnley moved that the Montgomery County Board of DD Services rescind Policy VII.35 Retirement. 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) – included in packet.

#### **VII. ANNOUNCEMENTS**

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

Ms. Iseli wanted to compliment the Board staff, especially Janice, for doing such a great job communicating with people. She said you don't get individuals attending Zoom meetings if they don't know that it's happening. Ms. Iseli also said the communications are very engaging, colorful, and positive, and that reflects so well on, not just the individual activities, but on the entire agency as a whole. Kudos to the entire team and a special kudos to Janice for making those so attractive.

Ms. King-Roberts suggested that, considering the volume of updates, maybe we can put them into a link and provide the link instead so that, when printing the packet, it isn't so long. Julie said she will look into doing this moving forward.

**VIII. OTHER BUSINESS**

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

**IX. VISITORS' TIME**

There were no visitors.

**X. ADJOURNMENT**

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

**Time: 7:27 p.m.**



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Board Officer

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Board Officer

September 15, 2020

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Date

**The next meeting of the Montgomery County Board of DDS  
will be held on TUESDAY, September 15, 2020 at 7:00 P.M.**

Board Secretary/jn  
Reviewed and approved by Superintendent  
Date approved by Board Secretary: 8-24-2020