



**Board of Developmental  
Disabilities Services**

*A Human Services Levy-Funded Agency*

**Ritchey Administrative Center**  
5450 Salem Ave.  
Dayton, OH 45426  
(937) 837-9200  
[www.mcbbdds.org](http://www.mcbbdds.org)

MINUTES OF THE  
MONTGOMERY COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES SERVICES  
January 21, 2020  
Kenneth W. Ritchey Administration Center

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

Board President, Madeline Iseli, called the January 21, 2020 meeting of the Montgomery County Board of Developmental Disabilities Services to order at 7:02 p.m.

Members Present: President Madeline Iseli; Richard Schultze; Sharon King-Roberts; Naima Quarles-Burnley  
Superintendent, Dr. Pamela Combs.

Members Absent: Vice President, James Zahora; Secretary, Linda Gillispie; William Linesch. Mr. Zahora, Ms. Gillispie, and Mr. Linesch 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**

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**

There were no Special Presentations for the month of January.

**III. REVIEW AND APPROVAL OF MINUTES**

The Board reviewed the minutes of the December 10, 2019 Montgomery County Board of DD Services Board Meeting.

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the minutes of the December 10, 2019 Board Meeting. Ms. Quarles-Burnley seconded the motion. The motion carried unanimously.**

#### **IV. SUPERINTENDENT'S REPORTS**

##### **A. Provider Development Update.**

This update was provided in the Board packet. Provider Development Manager Mitch Snyder was in attendance to answer questions.

Ms. Quarles-Burnley asked Mitch if the participants of The Community Connections Career Partnership (C3PO) are high school students. Mitch said they are; a couple juniors but mostly seniors who are at high risk of not graduating. He added that one of the goals of this program is to not only prepare people for the workforce but to help the kids who are at high risk of dropping out, and they are doing well.

Pamela added that Nancy Banks is the instructor and, through a grant, the students are being paid. Mitch said that paying them helps keep them committed and they earn credits towards their diploma. C3PO plan on expanding the program throughout Ohio. Pamela also shared that the C3PO initiative came under the leadership of Jeff Davis who was over Ohio Providers Resource Association (OPRA) at the time and now he's the Director of DODD.

Director Davis is visiting each of the county boards during the next year or two and he will be in our county February 5<sup>th</sup>. Pamela went on to share the planned agenda for the day stating that we will be focusing on things that are unique to Montgomery County. She let the Board Members know they will receive an invite to the Rally that will take place from 2 to 3 p.m. at Northview marking the conclusion of the visit.

Pamela talked about the contract we had on the agenda for Nineteen Services and how excited we are with this consulting group coming in. Our goal is for them to review our business functions, our service functions, our relationship with state systems, just to make sure we are doing everything as efficiently as possible, getting the most return on our investment. They will also be informing us in regards to levy dollars, levy projections, looking out 10 to 15 years, and what that will mean with services in our state.

Board President, Ms. Iseli, thanked Pamela for bringing this perspective to the table. She believes it will be really helpful and she is particularly excited about the strategic planning, being able to look ahead.

#### **V. COMMITTEE REPORTS**

##### **A. Ethics Committee – Linda Gillispie, Chairperson - absent**

Ms. Quarles-Burnley stated that the Ethics Council briefly reviewed supplemental documents that were submitted by Kendall Ferrill who was previously approved and found to have no conflict of interest to exist. No action was required.

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

1. Approval of Nineteen Services, Inc. Contract (Consultative Services)

This item was discussed in the Finance Committee meeting and Pamela talked about it under Superintendent's Reports (above). There were no questions.

**Motion: Ms. King-Roberts moved that the Montgomery County Board of DD Services authorize the Superintendent to enter into the Agreement with Nineteen Services, Inc. for consultative services not to exceed the amount of \$108,000.00. Mr. Schultze seconded the motion. The motion carried unanimously.**

2. Approval of Addendum to Ohio Business College Lease Agreement

This item was discussed in the Finance Committee meeting. Ms. King-Roberts said this arrangement will bring in more revenue. There were no questions.

**Motion: Ms. King-Roberts moved that the Montgomery County Board of DD Services authorize the lease of additional office space with Tri-State Educational Systems, Inc. for the period of time from January 21, 2020 through May 31, 2021. Mr. Schultze seconded the motion. The motion carried unanimously.**

3. 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.

Ms. King-Roberts stated that First Mental Retardation is not a new provider as stated in the memo. She requested that a correction be made to our records.

4. Review of Program Vouchers for December, 2019

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

5. Approval of January Resolutions Calendar.

**Motion: Ms. King-Roberts moved that the Montgomery County Board of DD Services approve the January Resolutions Calendar for item(s) 012120-01 to 012120-03. Mr. Schultze seconded the motion. The motion carried unanimously.**

6. Financial Reports.

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

Ms. King-Roberts stated that a quarterly update was provided to the Board which was requested at the last Board Meeting.

In response to Mr. Schultze asking how we are doing financially, Pamela provided the Board Members with an update. She said we are doing very well financially when combining efficiencies the teams are realizing. Particularly the waiver utilization efficiency and the promise from county leadership to work in partnership with us, puts us in a strong financial position.

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

1. Approval to create EI Supervisor position

Ms. Iseli shared that this position is driven by the 50% increase in caseload since 2015.

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services authorize the creation of one full-time Early Intervention Supervisor position on the Table of Organization. Ms. Quarles-Burnley seconded the motion. The motion carried unanimously.**

Ms. Quarles-Burnley shared that her son was a beneficiary of EI services and these services made a significant difference for him. She is glad we are identifying more people in need of these services.

2. Approval to create SSA Supervisor position

Ms. Iseli stated that there has been an increase in caseload, many of which are complex.

Ms. Quarles-Burnley asked if anyone has been filling in to get this extra work done. Pamela said since 2010 our waivers have doubled. Kamarr added that the managers have been covering this extra work for years. By bringing on a new supervisor, managers will be freed up to managing waivers. With all the complexities, waiting list and waiver growth more case coordination is needed.

Kamarr went on to explain that this position will have a caseload of its own, dealing with the more complex cases, which have escalated. The position will support and free-up staff to manage the regular day-to-day cases. In closing, Kamarr assured Ms. Quarles-Burnley that no individual has gone without due to being short staffed but the volume of work is requiring we add supports.

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services authorize the creation of one full-time Service and Support Administrator Supervisor position on the Table of Organization. Ms. King-Roberts seconded the motion. The motion carried unanimously.**

**D. Policy Committee – Naima Quarles-Burnley, Chairperson**

1. First Reading of Selected Policies.

Ms. Quarles-Burnley gave a first reading of the following policies: **I.02** Duties of Officers of the Board; **III.05** Assistant Superintendent; **III.06** Superintendent Succession Plan; **III.07** Superintendent Compensation and Employment Contract; **IV.05** Submission of Expenditures to the County Auditor. No action was required.

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

Ms. Quarles-Burnley gave a second reading of the following policies **I.03** Responsibilities-Prohibitions of Board Members; **I.05** Appearance and Presentations before the Board; **II.05** Board Review of Philosophy, Objectives and Organization; **II.08** Board Planning; **IV.09** Acceptance of Gifts and Donations; **IV.11** Changing a Direct Contract (DC) of Encumbrance; **IV.16** Fees for Services to Eligible Individuals; **IV.18** Managing within Available Resources; **V.01** Volunteers, Interns and Practicum Students; **VII.22** Delays and Closings; **VII.36** Staff Recognition and Awards; **VII.57** Technology Resource Use; **IX.02** Research; **IX.21** Early Intervention Services; **IX.22** Eligibility.

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

**VI. SPECIAL REPORTS**

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

**VII. ANNOUNCEMENTS**

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

**VIII. OTHER BUSINESS**

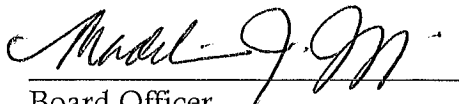
There were no Other Business items for the month of January.

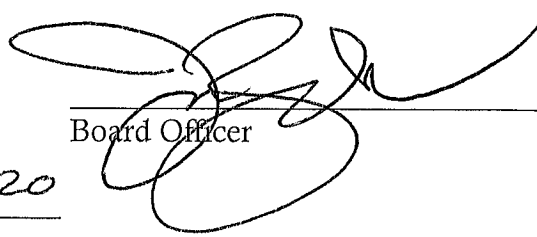
**IX. VISITORS' TIME**

There were no visitors.

**X. ADJOURNMENT**

There being no further business to present to the Board, the meeting was adjourned.  
**Time: 7:27 p.m.**

  
Board Officer

  
Board Officer

2/18/20  
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, February 18, 2020 at 7:00 P.M.**

Board Secretary/jn  
Date approved by Board Secretary: 1-27-2020