

MINUTES OF THE
MONTGOMERY COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES SERVICES
June 20, 2017
Kenneth W. Ritchey Administration Center

I. CALL TO ORDER/BOARD MEMBER ATTENDANCE

Board President, William E. Linesch, called the June 20, 2017 meeting of the Montgomery County Board of Developmental Disabilities Services to order at 7:00 p.m.

Members Present: President, William E. Linesch; Secretary, Richard A. Schultze; Dean Heyne; Madeline J. Iseli; Sharon King-Roberts; Linda Gillispie
Superintendent, Nancy A. Banks.

Members Absent: Vice President, James J. McCarthy

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:

Susan Domsher, wife of Larry Domsher, former long-time employee of MCBDDS; **Isaiah Mills-Gilmer**, an individual who received SSA services; **Gabriel Wright**, step-son of Regina Wright, Program Support Assistant at Jergens; **Elliott Boyd**, brother of Marsha Boyd, Administrative Specialist at Northview; **Kim Toliver**, niece of Miriam Beam, Habilitation Specialist at Jergens.

II. SPECIAL PRESENTATIONS

There were no Special Presentations on the agenda for the month of June.

III. REVIEW AND APPROVAL OF THE MINUTES OF THE MAY 16, 2017 BOARD MEETING AND MAY 16, 2017 BOARD WORK SESSION

The Board reviewed the minutes of the May 16, 2017 Board Meeting and May 16, 2017 Board Work 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 May 16, 2017 Board Meeting and May 16, 2017 Board Work Session. Mr. Heyne seconded the motion. Mr. Schultze abstained. The motion carried with five in favor.

Mr. Schultze abstained from approving the May 16 minutes as he was absent from that meeting.

IV. SUPERINTENDENT'S REPORTS

A. Approval of 2017-2018 Annual Plan and Goals

A draft version of this document was discussed with the Board during a Work Session on May 16, 2017 prior to the Plan being presented for First Reading that same evening. The document was open for review and feedback up to the end of a Public Hearing which was held on Wednesday, June 7, 2017. No feedback was received. The final version was presented to the Board for approval.

Motion: Mr. Linesch moved that the Montgomery County Board of DD Services approve the 2017-2018 Annual Plan and Goals. Ms. Iseli seconded the motion. The motion carried unanimously.

B. RFP Update

Michael Proulx stated that the Board received proposals for three of its four buildings, one of which was rejected due to the provider not being certified to provide services to individuals with developmental disabilities. This Thursday, June 22, the RFP Evaluation Committee will meet to decide if the remaining proposal (one proposal for two buildings) meets all requirements and if negotiations will be entered into. Further information will be shared after the evaluation and negotiation process are complete.

C. IT Update

This update was provided in the Board packet and Director of IT, Rachel Mallory was in attendance to answer any questions. There were no questions.

D. Provider Development Update

This update was provided in the Board packet and Provider Development Manager, Mitch Snyder was in attendance to answer any questions. There were no questions.

E. Major Positive Incidents and Excellent Staff Performances.

Nancy Banks talked about the several ESPs provided in the Board packet as follows:

- Recipients of the #1 Foam Finger
- MCBDDS team helps ease transition for MDC residents
- School-to-Adult Transition (SALT) Team presents at the 2017 OACB Spring Conference
- Residential and Family Services (RFS) staff embrace creative means of becoming better acquainted with providers

V. COMMITTEE REPORTS

A. Ethics Committee – Dean Heyne, Chairperson

There were no individuals to review for the month of June

B. Finance Committee – Richard Schultze, Chairperson

1. Renewal of Fleet and Liability Insurance

The memo/motion provided in the Board packet was replaced with a corrected memo at the Board members' places which reflected a decrease of 4.4% (not an increase of 4.2%) and an amount of \$107,028 (not \$111, 742).

Motion: Mr. Schultze moved that the Montgomery County Board of DD Services authorize the Superintendent to enter into a contract with the Ohio School Plan for Liability and Vehicle Insurance for the period of time from July 1, 2017 through June 30, 2018 at an amount not to exceed \$107,028.00. Ms. King-Roberts seconded the motion. The motion carried unanimously.

2. Approval of Mental Health Budget

The attachment (proposed budget) referred to in the memo provided in the Board packet was provided at the Board members' places. Richard Schultze asked how this budget compares to last year and Michael Proulx said it's considerably greater because we've hired additional counselors, we are getting additional hours from a new psychiatrist who is willing to put some time in, and we have picked up an additional resident from Miami Valley Hospital for the coming year.

Motion: Mr. Schultze moved that the Montgomery County Board of DD Services authorize the Superintendent to submit the SFY 2018 MCBDDS/MH Fund Budget to the Montgomery County Office of Management and Budget in accordance with ORC 319.16, ORC 5126.05 and Montgomery County Policy. Ms. King-Roberts seconded the motion. The motion carried unanimously.

3. Renewal of MONCO Janitorial Contract

This contract consists of identical services performed in previous contracted years and MONCO fees have remained fixed in order to stay competitive with the current market conditions, and to assist the Board in operating costs.

Motion: Mr. Schultze moved that the Montgomery County Board of DD Services renew the janitorial services contract with MONCO for the 2017-2018 year at the not to exceed cost of \$498,390.66. Mr. Heyne seconded the motion. The motion carried unanimously.

4. Approval of IT Upgrade

Director of IT, Rachel Mallory provided a briefing to the Board Finance Committee in April regarding the need for a large scale upgrade to increase storage capacity and other technological hardware. She summarized the briefing at this Board meeting for the benefit of the Board Members who are not on the Finance Committee. Rachel

went on to answer several questions regarding the upgrade. Prior to coming to the Board with this request, she prepared a cost analysis to compare upgrading all at once vs. piece by piece over a period of time. Upgrading all at once will save the Board 26% over five years.

Motion: Mr. Schultze moved that the Montgomery County Board of DD Services authorize the Superintendent to take the necessary action to purchase the above mentioned hardware and software from Advizex Technologies at a cost not to exceed \$491,910.97. Ms. King-Roberts seconded the motion. The motion carried unanimously.

5. Review of Program Vouchers for May, 2017.

The Program Vouchers include expenditures that are over \$1,000.00. No action was required.

6. Approval of June Resolutions Calendar.

Motion: Mr. Schultze moved that the Montgomery County Board of DD Services approve the June Resolutions Calendar for items 062017-18 to 062017-22. Ms. Iseli seconded the motion. The motion carried unanimously.

7. Financial Reports.

The Financial Reports for May, 2017 were in the Board packets. No action was required. Michael Proulx provided a brief update of the agency's financial condition.

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

There were no Human Resources items on the agenda for the month of June

D. Policy Committee – James J. McCarthy, Chairperson

1. First Reading of Selected Policies

Linda Gillispie and Toni Brokaw-Farmer spoke briefly about a few minor changes they discussed during the Policy Committee and those changes will be reflected before the policies are presented for second reading in August.

Madeline Iseli brought to the Board's attention that Janice Rice did a lot of work on the Social Media policy which is such an emerging and sensitive topic, and she encouraged the Board take a look at that policy and share any thoughts and reactions with Janice directly. Janice also did a lot of rework on the Public Relations policy. Bill Linesch said that these policies are two very important policies that the Board should be particularly converse in. Linda Gillispie suggested that it would be a good idea to make a Social Media presentation to the Board at some point. Nancy Banks added that Janice did a lot of research on the Social Media policy due to so many

changes that have taken place. It was then agreed that the presentation Linda suggested could be given in a Board Work Session.

Ms. Iseli gave a first reading of the following policies: **I.06** Code of Conduct Declaration for DDS Board Members; **II.01** Affirmative Action for Equal Opportunity/Code of Fair Practices; **VII.05** Basic Requirements for Board Employment; **VII.32** Safety and Accident Prevention; **VII.33** Cooperation in Investigations; **VII.74** Social Networking; **VII.75** Diversity; **VIII.04** Outcome Based Evaluation; **IX.31** Public Relations. No action was required.

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

Mr. McCarthy gave a second reading of the following policies: **VII.155** Family and Medical Leave; **VII.22** Program Delays and Closings; **VII.66** Corporate Compliance; **IX.12** Enrollment in and Development of Community Employment; **IX.16** Employment First.

Motion: Ms. Iseli moved that the Montgomery County Board of DDS approve the policies listed above. Ms. Gillispie 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 DDS Program Departments.

1. Program Department updates were in the Board packet

B. Monthly Board Update for:

1. Miami Valley In-Ovations, Inc., update was in the Board packet

C. Action Items.

1. Appointment of Mr. Andrew Kinder to the Brighter Tomorrow Foundation Advisory Committee of the Dayton Foundation, and Resignation of Mr. Michael Proulx

Motion: Mr. Linesch moved that the Montgomery County Board of DD Services appoint Andrew Kinder to the Brighter Tomorrow Foundation Advisory Committee of the Dayton Foundation for a three-year term beginning June 21, 2017, and ending December 31, 2020.

I further move that the Montgomery County Board of DD Services accept the resignation of Michael Proulx from the Brighter Tomorrow Foundation Advisory Committee of the Dayton Foundation effective July 31, 2017. Ms. Iseli seconded the motion. The motion carried unanimously.

Bill Linesch thanked Michael for his service to the BTF Advisory Committee and welcomed Andrew Kinder to the Committee.

VII. ANNOUNCEMENTS

A. Selected announcements were listed in the Board packet

VIII. OTHER BUSINESS

There were no Other Business items on the agenda for the month of June

IX. VISITORS' TIME

There were no visitors.

Board President, Bill Linesch expressed his sincere thanks to Michael Proulx for all his years of dedicated work to our County Board and most of all to the people we serve.

X. ADJOURNMENT

There being no further business to present to the Board, the meeting was adjourned.
Time: 7:35p.m.

Board Officer

Board Officer

Date

THERE IS NO BOARD MEETING IN JULY
The next meeting of the Montgomery County Board of DDS
and will be held at the Kenneth W. Ritchey Administration Center
5450 Salem Avenue, Dayton, OH. 45426
on TUESDAY, August 15 at 7:00 P.M.