

MINUTES OF THE  
MONTGOMERY COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES SERVICES  
June 16, 2020  
Via Remote Technology

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

Board President, Madeline Iseli, called the June 16, 2020 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, Dr. Linda Gillispie; Sharon King-Roberts; Mr. Schultze; Mr. Linesch; Naima Quarles-Burnley Superintendent, Dr. Pamela Combs.

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.

Ms. Iseli added to this Moment of Silence "Especially the lives of our black brothers and sisters that have been lost in recent weeks, in recent months, actually in hundreds of years, due to racism, violence, and unfortunately, murder. I reflect that, as someone of color, I know there is racism but my experiences pale in comparison and it's time for us as a society, as people, as humans, to speak up, to do the right thing. I am encouraged that this is a struggle that is not just in our own nation but has now ignited the world and I am, as a middle-aged person, hopeful that this time the fire will continue to burn brighter and brighter and the future will bring better results."

After the Moment of Silence, Ms. Iseli added that Pamela has offered to develop a statement on behalf of MCBDDS. She reiterated what Ms. Quarles-Burnley said earlier regarding the challenges of being a person with disabilities, and especially a person with developmental disabilities, and not being understood but other members of society, and especially, in some cases, by law enforcement. She said "Our agency is clearly one of incredible inclusion and we all know that as leaders of this wonderful organization. We know how critical the services are that we provide and I think, from my perspective, it is even more important for us now to affirm that. I am struck by -it's not good enough to say 'I am not a racist' - now we have to be actively anti-racist. That's what it's going to take. I am advocating for what Pamela has already suggested; a strongly worded statement on behalf of this agency

addressing our position, and so I am asking you as Board Members if you would be willing to join in on a joint statement like that, which will be drafted and you will have a chance to weigh-in on.”

All Board Members agreed and Ms. Iseli ended by saying “Pamela, now you have the hard task of putting our hearts into words.” Pamela thanked the Board and said she will be involving part of the team to come up with that draft and she said “Many of you have extensive experience in the field relating to ending discrimination and racism, so once you get our draft, please add to it, please modify. I would like for it to have your personality.”

## **II. SPECIAL PRESENTATIONS**

There were no Special Presentations for the month of June.

## **III. REVIEW AND APPROVAL OF MINUTES**

The Board reviewed the minutes of the May 19, 2020 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 May 19, 2020 Board Meeting. Mr. Schultze seconded the motion. Ms. Quarles-Burnley abstained. The motion passed with six in favor.**

Ms. Quarles-Burnley abstained from voting on the minutes as she was not present at the last Board Meeting.

## **IV. SUPERINTENDENT’S REPORTS**

A. Superintendent Update and Thank You Note for Zoom Recreation Activities  
Pamela’s Update and the Thank You Note was included in the Board Packet.

Pamela started by thanking the Board for participating the budget work session earlier. She said it was wonderful to have everyone participating and trained in that budget process.

Pamela shared that, with our response to the pandemic, all our services are continuing. She said we have spent under \$750,000 which is under where she thought we would be, and the county reminded Pamela that their goal is to pay back most of that from federal funding and the Cares Act.

She said we are still working with our providers in order to fund them. There have been some challenges in figuring out the best ways to fund and support the people we serve by keeping all of our providers functioning.

No one can come up with a solution on how to keep transportation in place for our disabled population with the guidance of six-feet apart and how to make it sustainable financially. Andrew and Rick spent time figuring that out and came up with a tool and a spreadsheet and it's not costing us any money outside of our budget. It's just using funds within our budget differently.

Ms. Iseli said she would love to see the spreadsheet and Pamela said she would send it to the Board Members. Mr. Schultze said he has some training materials on estimating the cost of transportation should we be interested in those. Pamela said she would appreciate receiving them.

Pamela shared that the levy council meetings are starting and our team is pulling together information. We have been asked to see if we can sustain with no additional levy funds for four years. Andrew is working on that and Pamela thinks we can make that work. The levy council also asked us to come up with a plan to include a 10% reduction which, for us, would be \$12 million less for four years than we expected to receive. Pamela shared with county leadership that we can come up with something else but we can't maintain our mandated services with that type of hit. Pamela has come up with some other solutions that she can help them with in other parts of the county and maybe more can be trimmed from non-mandated services. Pamela will keep everyone updated.

We will be receiving some federal funding this year and next year to help with the pandemic but the state, in turn, is going to be cutting what they usually give us because they know we are going to receive these federal funds. They will be gradually announcing what they will be cutting to offset the federal money we will be getting. Andrew and Rick will be coming up with an explanation of these funds and Pamela will share that with the Board Members in the next Board packet.

All services are in place. We are working on our levy projections; holding strong with what we need.

Pamela mentioned to the county that, if we are asked to do a 10% cut, even for one year, she would want to see all the other agency budgets to review their cuts and we will not be the only Board cutting and we will not be cut the most. Several other groups are not mandated to the level we are. Pamela said she will stand strong for our budget and will make sure we are being treated in a manner that we should be regarding our funding.

For our activities right now, we still have our Resource Center in place and that is going wonderful. Our Recreation activities are still in full swing. Pamela attached a thank you note from a family in the Board packet. Pamela receives at least one thank you a day similar to this but she particularly liked this one because the parent shared with Pamela that her daughter has never set an alarm clock before but she sets one for the Recreation Zoom Activities. Pamela thanked the Recreation Team for their excellence and working to keep everyone connected.

Ms. Iseli thanked Pamela for her report and thanked the staff for continuing the engagement through Zoom and other means, and through the Resource Center, which has clearly been very much needed and very much appreciated.

**B. Department of Information and Technology**

This report was included in the packet. No action was required.

Pamela let the Board Members know that Rachel was in attendance should they have any questions regarding this report. Mr. Schultze said the report is really impressive and obviously all the virtual activities taking place is supported by our technology team and he said they are doing a great job.

Ms. Iseli said it was a great point that Rick made in the training earlier that we can't forget these critical infrastructure/assets that need to be maintained to provide full service. Ms. Iseli thanked Rachel for providing a great report.

**Interjection:** Ms. Quarles-Burnley asked Pamela if the PPE will be offered out of any of our other facilities other than Northview. Pamela said we are keeping it at Northview for now. We are going to offer an extremely limited camp program for the first time at Southview as well as Northview but right now the PPE is still at Northview but we do make deliveries. Mitch mentioned that the delivery person is Kim from the Ritchey Center. She used to work for Transportation and does the bulk of our deliveries and is doing an awesome job.

**V. COMMITTEE REPORTS**

**A. Ethics Committee – Dr. Linda Gillispie, Chairperson**

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

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

1. Approval to renew **two** Wright State Physicians Psychiatrists Contracts

Ms. Quarles-Burnley said she noticed a difference in the remuneration and wanted to know how we decide on that. Andrew responded that it's based on how long they have done business with us and how many years of experience they have. Carroll added that Dr. Gentile's compensation is less because the ADAMHS Board helps to pay for part of her position with us.

**Motion:** Ms. King-Roberts moved that the Montgomery County Board of DD Services provides the Superintendent or designee the authority to enter into a contract with Wright State Physicians for the psychiatry services of Dr. Allison Cowan at a cost not to exceed \$51,430 through June 30, 2021 with an automatic extension until June 30, 2022 at a cost not to exceed \$52,974 if neither party terminates as outlined in the

**contract. Mr. Schultze seconded the motion. The motion carried unanimously.**

**Motion: Ms. King-Roberts moved that the Montgomery County Board of DD Services provides the Superintendent or designee the authority to enter into a contract with Wright State Physicians for the psychiatry services of Dr. Julie Gentile at a cost not to exceed \$41,535 through June 30, 2021 with an automatic extension until June 30, 2022 at a cost not to exceed \$42,782 if neither party terminates as outlined in the contract. Mr. Schultze seconded the motion. The motion carried unanimously.**

## 2. Approval to renew Vehicle, Liability, Cyber, Violence, and Pollution Insurance

Mr. Schultze asked what Pollution Insurance is. Andrew responded that it can be anything from mold to chemical exposure, etc. He added that it is relatively cheap so we added it on.

**Motion: Ms. King-Roberts moved that the Montgomery County Board of DD Services authorize the Superintendent to enter into a contract with the Ohio School Plan for Vehicle, Liability, Cyber, Violence, and Pollution Insurance for the period of time from July 1, 2020 through June 30, 2021 at an out not to exceed \$79,858. Mr. Schultze seconded the motion. The motion carried unanimously.**

## 3. Approval of Waibel Energy Services Contract

Ms. King-Roberts shared that no formal bidding process was necessary as Waibel participates in the National Cooperative Purchasing Alliance assuring the highest quality of products at the lowest prices.

Ms. Quarles-Burnley asked if she understood correctly that we are paying up front and then in years four and five we pay nothing. Andrew said there was an option to pay up front or over time and we opted to pay up front to take advantage of the discount.

**Motion: Ms. King-Roberts moved that the Montgomery County Board of DD Services accept the Waibel Energy Systems proposal at a cost not to exceed \$557,510.00, and to authorize the Superintendent to sign the contract. Mr. Schultze seconded the motion. The motion carried unanimously.**

## 4. Review of Program Vouchers for May, 2020

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 June Resolutions Calendar

**Motion: Ms. King-Roberts moved that the Montgomery County Board of DD Services approve the June Resolutions Calendar for item(s) 061620-12 to 061620-14. Mr. Schultze seconded the motion. The motion carried unanimously.**

6. Financial Reports

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

Ms. King-Roberts pointed out that the Wright State Physician contracts that were just approved above can be seen on line 710 of the Mental Health financial document. She said it's good to see that when we approve these items, we can relate them back to what we budgeted. She said this is a way to apply what we learned in the Work Session earlier in the evening; it's a good example.

At the request of Ms. King-Roberts, Andrew talked about the Fund Balances sheet and let the Board Members know how we are doing. He shared the overall fund balance amount, stating we are exactly where we need to be. He shared our revenue and expenses amounts and said that, even with the COVID funds Pamela talked about earlier, and the county having a way for us to recoup that, it will keep us where we need to be in 2020 and puts us in a fortunate position to be able to support providers in unique ways, helping them to function and stay in business.

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

There were no Human Resources items for the month of June.

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

**1. There were no First Reading policies for the month of June.**

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

Ms. Quarles-Burnley gave a second reading of the following policies: **VII.40** Attendance and Absenteeism; **VII.421** Communicable Diseases; **IX.29** Public Records and Public Records Request.

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

### **3. Emergency Approval of new policy**

Ms. Quarles-Burnley said that during the COVID-19 pandemic, the Board has continued operations to the extent permissible and as safely as possible per the public health orders. At this time, the Board wishes to formalize the workplace expectations by implementing a policy with related procedures.

Mr. Zahora said he thought the policy was very well written. Ms. Quarles-Burnley added it was pretty thorough even providing a link to show staff how they should wear their mask. Pamela added that Jill Moore and Dr. Kidd have worked extensively on this policy.

**Motion: Ms. Quarles-Burnley moved that the Montgomery County Board of DD Services approve policy VII.83 COVID-19 Workforce Safety Plan. Dr. Gillispie 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**

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

### **IX. VISITORS' TIME**

There were no visitors.

**Interjection:** Ms. Iseli thanked Pamela for setting up the training with Rick (Nineteen Services). Ms. Iseli thought it was absolutely excellent and all the Board Members agreed. She said Rick is a very clear thinker with a holistic and contextual approach (bringing it from the big picture down to the detail). She said she looks forward to more trainings conducted by him and suggested that, when we get into our planning, we could consult with Rick along the way.

Pamela shared that Rick does state and OACB manager trainings and it's pretty exciting to have the top person doing our trainings.

Ms. Quarles-Burnley said that the training did make her wonder that, as a Board, don't we perhaps need to go through that process of looking at our different programs, thinking about which ones are more relevant, which ones could be expanded upon, and dreaming together. She said she would like to have a session where we do that.

Ms. Iseli said she would like the Board to look at data and learn more about the populations we serve and where we see them going, which we can predict demographically. She suggested that maybe that could be the first part of our strategic meeting is to review the data and then using that knowledge to determine where we need to go, what we need to plan for in terms of the people we serve, and the level of service we should be providing – and then attach some numbers to it.

Madeline reminded the Board Members to look out via e-mail for the statement Pamela is going to draft and we will refine that as we go and issue that as a Board together.

#### **X. ADJOURNMENT**

There being no further business to present to the Board, the meeting was adjourned.  
**Time: 7:51 p.m.**



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Board Officer

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Board Officer

August 18, 2020  
Date

**The next meeting of the Montgomery County Board of DDS  
will be held on TUESDAY, August 18, 2020 at 7:00 P.M.  
THERE IS NO BOARD MEETING IN JULY**

Board Secretary/jn  
Reviewed and approved by Superintendent  
Date approved by Board Secretary: June 30, 2020