

MINUTES OF THE
MONTGOMERY COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES SERVICES
March 30, 2020
Via Remote Technology

I. CALL TO ORDER/BOARD MEMBER ATTENDANCE

Board President, Madeline Iseli, called the March 30, 2020 meeting of the Montgomery County Board of Developmental Disabilities Services to order at 6:07 p.m.

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

Guests: Rick and Kristi Black, Nineteen Services.

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 March.

III. REVIEW AND APPROVAL OF MINUTES

There were no minutes for approval. The February and March minutes will be submitted for approval in April.

IV. SUPERINTENDENT'S REPORTS

A. Department Updates – Response to Coronavirus Pandemic

These updates were included in the Board Packet. Ms. Iseli thanked Pamela for sending the e-mails and videos providing updates. In response to Ms. Iseli asking how things are, Pamela provided an overview of things taking place as we continue to respond to the Coronavirus Pandemic. Pamela shared that the status of the Board is good. We are 100% in operation with the majority of our staff teleworking. 5 to 8% of staff still go in for different functions when needed. We are doing team calls to check in with each other as well as providing e-mails and videos of updates. Pamela stated that we probably have this week and part of next week to finish preparing for

the impact of the virus. We are working really hard to get everything we can in place. DODD's Director Jeff Davis called Pamela and was so supportive and complimentary of where we are as a Board facing this. He was very confident in what we have done so far and the direction we are heading. Pamela also spoke with county leadership who stated they are very supportive of our plan. Pamela mentioned to them that, if this situation continued through June, we would need between 2 and 2.5 million and, if it went longer we would need to request the 2.3 million from OMB. They completely understood, and asked to be kept posted.

Pamela talked about some of the items the leadership team included in their department updates in relation to each department's Coronavirus response. Kamarr talked about how he is sourcing to obtain much needed supplies. Pamela shared that, one of the reasons we are as well prepared as we are so far, is because we started so soon. We are even obtaining beds/cots to either lend out to providers/families or place in various spaces we are preparing just in case some of our individuals need to temporarily stay in another area for a number of reasons.

In response to a question from Ms. King-Roberts, Pamela shared that we already have providers in place who bill through Medicaid so they are already certified and qualified to provide services at these locations should this situation arise.

In response to a question from Mr. Schultze, Pamela said we would be covered with insurance should we need to provide these services in our facilities.

Pamela has already spoken to the county about this plan and public health will be involved. Our goal is that everyone stay where they already live and receive services there, or they will be in a hospital, or a provider location. We are only doing this if for some reason those options are not available and there's nowhere else for them to go.

Pamela is in contact with our county's Emergency Management taskforce, and Public Health about this plan.

Mr. Linesch shared that the county's Human Services Levy Committee meets monthly and around the table are all of the county services such as Public Health, Children's Services, Job and Family Services, ADAMHS. Pamela is involved in a very deep level of coordination with all of the other county services. Pamela added that this is the time that the benefit of the shared levy rings true. When Pamela contacts Public Health they immediately get back to her. When she called Emergency Management about the cots, they had her through to the state in just an hour. It really helps to leverage a lot of resources quickly.

Pamela said everything happening is amazing; the resources we are able to share with our DD community. She said everyone is engaged, everything is moving forward, our families and providers are engaged. Pamela feels confident in the level

of preparation we are at right now and this week we will become even more prepared.

Ms. Quarles-Burnley applauded the staff for all they are doing under these difficult circumstances. She said it was really good to see the comprehensive reports. She asked if we had the results yet of the three staff who were tested for the virus. Jill responded that there are now four who have been tested and there are no results yet. Pamela said we will keep the Board Members posted.

In response to Mr. Schultze asking Pamela how she would characterize the level of anxiety of the people we serve, Pamela said that the report from our Mental Health department reflects a significant increase in anxiety. Pamela said we are really glad to be able to keep our Mental Health services going and we will be expanding on that. Our Behavior Support team is providing helpful resources also which are available on our website. We are reaching out to providers to let us know if they are seeing increased anxiety at their location, so that we can connect them with a Mental Health professional.

In response to a question from Ms. Iseli, Director of Safety and Protection, Bill Angel explained that we are about even this year compared to the number of MUI's filed this time last year. He said that, due to a lot of day services closing down, there has been a lack of reporting from those places. He said that, even though we know some people have been tested, we are not aware of any confirmed cases at this point.

Pamela said that Andrew and Nineteen Services will be providing a condensed report every week or so of our financial obligations and where we are at just because this is such a huge hit to the entire system. We will be sending that to the Board Members. We will also reach out to our Finance Committee to set up a Skype Meeting prior to the next Board Meeting so we can have a more in-depth discussion as we look at the finances. We are tracking everything we spend and keeping an eye on balances and year-end numbers. Right now we are still fiscally sound. By other things not being done that were planned and now doing what we are doing, we are still within our budget numbers.

Ms. Quarles-Burnley wanted to express her appreciation for the Board's decision to provide additional family support to individual families. Pamela acted on that so quickly because she knew that, as time went on, it could become harder to purchase groceries, etc.

In response to Mr. Schultze asking if we will be reimbursed for any of these funds through the stimulus package, Pamela said she doesn't know if it will be from the stimulus package but government entities may be reimbursed in other ways. County leadership told Pamela to track everything because they expect a portion of it may be reimbursed.

Rick Black of Nineteen Services added that OACB is having a meeting with the County Commissioners Association to talk to them about this very question.

V. COMMITTEE REPORTS

A. Ethics Committee – Linda Gillispie, Chairperson

There were no Ethics items to review for the month of March.

B. Finance Committee – Sharon King-Roberts, Chairperson

1. Vacation Leave – Cash Conversion

Before reading the motion, Ms. King-Roberts asked if we have an estimated number of how many staff will take advantage of this. Pamela said we calculated it as if every staff person would take advantage of it even though not everyone will. We used the biggest scenario.

Mr. Linesch confirmed with Andrew that the accrual of these leaves are already on our balance sheets so there is no cash impact per se. This is a vested benefit that is already on the balance sheets so we are not spending any additional money that would be available for clients or any other use. This is a way to benefit employees and in the long run will save money.

Mr. Schultze noticed the deadline for submitting requests is March 31 and he is assuming people have already been submitting requests. Pamela said we started gathering about a week ago to see if people were interested without the promise of it happening because beyond our Board the Auditor has to agree also.

Dr. Gillispie asked if we were going to extend that deadline. Andrew said we would have to know by Friday, April 3 if we want it to be included in the next pay check. Dr. Gillispie stated that, if we are going to extend it, the motion needs to be changed to reflect the new deadline date.

Motion: Ms. King-Roberts moved that the Montgomery County Board of DD Services authorize the Superintendent to take the necessary steps to implement a sick leave to vacation conversion as well as vacation leave to cash conversion option for all Board employees. The deadline for conversion requests to be submitted by employees shall be April 3, 2020. Mr. Linesch seconded the motion. The motion carried unanimously.

2. Approval of COVID19 Increased Funding

Ms. King-Roberts asked if there were any questions on this before reading the motion.

In response to Mr. Schultze asking for clarification of this action, Ms. King-Roberts explained that the amount the Board has to pay has increased due to the Medicaid rates as a result of the situation we are in. Pamela added that we are saving money on Adult Day Services and this is a way we can help those home providers to get through this period. A lot of the money is coming from the federal government and the state will pitch in, so this is the highest number and will probably come in lower. We are looking for part of it to be reimbursed. Pamela said this is the bulk of the 2.5 million.

Ms. King-Roberts said she is concerned that, if anything else comes up that exceeds the 2.5 million and everybody is in the same situation, all those people sitting around the table that Mr. Linesch described, will all have their hands held out and it will cause an economic burden. She said we have to be prudent and she is very pleased to hear that the Finance Committee will be having more discussions with Andrew and Pamela so we can keep our finger on the pulse of the expenses as they continue.

Pamela added that this cost is statewide. It's not just our Board. Every Board in Ohio will be doing it.

Motion: Ms. King-Roberts moved that the Montgomery County Board of DD Services authorize the Superintendent to enter into the agreement with DODD for a temporary FFP increase to support providers during the COVID-19 crisis, not to exceed the amount of \$1,320,000.00. Mr. Schultze seconded the motion. The motion carried unanimously.

3. COVID19 Financial Tracking

This spreadsheet was included in the Board Packet.

4. Approval of March Resolutions Calendar.

The following motion was approved contingent on the deadline being extended to April 3, 2020 for item 033020-8.

Motion: Ms. King-Roberts moved that the Montgomery County Board of DD Services approve the March Resolutions Calendar for item(s) 033020-5 to 033020-9. Mr. Schultze seconded the motion. The motion carried unanimously.

4. Fund Balances

This spreadsheet was included in the Board Packet.

Andrew provided an overview of how we are doing financially.

C. Human Resources Committee – Madeline Iseli, Chairperson

The following item was added to the agenda the same day as the meeting. Ms. Iseli explained that this is to give the Superintendent a pretty broad authority to respond only to COVID-19 Pandemic related issues. Ms. Iseli shared that this is an approach

a number of public bodies have taken and she is comfortable with it because of the wording that it only pertains to the COVID-19 Pandemic.

Ms. King-Roberts asked if this means it's a blank check. In other words can you take any action necessary under COVID-19 no matter what the cost is? Pamela responded that all the costs have to be within our budget and the money that we have. Jill was the one on the call with the state and Pamela asked Jill to share the kinds of things this policy relates to. Jill said, in the context of the conversation she was part of which was with the HR folks, it was about staffing situations, policy and procedure type things that we need to implement.

Ms. King-Roberts said it's not clear and there could be financial ramifications. She asked if Pamela would come back to the Board if there could be an action that would cause us to go beyond 2.5 million. Pamela said yes she would. Ms. King-Roberts said these are uncharted waters so we never know. Ms. Iseli said this is exactly why the Superintendent has to have flexibility in order to make decisions and resolve issues on a dime. These are extraordinary times that require extraordinary measures. Ms. King-Roberts said she just wants the Board to understand that it could exceed that amount.

Mr. Schulte suggested to Pamela that if she has to take any actions that involves this resolution, that she let the Board know. Pamela said she will definitely do that. Mr. Schultze added that if the Board doesn't hear from Pamela then they will know she is not having to invoke this resolution.

Ms. Iseli said she feels like, with all the e-mail updates and videos, she has been very informed.

1. COVID19 Response – Superintendent Authority

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services authorize the Superintendent to take the necessary steps to ensure the health and welfare of individuals and the continuity of Board operations as it pertains to the COVID-19 (Coronavirus) Pandemic. Dr. Gillispie seconded the motion. The motion carried unanimously.

D. Policy Committee – Naima Quarles-Burnley, Chairperson

1. Emergency Motion – Waive First Reading

In order to provide staff an avenue to secure additional compensation to assist with the financial hardship caused by the COVID-19 pandemic, we request the Board grant emergency approval of the recommended changes to policies **VII.41** – Vacation and **VII.15** – Sick Leave Accrual/Use, Bereavement, Military and Court Leaves.

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

VI. SPECIAL REPORTS

There were no Special Reports for the month of March.

VII. ANNOUNCEMENTS

There were no announcements for the month of March.

VIII. OTHER BUSINESS

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

IX. VISITORS' TIME

There were no visitors

X. ADJOURNMENT

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

Time: 6:57 p.m.



Board Officer

Board Officer

April 21, 2020

Date

The next meeting of the Montgomery County Board of DDS will be held on TUESDAY, April 21, 2020 via remote technology.

Board Secretary/jn
Reviewed and approved by Superintendent
Date approved by Board Secretary: April 1, 2020