

MINUTES OF THE
MONTGOMERY COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES SERVICES
May 19, 2020
Via Remote Technology

I. CALL TO ORDER/BOARD MEMBER ATTENDANCE

Board President, Madeline Iseli, called the May 19, 2020 meeting of the Montgomery County Board of Developmental Disabilities Services to order at 7:05 p.m.

Members Present: President Madeline Iseli; Vice President, James Zahora; Secretary, Dr. Linda Gillispie; Sharon King-Roberts; Mr. Schultze; Mr. Linesch
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

There were no Special Presentations for the month of May.

III. REVIEW AND APPROVAL OF MINUTES

The Board reviewed the minutes of the April 21, 2020 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 April 21, 2020 Board Meeting. Mr. Zahora seconded the motion. The motion carried unanimously.

IV. SUPERINTENDENT'S REPORTS

A. Superintendent Update and Easter Gift Thank You Notes

Pamela's update was included in the Board Packet. She stated that all of our services are in place and all of our teams are functioning. The SSA team is right at their performance benchmark. Not only is everyone working and hitting their deliverables but they are also achieving and hitting those desired outcomes. Pamela said it's just fantastic. Not only are we keeping the doors open, we are increasing services. For example:

The Mental Health team is passing out Mental Health Survival Kits – not just to individuals served but whole households.

The Recreation Team is mailing out activities every three to four weeks to about 2100 households. We are receiving many thank you notes, some of which are included in this packet that we received for the Easter mailing from Recreation.

The Recreation Team has a Facebook page and people with developmental disabilities are posting pictures of the activities they have received from us and they are supporting each other on Facebook. Lots of interaction is going on.

Individuals are participating in Zoom meetings together.

Pamela said it seems like everyone is communicating more during this time we are not physically together as much.

In place of the dances usually hosted by Recreation, they have instead been delivering pizza and dancing in the yards. Neighbors are joining in.

This coming week there will be a meeting to figure out what we can do for camp this year.

The Recreation Team is also helping with the Pandemic Resource Center which is run by Mitch at Northview. Pamela thanked Mitch for running it, Kamarr for finding supplies, Andrew for making sure suppliers get paid. It's a huge project that touches much of the team. Not only are people picking up supplies but we are also delivering needed supplies to families.

We are also delivering meals to families. We have reassigned staff who wasn't able to provide 40 hours a week working from home. Some clerical staff are now working at the Resource Center and/or delivering supplies and meals. Longtime employee Kim Theurer is delivering approximately 600 meals a week to families. Because of her expertise in transportation, she is able to make delivery routes for everyone else who is delivering. She knows the best routes all over the county.

Pamela said how this whole team is figuring it out, making it work, stepping up is beyond amazing. She said she is so proud of everyone who is making all these things happen.

SSA's and the Early Invention team are meeting and working with families. SSA Alisha recently planned a birthday parade for a young man we serve to include a fire truck from the City of Clayton.

Parent and Provider meetings that are now taking place via Zoom include more attendees than we ever had before. There is much more interaction, follow-up questions, and offering help/advice. Zoom has created so many ways to dialogue.

This week we will be working on the levy planning. Financially we are looking strong. We are being asked to hold to our 2020 fiscal levels. As we plan towards 2021 there is certain criteria to look at but this (2020) was the year we asked for the increase. We presented a budget to our Commissioners that had an almost 5% increase and they supported it. So far they are going to keep all the Human Services Levy agencies to their 2020 budget which is great news for us.

Many county boards are coming up with a reopening plan and submitting it to OACB. Pamela said we do not need to do a reopening plan because we never closed. We are not reopening, we have stayed open. We are coming up with a facility plan of what it will mean to be in our buildings. Dr. Kidd and Jill Moore are spearheading that to make sure all rules and regulations are followed. It will be a facility workplace safety type plan.

Mr. Linesch asked Pamela if we will be providing guidance to the independent providers relevant to their reopening plans. Pamela said DODD is doing that and it's very, very specific. They have very specific assessments and team questions. They have added another whole layer of process and procedure. The state will be assessing places of business via virtual tours and making those legal judgements. Our part is assessing whether a person should go back. Do they live with elderly parents, in group homes, do they want to go back? Mitch and Kamarr are on top of that. Our plan is just for our buildings. Pamela plans on everyone teleworking as far out as we can see. We do want to make buildings accessible when we need to go in there and there will be guidelines, such as: less than a certain amount of people, being there for a very short time, wearing masks, following state and federal ODH rules. We are not rushing back. Pamela's goal is to keep everyone dispersed at home teleworking as much as possible.

Related to the Coronavirus, we do see an increase in waivers because people need more services at home, especially without day cares, with schools being closed, not as many adult services, so our cost for things being provided in the home is increasing. Our COVID spending to date is under \$700,000 and the county has said we should be able to recoup these costs from them. They are hoping to help us offset our costs as we support our providers.

To date Pamela has not had to authorize any contracts of the larger size that she was authorized to do so at last month's Board Meeting should the need arise.

Everything is going good. Services are being provided - just in a different way. Everyone is working - just in a different place. Benchmarks are being met. We are starting to work on the Annual and Strategic Plans for next year. Everything is still happening.

Mr. Schultze asked Pamela how she would characterize the spirit of our clients, providers, and staff.

Pamela started with staff by saying she has a whole folder filled with positive communications. Even though we are apart, our communication has increased. Pamela has been providing a staff video about every other week, and the Leadership Team has been doing staff videos also. Pamela tells jokes, personal stories, answers questions. Staff has begun e-mailing Pamela regularly with joke ideas and suggestions of what we can do. Staff has said that they have never felt so supported and part of a team. The Leadership Team is keeping everyone connected and engaged. If we can do that then staff will stay connected and engaged with people on their caseloads. Pamela has participated in department team meetings to provide updates and give staff the opportunity to ask questions. Whenever a rumor is heard it is answered. For instance, staff were concerned about layoffs and Pamela made a video to include letting people know we are not laying people off. A survey was sent to staff about a month ago and they suggested a Mental Health Day so Pamela gave them that out of the bucket received from the county. Everything has been received really well and it feels like it's being passed on to people we serve because Pamela is receiving more and more hand-written letters, phone calls, etc. from parents and providers saying they can't believe how great our staff is and they feel so supported.

We are working really hard to support providers. We are doing ongoing Zoom calls with the providers. The last two calls included approximately 60 and 70 people on the call. This is more than in-person meetings which is about 40 or 50. We are seeing more providers who never used to attend in-person but are attending via Zoom. Providers are reaching out and saying things about our team to the state and Pamela is receiving messages from the state saying what a great job we are doing supporting providers.

Mr. Linesch said it's been a very hard time for providers particularly because their revenue source used to be our revenue source. Mr. Linesch asked Mitch if he has a sense of how many providers we might lose over this. Mitch said we have 12 who have reopened but in smaller capacity. He said that a lot of our providers are not just day programs and they have the residential structure as well so he believes those providers will be fine. Some providers have only ever served in small capacity and he believes they will be fine too. Mr. Linesch suggested we should track this just so we have a sense of what resource we might be losing in the county. Pamela said that whenever this started to shift, we reached out to Mitch about encouraging any provider that was just adult day services, to get their HPC certificate with the state

and then there was a glitch holding that up. Pamela e-mailed Director Davis and he responded right away and fixed the glitch within an hour. The providers know that if

they tell us something we are going straight to the top and try to fix it. The HPC will allow providers to provide services in the homes and bill those home rates instead of their adult day service location.

Ms. Iseli made the observation of Pamela and Kamarr mentioning the increase in parents and providers participating in Zoom meetings. She said those are probably examples of ways that this business will change and those are good changes. Being forced to use technology is probably increasing access. Ms. Iseli shared that, since the change was made by allowing Telehealth, ADAMHS has had a 90% appointment show-up rate. Prior to that was 40%. Imagine what that means for the effectiveness of the work of ADAMHS and how that will improve our community. The silver lining in the storm cloud.

Mr. Schultze asked if our clients generally have access to the internet. Pamela said they generally do and we are in the process of making sure they do.

B. Department of Safety and Protection (DSP) – Administrative Resolution of Complaints 2019. This report was included in the packet. No action was required.

V. COMMITTEE REPORTS

A. Ethics Committee – Dr. Linda Gillispie, Chairperson

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

B. Finance Committee – Sharon King-Roberts, Chairperson

1. Review of Program Vouchers for April, 2020

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

2. Approval of May Resolutions Calendar.

Motion: Ms. King-Roberts moved that the Montgomery County Board of DD Services approve the May Resolutions Calendar for item(s) 051920-10 to 051920-11. Mr. Schultze seconded the motion. The motion carried unanimously.

3. Financial Reports.

The Financial Reports for April, 2020 were in the Board packet.

Ms. King-Roberts stated that the summary page reflects that we are doing really well. She said discussions took place in the Finance Committee Meeting and Pamela talked about the levy. She added that it's really good to see our expenses down a little

bit. Andrew reiterated stating overall we are doing really well and our finances are strong.

C. Human Resources Committee – Madeline Iseli, Chairperson

1. Approval of Superintendent’s Employment Contract, Compensation Adjustment, and Performance Evaluation

This item was discussed in Executive Session at the end of the meeting

2. Executive Session

Executive Session took place at the end of the meeting

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

1. First Reading of Selected Policies.

Dr. Gillispie gave a first reading of the following policies: **VII.15** Sick Leave Accrual/Use, Bereavement, Military, and Court Leaves; **VII.40** Attendance and Absenteeism; **VII.421** Communicable Diseases; **IX.29** Public Records and Public Records Request. No action was required.

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

Dr. Gillispie gave a second reading of the following policies: **V.02** Family Support Services; **VII.112** Staff Salaries; **VII.13** Overtime, Compensatory Time, Clocking in/out; **VII.14** Holidays; **VII.16** Leave of Absence; **VII.68** Health and Dental Benefits; **VII.80** Staff Cash Advancement for Authorized Expenses.

Motion: Dr. Gillispie 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

A. Monthly Updates for DDS Departments – included in packet.

B. Miami Valley In-Ovations, Inc. (MVIO) – included in packet.

VII. ANNOUNCEMENTS

A. Selected announcements were listed in the Board packet, including newsletters and updates sent to individuals/families/guardians, providers, and staff.

VIII. OTHER BUSINESS

Director of Human Resources, Jill Moore, took this opportunity to let Board Members know that we had a poetry contest for staff in honor of April National Poetry Month. Staff were asked to submit a poem with a telework theme.

Ms. Iseli shared that the winning poem was by Behavior Support Specialist, Rae Hancock, and Ms. Iseli read the poem to the Board Members.

IX. VISITORS' TIME

There were no visitors.

V.C.2 Executive Session

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services adjourn to Executive Session in accordance with Ohio Revised Code, Section 121.22(G)(1), to discuss Personnel matters pertaining to renewal of the Superintendent's Employment Contract, Compensation Adjustment, and Performance Evaluation. Mr. Schultze seconded the motion. A roll call vote was taken: Mr. Linesch, yea; Ms. King-Roberts, yea; Ms. Iseli, year; Mr. Zahora, yea; Dr. Gillispie, yea; Mr. Schultze, yea. The motion carried unanimously.

Executive Session began: 7:45 p.m.
Executive Session ended: 8:23 p.m.

Action was taken after Executive Session as follows:

V.C.1 Approval of Superintendent's Employment Contract Renewal, Compensation and Performance Evaluation

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the proposed one year contract for Superintendent Dr. Pamela Combs beginning June 10, 2020, and ending June 9, 2021, with annualized compensation of \$153,920 effective June 10, 2020. This action will bring the compensation of the Montgomery County DDS Superintendency in line with similar positions in comparable counties throughout Ohio.

Ms. Iseli further moved that the Montgomery County Board of DD Services accept the performance evaluation of Superintendent Dr. Pamela Combs which covers her first year of service June 10, 2019 through June 9, 2020. Mr. Linesch seconded the motion. The motion carried unanimously.

Ms. Iseli said to Pamela “Clearly the Board is very appreciative of your first stellar year, especially not anticipating the kinds of challenges you would face in the last few months of your first official year. There is no question that, with your leadership, your team has really stepped up to meet those challenges and overcome them in a way that will have lasting and permanent benefit to this organization and, most importantly, to the people that this organization serves. So, thank you so much for your can-do spirit, for your comradery, your teamwork, and leadership...”

Pamela thanked the Board so very much and was very appreciative of their confidence in her. She said it’s been an honor to lead the team. She said she appreciates all of them so much.

Pamela thanked Mr. Schultze in response to him congratulating Pamela on getting her Doctorate Degree.

Ms. Iseli ended by saying to Pamela “Your team appreciates you too Pamela. That shows. There could not be a more sincere and telling sign of the loyalty that your staff clearly has to you.”

X. ADJOURNMENT

There being no further business to present to the Board, the meeting was adjourned.
Time: 8:33 p.m.



Board Officer

Board Officer

June 16, 2020
Date

**The next meeting of the Montgomery County Board of DDS
will be held on TUESDAY, June 16, 2020 at 7:00 P.M.**

Board Secretary/jn
Reviewed and approved by Superintendent
Date approved by Board Secretary: May 21, 2020