

MINUTES OF THE
MONTGOMERY COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES SERVICES
December 13, 2016
Kuntz Center

I. CALL TO ORDER/BOARD MEMBER ATTENDANCE

Board President, William E. Linesch, called the December 13, 2016 meeting of the Montgomery County Board of Developmental Disabilities Services to order at 7 p.m.

Members Present: President, William E. Linesch; Secretary, Janice D. Allen; James J. McCarthy; Madeline J. Iseli; Richard A. Schultze. Superintendent, Nancy A. Banks.

Members Absent: Bonnie R. Parish; Dean Heyne. Ms. Parish and Mr. Heyne notified the Superintendent of their absence prior to the meeting.

Mr. Linesch opened the meeting by reading the Board's Vision and Mission.

~ Moment of Silence

Mr. Linesch asked the Board to observe a moment of silence in memory of the individuals who passed away since the last Board meeting:

Essie Thornton , mother of Billi Thornton, Program Support Assistant at Northview; **Ira Hunter** , an individual who received SSA services; **Frank Smith** , stepfather of Becky Long, Program Support Assistant at Kuntz; **Esther Cornett** , mother of Michelle Cornett, an individual who receives services at Kuntz; **Darla Johnson** , an individual who received SSA services; **Gail Daniel** , sister of Rhonda Daniel, Vehicle Operator Aide, and former Program Support Assistant at Calumet; **Charles Mathews** , father of Christine Mathews, Vehicle Operator II, and grandfather of Lakita Oliver, Program Support Assistant at Kuntz; **Kenny Schorsch** , uncle of William Angel, Director of Safety and Protection; **Eileen Mundy** , grandmother of Emily Spicer, Job Coach for the Employment Services Department; **Nettie Johnson** , mother of Marsha Johnson, an individual who receives services at Liberty; **Ronald Blake** , father of Latoia Blake, an individual who receives services at Calumet; **Pauline Stanley** , former mother-in-law of Jean Stanley, Program Support Assistant at Northview; **Juanita Hemmerich** , grandmother of Tonya Ware, Program Support Assistant at Kuntz; **Herman Prunty** , grandfather of Mia Gardner, an individual who receives services from the Employment Services Department; **William Anthony** , husband of Carol Anthony, Program Support Assistant for the Employment Services Department; **Elizabeth Edmonds** , an individual who received services from Kuntz; **Janetta Ellis** , sister of Carmen Crawford, Program Support Assistant at Northview; **Racheal Nicole Taylor** , sister of Candis Brown, Human Resources Assistant at the

Ritchey Center; **Tony Ray**, uncle of Candis Brown, Human Resources Assistant at the Ritchey Center.

II. SPECIAL PRESENTATIONS

A. Kuntz Choir

The Kuntz Choir were unable to perform due to weather conditions. The Administrative Staff group will be visiting Kuntz another day before Christmas for the special presentation.

B. Recognition of Retiree, Richard Long

- Vehicle Operator II, Transportation Department
Date of Hire: June 12, 1990
Date of Retirement: November 30, 2016

Highlights of Richard's career were shared by Transportation Director Emerson Jeter, and Richard was presented with a beautiful Anniversary Clock in commemoration of his years of service to the Board.

III. REVIEW AND APPROVAL OF THE MINUTES OF THE OCTOBER 18, 2016 BOARD MEETING AND OCTOBER 18, 2016 BOARD WORK/EXECUTIVE SESSION .

The Board reviewed the minutes of the October 18, 2016 Board Meeting and the October 18, 2016 Board Work/Executive Session of the Montgomery County Board of Developmental Disabilities Services.

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the minutes of the October 18, 2016 Board Meeting and the October 18, 2016 Board Work/Executive Session. Ms. Allen seconded the motion. The motion carried unanimously.

IV. SUPERINTENDENT 'S REPORTS

A. Update on Action Steps for the Transition Plan

This Plan was provided in the Board Members' packets. Bill Linesch requested there be some color shading to be able to see clearly what's complete, what's on track, what might need some additional support. He stated, because it's a long report, it would be helpful to be able to look at the items that need the Board Members' attention.

B. Provider Development Update

This Update was provided in the Board Members' packets. Provider Development Manager Mitch Snyder talked about the video project we have undertaken to help individuals become familiar with what Providers have to offer when it may not be possible for them to visit their facilities. He explained that we hired a couple of

Videographers who are in the process of making videos of each Provider who choose to participate, and the videos are being made available to view on our website. Three are already online and ready to view. The video shoots include interviews of families, individuals, staff, activities offered, views of their premises, etc., and everything is put together like a long commercial.

C. Major Positive Incidents and Excellent Staff Performances
The MPI's and ESP's were in the Board Members' packets. Nancy talked briefly about each MPI and Janice Rice talked about the ESP.

V. COMMITTEE REPORTS

A. Ethics Committee - Bonnie R. Parish , Chairperson - absent

1. Mr. Linesch stated that the Ethics Council had no individuals to review for the month of December. No action was required.

B. Finance Committee - Janice D. Allen, Chairperson

1. Approval of authorization to exceed \$50,000 limit in specified areas for 2017

Motion: Ms. Allen moved that the Montgomery County Board of DD Services authorize the Superintendent to approve the aforementioned expenses for 2017 in accordance with Board Policy. Mr. McCarthy seconded the motion. The motion carried unanimously.

2. Approval of Annual Availability of Funds
Michael Proulx provided a brief explanation.

Motion: Ms. Allen moved that the Montgomery County Board of DD Services hereby resolve that the Montgomery County Board of DD Services has adopted a budget for 2017 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 \$9,052,995 which is in excess of the value of ½ mill of taxes generate within Montgomery County . Ms. Iseli seconded the motion. The motion carried unanimously.

3. Approval of Family Homes Services Contract for 2017

Motion: Ms. Allen moved that the Montgomery County Board of DD Services enters into a contract with the Southwestern Ohio Council of Governments (SWOCOG) authorizing the provision of up to \$800,000 of services under the Family Home Services Program and authorizing the Superintendent to take the necessary action to

execute the contract. Mr. McCarthy seconded the motion. The motion carried unanimously.

4. Approval of SWOCOG Membership

Motion: Ms. Allen moved to authorize the Superintendent to execute a contract authorizing Montgomery County Board of DD Services to join the Southwest Council of Governments (SWCOG) effective January 1, 2017 at an annual cost not to exceed \$190,000 . Ms. Iseli seconded the motion. The motion carried unanimously.

Michael Proulx explained that the \$190,000 is not just a membership fee; it also includes all administration fees for programs.

5. Review of Program Vouchers for October and November, 2016
The Program Vouchers include expenditures that are over \$1,000.00. No action was required.

6. Approval of December Resolutions Calendar

Motion: Ms. Allen moved that the Montgomery County Board of DD Services approve the December Resolutions Calendar for items 121316-36 to 121316-44. Ms. Iseli seconded the motion. The motion carried unanimously.

7. Financial Reports

The Financial Reports for October and November, 2016 were in the Board packets. No action was required.

Interjection : Michael Proulx provided an update regarding the RFP having just met with the County Commissioners. The RFP will now be published by the end of January and not the end of December. A draft will be provided to the Board Members at the January Board Meeting giving them an opportunity to provide feedback prior to its publication.

As a result of a question from Richard Schultze, it was clarified that we will monitor the Providers who purchase the buildings the same as any other Provider, for Quality Assurance. Once we are no longer providing day services under the waiver, we will be required by the state to continue monitoring. It was also clarified that, as a condition of each sale (a contractual obligation), the Provider will be required to provide services to current individuals who wish to stay, for at least six months.

C. Human Resources Committee - William E. Linesch , Chairperson

1. Approval of Outcome of Contract Negotiations - Reopener on Wages

Motion: Mr. Linesch moved that the Montgomery County Board of DD Services accept the tentative agreement reached between the negotiating parties. Mr. McCarthy seconded the motion. A roll call vote was

taken: Mr. Linesch, yea; Mr. Schultze, yea; Ms. Iseli, yea; Ms. Allen, yea; Mr. McCarthy, yea. The motion carried unanimously.

2. Approval of Adult Services Transition Incentives

Motion: Mr. Linesch moved that the Montgomery County Board of DD Services accept the Adult Services Transition Incentives outlined above. Ms. Iseli seconded the motion. The motion carried unanimously.

D. Policy Committee - Richard A. Schultze, Chairperson

1. There were no First Readings for the month of December

2. Second Reading of Selected Policies and Procedures

Mr. Schultze gave a second reading of the following policies:

VIII .161 Employee Benefits and Leaves of Absence (procedures only); **VII .23** Political Activity; **VII .241** Fraud Reporting; **VII .26** Grievances; **VII .34** Separation from Service; **VII .41** Vacation; **IX. 09** Interruption of Services Adult Services Department (new title)

Motion: Mr. Schultze moved that the Montgomery County Board of DDS approve the policies listed above. Ms. Allen seconded the motion. The motion carried unanimously.

3. Emergency Motion - Waive First Reading

Mr. Schultze gave a second reading of the following policies: **VII .13** Overtime, Compensatory Time, Clocking In/Out; **IX .172** Waiting List for Waivers

Motion: Mr. Schultze moved that the Montgomery County Board of DDS approve the policies listed above. Mr. McCarthy seconded the motion. The motion carried unanimously.

E. Program Committee - Madeline J. Iseli, Chairperson

1. Contracts previously approved by the Superintendent

Ms. Iseli stated these contracts were listed in the Board Packets, and were within the Superintendent's budget authority granted by the Board. No action was required.

VI. SPECIAL REPORTS

A. Monthly Program Departments

1. Adult Services Board Updates were in the Board Packets

B. Monthly Board Updates for:

1. MONCO Enterprises, Inc., and
2. Miami Valley In-Ovations, Inc., were in the Board packet.

C. Action Items

- *1. Approval of Re-Appointment to BTF Advisory Committee

Motion: Mr. Linesch moved that the Montgomery County Board of DDS re-appoint Mr. Randall Griffin to the Brighter Tomorrow Foundation Advisory Committee of the Dayton Foundation for a second and final three-year term beginning January 1, 2017, and ending December 31, 2019. Ms. Iseli seconded the motion. The motion carried unanimously.

VII. ANNOUNCEMENTS

- A. Selected announcements were listed in the Board Packet

VIII. OTHER BUSINESS

- *A. Appointment of 2017 Board Officers

Motion: Ms. Allen moved that the Montgomery County Board of DDS adopt the Slate of Officers for calendar year 2017 as proposed: President, William E. Linesch; Vice President, James J. McCarthy; Secretary, Richard A. Schultze. Ms. Iseli seconded the motion. The motion carried unanimously.

- B. Recognition of Bonnie Parish for 8 years of service and Janice Allen for 4 years of service as DDS Board Members

Ms. Parish was unable to attend the meeting and will be invited for recognition at a subsequent meeting.

Ms. Allen was recognized by Board President Bill Linesch and Superintendent Nancy Banks for her years of service as a Board Member. They expressed their gratitude for her contribution of time and expertise given to our program. Ms. Allen was presented with a beautiful gift basket containing unique items made by the individuals we serve.

IX. VISITORS' TIME

There were no visitors

X. ADJOURNMENT

There being no further business to present to the Board, the meeting was adjourned. Time: 7:56 p.m.

Board Officer

Board Officer

Date

**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 17, 2017 at 7:00 P.M.**