MINUTES OF THE
MONTGOMERY COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES SERVICES
September 21, 2021
Northview Center

I. CALL TO ORDER/BOARD MEMBER ATTENDANCE

Board President, Madeline Iseli, called the September 21, 2021 meeting of the Montgomery County Board of Developmental Disabilities Services to order at 7:04 p.m.

Members Present: President Madeline Iseli; Secretary, Naima Quarles-Burnley; Dr. Stephen Fortson; Dr. Susan Komorowski; Janet Peasant Superintendent, Dr. Pamela Combs.

Members Absent: Richard Schultze. Mr. Schultze 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

There were no Special Presentations for the month of September.

III. REVIEW AND APPROVAL OF MINUTES

The Board reviewed the minutes of the following:

Ms. Peasant noticed that the section of the August minutes that speaks of Dr. Fortson being inducted into his High School’s Hall of Fame should say he was “inducted” not “nominated.” Julie said she will make the correction.

Dr. Komorowski had to step away when voting took place for this item.

Motion: Ms. Iseli moved that the Montgomery County Board of Developmental Disabilities Services approve the minutes of the August 17, 2021 Board Meeting contingent upon the correction that was made by Ms. Peasant. Dr. Fortson seconded the motion. The motion passed with four in favor.
IV. SUPERINTENDENT'S REPORTS

A. Update by Superintendent
This update was included in the Board Packet.

Pamela said her report mentions the 2022 budget being presented for approval tonight. She thanked Andrew, Becky, and the rest of the finance team for putting the budget together and getting it ready to go downtown. She said we have spoken to the Office of Management and Budget and the leadership of the Levy Council and everyone is pleased with our budget and it's exciting to continue to move forward.

Pamela said we are excited to present the Annual Report, Annual Plan, and Strategic Plan document as a draft for review and she thanked Janice for her hard work putting it together. It's very exciting to see all the photos and very valuable information.

Ms. Quarles-Burnley suggested we include the diversity, equity, and inclusion statement that we included last year, and suggested a section be added about people with intellectual disabilities voting. Janice shared that, in September and October each year, we talk to the self-advocates about voting and offer our assistance in registering them to vote if needed. Janice said she will be happy to fold something into the Annual Plan document on these two topics.

In August we had a provider meeting with the Ohio Provider Resource Association (OPRA) and Ohio Association of County Boards (OACB). They visited eight counties in Ohio to look at how we are responding to the workforce crisis. They spent an hour for each session speaking to providers, staff, and parents and self-advocates. In between meetings we cleaned and organized. The event took place outdoors. It was interesting to hear what was said during those sessions and the gravity of the crisis.

The state had three people taking notes which meant a lot to everyone involved. The next day Director Davis called Pamela about the event and a lot of the plans we have implemented in Montgomery County are being used across the state.

Pamela said she is proud of our team and grateful that our Board Members have trusted us in what we have been able to do, which is now being held up as a best practice with some solid deliverables throughout the crisis. We are doing different incentives and one provider, for example, was down to 50% of staff and once they received our grant with incentives, they are now fully staffed.

It's very exciting to put resources in place so that our providers can provide much needed services.

We are meeting with Ziks Pharmacy regarding booster clinics. A lot is still being decided at the federal level but we are maintaining meetings around this.
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The C3PO program with Liberty High School is underway for its third year. The program is for at-risk students who may not graduate from high school and they can receive training on how to become a Direct Support Professional (DSP). While they are going through the training, they are at provider locations part of the time and getting paid for being there, learning, and helping.

Former MCBDDS Superintendent Nancy Banks is leading the program for the third year. Pamela shared that she was at a Resident Housing Association (RHA) provider banquet recently and one of the C3PO graduates was there. She is now a full-time employee with RHA and she thanked Pamela and our Board for the program. Former CEO of Choices in Community Living (CICL), Tom Weaver, was at the banquet and he shared with Pamela that he is going to volunteer for the C3PO program for a percentage of his retirement to give back to the community. The program is being introduced to other counties in hopes to expand.

Pamela shared that, since August 1, we have had 27 new COVID cases of those served within our system and another death. Our death number due to COVID of those served is up to 14. We are seeing a significant increase in cases, going from one or two a month to almost every day. Our staff continue to telework and, whenever we do in-person meetings we are following safety guidelines. Our home visits are on a reduced level and most are being held outside. We continue to have rapid testing available as needed. Our staff vaccination rate is at 81% and we continue to encourage staff to get vaccinated.

Dr. Fortson said it seems more dangerous now to be meeting in person than it was when we were meeting virtually. Pamela explained that the decision comes from the state and they are not currently allowing county boards to meet virtually any longer but it is still being pushed at the state level.

B. First Reading First Reading of 2021 Annual Report, 2022 Annual Plan, 2022-2025 Strategic Plan

Pamela said we are presenting the above document for first reading and she let the Board know that if they have comments or questions to please e-mail Janice. We plan on adding more photos and updating the annual numbers. The document will be placed on our website for public feedback through a Public Hearing that will be held on October 6.

C. Thank you note(s)
   These were included in the Board Packet.

V. COMMITTEE REPORTS

A. Ethics Committee –

There were no individuals to review for the month of September.
B. Finance Committee – Richard Schultze, Chairperson - absent

1. Review of Program Vouchers for August, 2021
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

Motion:  Ms. Iseli moved that the Montgomery County Board of DD Services approve the August Resolutions Calendar for item(s) 092121-15 through 092121-17. Ms. Peasant seconded the motion. The motion carried unanimously.

3. Financial Reports
The Financial Reports for August, 2021 were in the Board packet.
In response to Ms. Iseli asking “how are we doing financially?” Andrew said we are doing well this month. Our fund balance is at 25.7 million which is 53% of our overall expenditures. We are 66.7% of the way through the year. Revenues are at 89% which is really good. Our expenses are slightly over at 68% but the payout of our third quarter waiver match bumped that number up this month. Overall we are doing well.

4. Approval of Final 2022 Budget
Dr. Komorowski provided a brief overview of what was discussed during the Finance Committee regarding the 2022 Budget.

Motion:  Ms. Iseli moved that the Montgomery County Board of DD Services authorize the Superintendent to submit the 2022 Reserve Balance Fund Budget, General Fund Budget, Residential Fund Budget, Mental Health Fund Budget, Vehicle Fund Budget, and Capital Fund Budget as attached, to the Montgomery County Office of Management and Budget in accordance with ORC 319.16, ORC 5126.05, and Montgomery County Policy. Dr. Komorowski seconded the motion. The motion carried unanimously.

C. Human Resources Committee – Madeline Iseli, Chairperson

1. Approval to create Full-time Early Childhood Support Specialist Position
Ms. Iseli explained that this is essentially repurposing a vacant slot to fulfill a higher need.

Motion:  Ms. Iseli moved that the Montgomery County Board of DD Services authorize the creation of one (1) full-time Early Childhood Support Specialist position. The Board will delete the vacant EI Intake and Transition Specialist position (PN 72000082). Ms. Quares-Burnley seconded the motion. The motion carried unanimously.
2. Approval to create Full-Time Information Technology Systems Analyst/Project Manager
Ms. Iseli explained that this department has not added staff since 2009 and, considering all the technological advancements over the past couple of years, let alone since 2009, this new position will enable more strategic planning and it's an investment for the future.

**Motion:** Ms. Iseli moved that the Montgomery County Board of DD Services authorize the creation of one full-time Information Technology Systems Analyst/Project Manager position to improve information management for individuals with DD and their team members in Montgomery County. The position will be placed on pay band 42. Ms. Peasant seconded the motion. The motion carried unanimously.

3. Approval of Position Abolishment
Ms. Iseli explained that this item is in preparation of the separation of INHC from within the current staffing structure of MCBDDS. It is in preparation for when the contract is fully negotiated and all the details are worked out. A revised resolution was provided at the Board Members places. It is slightly modified from the one that was included in the Board Packet. It is more conditional and based on when the details are worked out.

Ms. Peasant said she didn’t see anything about retirement in the memo and HR Director Jill Moore explained that ultimately PERS determines eligibility to continue in their retirement system. MCBDDS will be involved in the process by answering questions and submitting required documents to PERS and then they determine if the employee can still be covered in their retirement system even though they will no longer be working for a public entity. Ms. Iseli vouched that, from attending a recent meeting about this situation, PERS is definitely an active part of the discussion.

Ms. Peasant asked if we have an advocacy role in that. Jill said all we can do is submit the information they need and then they make the determination under the rules and regulations of the PERS system.

**Motion:** Ms. Iseli moved that the Montgomery County Board of DD Services authorize the Superintendent to move forward to implement the above requested abolition of positions as well as the above outlined severance package when a final agreement between MCBDDS and INHC is reached. Pending final agreement, the position abolition and layoff process will be concluded with an effective date of December 31, 2021, or as soon as possible thereafter should final agreement not be reached in time to meet the layoff notice requirements specified per Board policy. Ms. Quarles-Burnley seconded the motion. The motion carried unanimously.
D. Policy Committee – Naima Quarles-Burnley, Chairperson

1. First Reading of Selected Policies and Procedures
Ms. Quarles-Burnley gave a first reading of the following policies. No action was required:

VII.01 Board Personnel Policies
VII.132 Non-Scheduled Days

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 .06 Code of Conduct Declaration for DDS Board Members
VII.155 Family and Medical Leave
VII.13 Overtime, Compensatory Time, Clocking in/out
VII.14 Holidays
VII .32 Safety and Accident Prevention
VII .33 Cooperation in Investigations
VII.36 Staff Recognition and Awards

Ms. Quarles-Burnley stated that the committee made minor changes. This motion is contingent upon those changes being made:

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

VI. SPECIAL REPORTS

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

B. Update for Inclusive Neighborhoods Housing Corporation (INHC) - included in packet.

VII. ANNOUNCEMENTS

A. Links were included in the Board packet as follows:

Selected announcements
Stories we pitched or participated in
Newsletters and updates sent to individuals/families/guardians, and providers
VIII. OTHER BUSINESS

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

Pamela shared that Kamarr organized a blood drive that will be taking place at Northview tomorrow and to please let Kamarr know if you are able to give. There are slots open in the morning.

IX. VISITORS’ TIME

There were no visitors.

X. ADJOURNMENT

Ms. Iseli shared that the next meeting will take place on October 19 and Ms. Quarles-Burnley will be residing over that meeting as Ms. Iseli will be on a business trip.

There being no further business to present to the Board, the meeting was adjourned.  
Time: 7:46 p.m.

[Signature]
Board Officer

10-19-2021
Date

The next meeting of the Montgomery County Board of DDS will be held on TUESDAY, October 19, 2021 at 7:00 P.M. at Northview Center, 8114 N. Main Street, Dayton, OH. 45415

Board Secretary/jn
Reviewed and approved by Superintendent
Date approved by Board Secretary: October 5, 2021