

MINUTES OF THE MONTGOMERY COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES SERVICES

February 18, 2025

NORTHVIEW

I. CALL TO ORDER/BOARD MEMBER ATTENDANCE

Board President, John Serr, called the February 18, 2025 meeting of the Montgomery County Board of Developmental Disabilities Services to order at 7:03 p.m.

Members In-Person: President, John Serr; Vice President, Elizabeth Redmon; Madeline Iseli; Valerie Jones; Ralonda Holt; Heath MacAlpine; Richard Schultze
Interim CEO Kamarr Gage

Mr. Serr 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

A. Duties and Responsibilities of Board Members presented by Board President John Serr

Mr. Serr provided a handout of his presentation which included details on each item listed below:

- Your primary fiduciary duties as a Board member
- Individual Responsibilities as outlined in Policy I.03 Responsibilities/Prohibitions of Members
- Prohibitions as outlined in Policy I.03 Responsibilities/Prohibitions of Members

Mr. Serr asked if there were any questions and there were none. Mr. Schultze said he thinks this is a really good summary of our duties and responsibilities and he appreciated Mr. Serr's presentation. Mr. Schultze informed the Board Members that we are reinstating the annual Board Members Evaluations (each will complete an evaluation on themselves as an individual Board Member and each will complete an evaluation of Board Members as a whole). They will begin again in July 2025. Mr. Schultze added that the handout Mr. Serr shared can be used to help out when completing the evaluations.

Interjection: Mr. Serr shared that it was decided in the Policy Committee meeting that they would like to add a first reading policy to the agenda (item V.D.1). He requested a vote to add Policy III.06 CEO Succession Plan:

Motion: Mr. Serr moved that the Montgomery County Board of DD Services add Policy III.06 CEO Succession Plan to the agenda. Mr. MacAlpine seconded the motion. The motion carried unanimously.

III. REVIEW AND APPROVAL OF MINUTES

Mr. Serr noted that the January 21, 2025 minutes needed a correction to the motion approving the December 10, 2024 minutes. The motion originally stated there was one abstention but four abstained. Ms. Iseli abstained because she was absent in December and the three new Board Members were not present in December as they had not begun their term yet. Approval below was contingent upon that correction being made.

The Board reviewed the January 21, 2025 Board Meeting minutes and January 29, 2025 Special 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 January 21, 2025 Board Meeting and January 29, 2025 Special Board Meeting. Ms. Iseli seconded the motion. The motion carried unanimously.

IV. CEO REPORTS

A. Update by Interim CEO – Kamarr’s written report was included in the Board Packet and provided updates on January deliverables and new activities and deliverables, as listed below. Kamarr also talked about each item listed:

Updates were included in written report on January deliverables:

- Explore lowering overhead - Recreation to Community Integration Migration and Mental Health to Private Provider Migration
- Address Budget Gap
- Revisit IT plan proposed by DP/BCC IT
- Finalize Northview Lease
- Vacate Southview to prepare for sale

Details were included in written report on new activities and deliverables:

- January 21, 2025, Board Meeting Follow Up
- February 3, 2025, Governor DeWine Introduced his Budget recommendations for State Fiscal Years 2026 and 2027
- John Serr has been nominated to fill MCBDDS’ vacant Human Services Levy Council seat

- Table of Organization updates planned to reflect reorganization
- January 23, 2025, All Staff Update
- Recreation Migration to Community Integration Stakeholder Meetings
- Housing Choice Voucher Update meetings

B. 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

1. Ms. Redmon shared that January's Ethics Committee Meeting Minutes were presented to the Committee for signatures. All 13 individuals reviewed in January have since been reviewed by Legal Counsel and no conflicts were found.

B. Finance Committee – Richard Schultze, Chairperson

1. Contracts previously approved by CEO

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

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

3. Approval of Resolution Calendar

Motion: Mr. Schultze moved that the Montgomery County Board of DD Services approve the February Resolution Calendar for items 021825-01 to 021825-02. Mr. Serr seconded the motion. The motion carried unanimously.

4. Financial Reports

The Financial Reports were provided in the Board Packet. Mr. Schultze asked Andrew to provide an update. Andrew said we are 8.3% of the way through the year. Revenues are at 19.6%, and Expenses are elevated at 17% which is due to the \$5.8M in waiver match that we paid out in January and this will even out as the year continues. Our Fund Balance is at \$13.3M which is the same as last month and is 22.6% of our expense budget. 2025 is where we anticipated so far but we will continue to experience changes throughout the year.

C. Human Resources Committee – Madeline Iseli, Chairperson

1. Approval of Severance Payment for SSA Supervisor

Ms. Iseli shared that this employee resigned so that another staff member could remain employed.

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services honor the agreement made between the former CEO and Tom Shepherd for a severance payment of \$8,000 and authorize the Interim CEO to take the necessary steps to process the payment. Ms. Jones seconded the motion. The motion carried unanimously.

2. Approval of Statement of Rationale for Layoff

Ms. Iseli shared that this is related to a reduction in force of the Mental Health Services Department.

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services authorize the Interim CEO to take all necessary steps in order to implement the reduction in force of the above classifications. Ms. Redmon seconded the motion. The motion carried unanimously.

3. Approval of Severance Package for employees affected by layoff

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services authorize the Interim CEO to take all necessary steps in order to implement the above severance package for employees affected by the layoff. Mr. Schultze seconded the motion. The motion carried unanimously.

4. Approval of Position Abolishment

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the above noted changes to the Table of Organization and authorize the Interim CEO to take the necessary steps to abolish the identified positions. Ms. Redmon seconded the motion. The motion carried unanimously.

D. Policy Committee – John Serr, Chairperson

1. First Reading of Selected Policies

Policy III.06 CEO Succession Plan was added to the agenda as approved above after Special Presentations. Mr. Serr gave a first reading explaining that language was added to the third paragraph providing an additional option to directly appoint an Interim CEO to the position of CEO should the Board choose to do so.

The only option in the language prior to this change was to “*develop a diverse pool of candidates and consider at least two final candidates for the position.*” The additional language will expand the Board’s options so they have as many tools as possible. No action was required.

III.06	CEO Succession Plan
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2. Second Reading and Approval of Selected Policies

Policy VII.241 was originally included for second reading but was held for further review and will be submitted for second reading in March:

Motion: Mr. Serr moved that the Montgomery County Board of DD Services table Policy VII.241 Fraud Reporting until the regular March Board meeting. Ms. Iseli seconded the motion. The motion carried unanimously.

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

VII.064	Background Investigations
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Motion: Mr. Serr moved that the Montgomery County Board of DD Services approve the policy listed above. Ms. Redmon seconded the motion. The motion carried unanimously.

3. Request to Rescind

Policy VII.55 Staff Reporting of Violations of Statutes and Rules is being rescinded as the content has been combined with VII.241 Fraud Reporting which will be submitted for approval in March.

VII .55	Staff Reporting of Violations of Statutes and Rules
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Motion: Mr. Serr moved that the Montgomery County Board of DD Services approve to Rescind Policy VII.55 as listed above. Ms. Jones seconded the motion. The motion carried unanimously.

VI. SPECIAL REPORTS

The following updates/reports were included in the Board Packet for the Board Members to review at their convenience and leisure.

A. Monthly Updates for DDS Departments

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

There were no Other Business items for February

Interjection: Mr. MacAlpine requested a big picture update on the plan to address and project waivers since last month. Kamarr said he can do that but explained that we can't project out too far until conversations take place with DODD to see how we move forward when our current budgeted waivers run out, which will probably be before the summer.

Mr. Serr invited the Board Members to feel free to ask for meetings to be paused should they need a break.

IX. VISITORS' TIME

Mr. Serr apologized for not acknowledging sooner that Assistant County Administrator Gerri Pegues was in attendance. He invited her to speak but she didn't have anything to add.

X. ADJOURNMENT

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

Time: 7:50 p.m.


Board Officer

March 18, 2025

Date

**The next Regular meeting of the Montgomery County Board of DDS
will take place at 7 p.m. be on TUESDAY, March 18, 2025
at Northview 8114 N. Main St. Dayton, OH 45415**