



**Board of Developmental
Disabilities Services**

A Human Services Levy-Funded Agency

Ritchey Administrative Center
5450 Salem Ave.
Dayton, OH 45426
(937) 837-9200
www.mcbdds.org

MINUTES OF THE
MONTGOMERY COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES SERVICES
August 20, 2019
Kenneth W. Ritchey Administration Center

I. CALL TO ORDER/BOARD MEMBER ATTENDANCE

Board President, Madeline Iseli, called the August 20, 2019 meeting of the Montgomery County Board of Developmental Disabilities Services to order at 7:02 p.m.

Members Present: President Madeline Iseli; Secretary Richard Schultze; William Linesch; Linda Gillispie; Naima Quarles-Burnley
Superintendent, Pamela Combs.

Members Absent: Sharon King-Roberts; James Zahora. Ms. King-Roberts and Mr. Zahora notified the Superintendent of their absence prior to the meeting.

Ms. Iseli opened the meeting by reading the Board's Vision and Mission.

~ Moment of Silence

Before reading the Moment of Silence, Ms. Iseli talked about the events of the summer and how they have impacted the Miami Valley community and their families. She wanted to make sure we included these families in our Moment of Silence, stating we have a lot to remember and a lot to be thankful for.

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. And in solidarity with those who have suffered this summer.

II. SPECIAL PRESENTATIONS

A. Special Guest Presentation – there were no Special Guest Presentations.

III. REVIEW AND APPROVAL OF MINUTES

The Board reviewed the minutes of the June 18, 2019 Montgomery County Board of DD Services Board Meeting.

Motion: Mr. Linesch moved that the Montgomery County Board of DD Services approve the minutes of the June 18, 2019 Board Meeting. Ms. Gillispie seconded the motion. Ms. Quarles-Burnley abstained. The motion carried with four in favor.

Ms. Quarles-Burnley abstained from voting on the June, 2019 minutes as she was absent from that meeting.

IV. SUPERINTENDENT'S REPORTS

Interjection:

Superintendent Pamela Combs shared that last week our Board was one of 33 organizations that participated in two housing recovery resource fairs with the county in response to the tornadoes. Seventy families were there that received much needed assistance and information. It was organized by our county and held at the Kroc Center and the Maranatha Worship Centre. Ms. Combs thanked our staff that attended on behalf of the Board, and thanked Kamarr Gage for his leadership in being there and providing that information for people with disabilities who had difficulty with their housing.

A. Waiting List Assessment Status

This was a verbal update provided by Superintendent Pamela Combs. We are 47% through the waiting list and we have through 2020 to complete those assessments. Out of those 10.7% are determined to need a waiver. Over 730 have been completed and we have a little bit over that many more left to go through.

B. Provider Development Update

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

C. Information Technology Resources Annual Update

This update was provided in the Board Packet and Director of IT, Rachel Mallory answered several questions from the Board.

In response to Ms. Iseli stating she noted fewer devices but more complexity; more intensive usage, Rachel said this seems to be the going rate. In general everyone's world is becoming more digital and virtual. The Board and Rachel went on to talk about hacking. Ms. Iseli mentioned a recent cyber-attack on a county board in Ohio. Rachel said this is an example of a new trend where smaller government agencies are targeted as a means to gain access to larger government agencies and vendor organizations that the smaller organizations do business with.

In response to a question from Mr. Linesch, Rachel talked about what our line of defense is. She mentioned what has been added during this past year to enhance our security profile. We now have something in place to manage and monitor traffic

requests to our network. This is a more preventative action compared to detecting malicious behavior inside the network.

Ms. Quarles-Burnley asked if we are set up for video-conferencing. Rachel shared that we have a very new pilot project going on right now with Early Intervention using tele-visiting/two-way virtual home visits. Ms. Quarles-Burnley was wondering if, when members of the Board, parents and staff hear about conferences and speakers in Columbus or other places, if there's a way we could make it available to people who are interested. Rachel said yes, this is something we can do. Presentations can be posted to a YouTube channel with a link to it from our website. DODD and OACB provides taped presentations via YouTube on their websites. Ms. Quarles-Burnley went on to ask about remotely participating in a live conference. Our Information Technology department does not have software to allow someone to "tap into" a live presentation hosted by another agency. Access to those would come from the agency hosting the webinar/presentation. For example, if DODD or OACB want to invite someone to view their presentation live, they would send the link to that person for them to view from their computer/tablet.

D. Major Positive Incidents and Excellent Staff Performances

Superintendent Pamela Combs talked about the MPI's included in the Board Packet, as follows:

- MCBDDS recognized provider staff for above and beyond heroism during tornadoes
- Boot Camp helps youth prepare for transition to work, adulthood

Ms. Combs thanked our staff who helped make the Boot Camps possible and the impact they had on so many campers and their families. Ms. Quarles-Burnley also thanked the staff and shared that her son participated in Boot Camp and found it to be a very rewarding experience.

V. COMMITTEE REPORTS

A. Ethics Committee – Naima Quarles-Burnley, Chairperson

1. Ms. Naima Quarles-Burnley stated that the Ethics Council reviewed the following individuals and found no conflict of interest to exist: Nikki Frazier; Jacqueline Wells-Dross. No action was required.

B. Finance Committee – Sharon King-Roberts, Chairperson - absent

1. Contracts previously approved by the Superintendent
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 for June and July, 2019
These Program Vouchers were provided in the Board packet and included expenditures that are over \$1,000.00. No action was required.

3. Approval of August Resolutions Calendar

Motion: Mr. Schultze moved that the Montgomery County Board of DD Services approve the August Resolutions Calendar for item(s) 082019-24 to 082019-26. Mr. Linesch seconded the motion. The motion carried unanimously.

4. Financial Reports

The Financial Reports for June and July, 2019 were in the Board packet. Director of Business and Operations Andrew Kinder provided a brief overview of our current financial status.

C. Human Resources Committee – Madeline Iseli, Chairperson

1. Approval to eliminate vacant position from the Table of Organization

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. Ms. Gillispie seconded the motion. The motion carried unanimously.

D. Policy Committee – Linda Gillispie, Chairperson

1. First Reading of Selected Policies.

Ms. Gillispie gave a first reading of the following policies: **IV.01** Fiscal Year; **IV.02** Budget Guidelines; **VII.02** Non-Discrimination; **VII.30** Driving Board Owned and Private Vehicles; **VII.44** Use and Operation of Board Owned Vehicles; **VII.50** Fitness for Duty; **VII.502** Freedom from Substance Use/Abuse; **IX.08** Behavior Support; **IX.26** Provider Selection. No action was required.

Ms. Gillispie stated that there will be changes made to Policy VII.02 Non-Discrimination before it is presented for second reading in September.

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

Ms. Gillispie gave a second reading of the following policies: **VII.10** Work Schedules for FT and PT Employees; **VII.152** Personal Leave Time; **VII.57** Technology Resource Use; **VII.62** Recording Devices in the Workplace; **X.12** DD-MH

Individual Rights; X.13 DD-MH Performance Improvement Plan; X.14 DD-MH Pharmacological Management Services.

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

3. Emergency Motion

Policy VII.064 Background Investigations, was presented to the Board for waiving of first reading and proceeding to a second reading/approval. Updates to the policy are all tied to recent changes with OAC 5123-2-02 and are not optional changes.

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

4. Request to Rescind

Policy II.012 Non-Discrimination of Individuals Served and Job Applicants, was presented for approval to rescind as there is a lot of duplication in Policy VII.02 Non-Discrimination. That which is not duplicated has been added to VII.02.

In addition, the following policies were presented for approval to rescind as they are no longer needed since we are now completely out of providing direct care adult services. Leadership staff were involved in deciding these policies were no longer needed and that correspondence is on file: VII.372 Adult Services Transfer, Change in Status, and Reassignment; VII.501 Physical Ability to Lift, Carry, and Move Students/Individuals; IX.04 Medication Administration; IX.041 Medical and Health Emergencies; IX.042 Advanced Directives/Do Not Resuscitate Orders; IX.043 Delegation of Nursing Tasks; IX.09 Interruption of Services; IX.18 Adult Services Staffing Requirements.

Motion: Ms. Gillispie moved that the Montgomery County Board of DD Services rescind the policies listed above. Mr. Linesch seconded the motion. The motion carried unanimously.

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.

There were no Action items for the month of August.

VII. ANNOUNCEMENTS

A. Selected announcements were listed in the Board packet.

VIII. OTHER BUSINESS

There were no Other Business items for the month of August

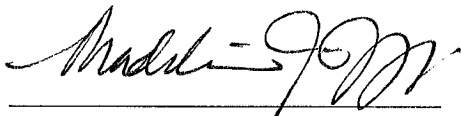
IX. VISITORS' TIME

There were no visitors who wished to speak.

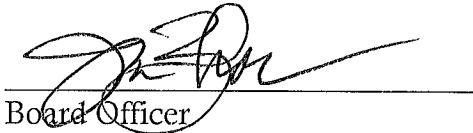
X. ADJOURNMENT

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

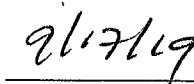
Time: 7:27 p.m.



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, September 17, 2019 at 7:00 P.M.