



**Board of Developmental  
Disabilities Services**

*A Human Services Levy-Funded Agency* MINUTES OF THE

MONTGOMERY COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES SERVICES

October 15, 2019

Kenneth W. Ritchey Administration Center

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

**I. CALL TO ORDER/BOARD MEMBER ATTENDANCE**

Board President, Madeline Iseli, called the October 15, 2019 meeting of the Montgomery County Board of Developmental Disabilities Services to order at 7:00 p.m.

Members Present: President Madeline Iseli; Vice President James Zahora; Secretary Richard Schultze; William Linesch; Linda Gillispie; Sharon King-Roberts; Superintendent, Dr. Pamela Combs.

Members Absent: Naima Quarles-Burnley. Ms. Quarles-Burnley notified the Superintendent of her 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**

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

**III. REVIEW AND APPROVAL OF MINUTES**

The Board reviewed the minutes of the September 17, 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 September 17, 2019 Board Meeting. Ms. Gillispie seconded the motion. The motion carried unanimously.**

**IV. SUPERINTENDENT'S REPORTS**

A. Designation of Superintendent as MCBDDS' Delegate for County Boards Winter Conference Delegate Assembly

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services appoint the Superintendent to serve as its Delegate at the Ohio Association of County Boards' Winter Conference December 4-6, 2019, and that she be authorized to support and/or make whatever decisions seem appropriate should any proposals come before the Delegate Assembly. Mr. Zahora seconded the motion. The motion carried unanimously.**

**B. First Reading of Draft Strategic and Annual Plans**

Mr. Schultze said he would feel more comfortable having the chance to read documents of this importance before they are presented for First Reading. Ms. Iseli requested that First Reading be postponed to allow for Board Members to review prior to the documents being made available to the public for feedback. Moving forward, the Board Members want to receive them when the packet is sent out and not the night of the meeting.

**C. Provider Development Update**

This update was provided in the Board Packet. Provider Development Manager Mitch Snyder was not in attendance but Kamarr Gage was available to answer questions. Ms. Iseli said she noticed that new providers coming in is slowing down and she asked if we are meeting the demand for individuals being placed in programs that they need and want. Kamarr said we are, and things are going well. He said, while there are more specialized needs in the residential area, we have enough diversity in our portfolio of day services providers to meet the need.

Mr. Schultze asked how the recent Provider Fair went and Kamarr stated that, while things could be better, we will continue to plan and promote Provider Fairs.

Ms. Iseli commented that the Community Connections Career Partnership – Ohio (C3PO) is an interesting partnership. It was started by The Ohio Provider Resource Association (OPRA), in collaboration with the Ohio Alliance of Direct Support Professionals (OADSP). They have developed a program that provides at-risk students an opportunity to learn about the field of direct support through in-class training, on-site internships, and the opportunity to earn the Certificate of Initial Proficiency (CIP) and the Certificate of Advance Proficiency (CAP) through the Ohio Alliance of Direct Support Professionals. The outcome of this program is to reduce the high school drop-out rate by giving each student an opportunity to learn about a career that is in need of qualified workers, provides flex credits, and educates through mentorship. Following graduation, students will be encouraged to apply for jobs as direct support professionals. These full-time jobs are in demand and come with full benefits, as well as opportunities for advancement. By having earned the CIP and CAP credentials, the students will have an excellent advantage of being hired by any I/DD direct service provider in the State of Ohio.

Pamela informed the Board Members that former Superintendent Nancy Banks will be the lead instructor for the program in Montgomery County which will have ten students who attend Liberty High School, a member of Oakmont Schools, and a backup instructor, Laryssa Inegbo from Toward Independence. The ten students will complete ten, three-hour modules of instruction followed by twelve weeks of class time working on projects with the support of the instructors. The students will also work 35 hours a week in a day program with a private provider, being mentored by staff members who have completed the appropriate mentor training provided by OADSP. The hours worked in the field will be paid at minimum wage through a grant provided to Oakmont Schools by the Miami Valley Urban League. Providing pay during the program has proven students are more likely to attend the program instead of seeking employment outside the school day.

**D. Major Positive Incidents and Excellent Staff Performances**

There were no MPI's and ESP's for the month of October. Pamela explained that we are coming up with new titles and formats for these recognitions.

**V. COMMITTEE REPORTS**

**A. Ethics Committee – Naima Quarles-Burnley, Chairperson - absent**

There were no individuals to review for the month of October.

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

**1. Approval of Addendum to GSF-USA (custodial services) Contract**

After discussion in the Finance Committee Meeting, Ms. King-Roberts informed the Board that this item was being tabled as more discussion is needed. This item was not approved.

**2. Review of Program Vouchers for September, 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 October Resolutions Calendar**

**Motion: Ms. King-Roberts moved that the Montgomery County Board of DD Services approve the October Resolutions Calendar for item(s) 101519-30. Mr. Linesch seconded the motion. The motion carried unanimously.**

**4. Financial Reports**

The Financial Reports for September, 2019 were in the Board packet.

Director of Business and Operations Andrew Kinder provided a brief overview of our current and projected financial status.

5. Approval of Revision to MVIO Master Contract

Ms. King-Roberts stated that this motion is to approve an addendum to the current Master Contract. The addendum states that MVIO will contribute \$100,000.00 annually to the cost of administrative personnel expenses incurred by MCBDDS for the General Manager and Account Clerk positions designated to support the housing corporation.

**Motion:** Ms. King-Roberts moved that the Montgomery County Board of DD Services authorize the Superintendent to enter into the Master Agreement Addendum with Miami Valley In-Ovations as detailed above for the period January 1, 2020 through December 31, 2021. Mr. Linesch seconded the motion. The motion carried unanimously.

6. Approval of 2020 Supported Living Contracts over \$50,000

**Motion:** Ms. King-Roberts moved that the Montgomery County Board of DD Services approves the above contracts numbered 1 through 7 and authorizes the Superintendent to enter into these contracts within residential local budget appropriations. Mr. Schultze seconded the motion. The motion carried unanimously.

**C. Human Resources Committee – Madeline Iseli, Chairperson**

1. Approval to eliminate vacant position from 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: **I.01** Legal Structure and Basic Duties of the Board; **I.04** Meetings of the Board; **III.022** Approval of Manuals, Handbooks and Resource Directories; **IV.06** Fundraising; **IV.07** Lowest and Best Cost; **VII.61** Outside Employment; **VII.75** Diversity; **VII.76** Workplace Violence, Harassment, and Professional Conduct; **VII.77** ADA Reasonable Accommodations and Work Related Ergonomic Modification; **VII.78** Armed Intruder Response/Facility Safety and Security; **IX.111** Administrative Resolution of Complaints and Appeals of Adverse Action – Due Process for Individuals Served by the Board (Non-Medicaid Related). No action was required.

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

There were no second reading policies for the month of October.

**VI. SPECIAL REPORTS**

- A. Monthly Updates for DDS Departments
- B. Monthly Update for Miami Valley In-Ovations, Inc. (MVIO)

**VII. ANNOUNCEMENTS**

- A. Selected announcements were listed in the Board packet.

**VIII. OTHER BUSINESS**


- A. Announcement by Board President that HR Committee will serve as Nominating Committee to recommend 2020 Board Officers in December.  
Ms. Iseli stated that we will have a Slate of Officers ready for review and approval by the December 10<sup>th</sup> meeting.

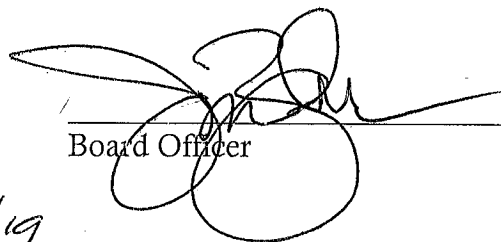
**IX. VISITORS' TIME**

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: 7:23 p.m.**

  
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Board Officer

  
\_\_\_\_\_  
Board Officer

12/10/19  
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, December 10, 2019 at 7:00 P.M.