

MINUTES OF THE
MONTGOMERY COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES SERVICES
September 15, 2020
Via Remote Technology

I. CALL TO ORDER/BOARD MEMBER ATTENDANCE

Board President, Madeline Iseli, called the September 15, 2020 meeting of the Montgomery County Board of Developmental Disabilities Services to order at 7:02 p.m.

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

Members Absent: Secretary, Dr. Linda Gillispie; Mr. Linesch. Dr. 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

Ms. Iseli read a Proclamation in honor of Lieutenant General Robert F. Raggio, U.S. Air Force (Retired) for voluntary service on the Human Rights Committee.

Lauren Fritz talked about how much work General Raggio did for the Human Rights Committee. He has worked with the committee for six years in a volunteer capacity. He receives plans and assessments every month and reviews them. These are individuals that have restrictive measures in their plans, which means they are more difficult to get through. He has attended every single meeting and has pushed the committee to keep the integrity there. He makes sure our processes are how they should be and pushes the authors to stretch a little further and get a better product for the individuals we serve.

Dr. Kidd added that the Behavior Specialists are the ones that usually present the plans to the committee so he hears General Raggio's name a lot and one of the things he appreciates is the high standard of expectation General Raggio has. He does not just check the boxes. He wants to improve our processes and looks at the

documentation to make sure there is a certain standard with our ISP's. It is a good standard for our agency as a whole to have.

Ms. Iseli thanked General Raggio for everything he has contributed to make Montgomery County Board of Developmental Disabilities Services an even better agency. She said he held us to an even higher standard in ensuring that the care, training and opportunities to the people we serve is the best it can be.

General Raggio said he will always remember the tremendous people working in our agency. He especially wanted to acknowledge Lauren Fritz and Amber Newman. He said they serve the agency well.

III. REVIEW AND APPROVAL OF MINUTES

The Board reviewed the minutes of the August 18, 2020 Montgomery County Board of DD Services Board Work Session and Board Meeting.

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the minutes of the August 18, 2020 Board Meeting. Ms. Quarles-Burnley seconded the motion. The motion carried unanimously.

IV. SUPERINTENDENT'S REPORTS

A. Superintendent Update

Pamela's update was included in the Board Packet. Pamela said everything is still going well. She is trying to meet with not only the Leadership team, but also with the Administrative Council leaders and managers one on one. While meeting with the Employment team, she found out that 25 people have new employment during COVID-19. Pamela said that is a very strong sign of health in the organization. Only one person that was already employed has chosen not to go back at this time. They work at Kroger and were told they could go back when they were ready.

Our spending for COVID-19 is around 2 million dollars. Andrew's team has applied for the Cares Act funding that is available through our county. Pamela was told by county leadership we can expect that payment, but it might be 2021 when we receive those dollars. That is where we expected our spending to come in between 2 million - 2.5 million. Pamela said we have been able to do a lot more for Providers, the people served and families than she ever anticipated. Initially we thought it would be three to four months when this first started, but now we are realizing it will probably be another year that we will be helping and supporting families and providers.

Andrew and his team have worked with our budget and, financially, even with COVID spending and changes in funding services, we remain in a strong position. We are able to continue providing services and supports in this increased and different capacity for the duration of the pandemic.

We continue to telework. That is still the best practice that is being promoted from the state. We did open Northview to five days a week. Our other buildings are only open three days a week. This is to help support those staff who might need additional supports on those different days. If staff are having trouble with hitting benchmarks and need additional training we are bringing them in as needed, but on a very limited basis to keep our staff as dispersed as possible.

Providers are doing as well as can be expected. We are meeting with them monthly and any time they have a suggestion or concern we address it. If it is something beyond what we immediately thought about then we will make a smaller collaboration team out of the providers.

Mitch is going to present with Pamela at an Executive Development Programs at OACB in October about our provider support during the pandemic. It is among the top in the state.

Pamela asked if anyone had any questions.

B. The 2020 Annual Report, 2021 Annual Plan, 2021-2024 Strategic Plan
The plan was attached to the board packet. This was sent out a couple weeks ago. Pamela has received a few emails. If anyone has any comments or edits forward them to Janice or Pamela and they will take care of that before the public reading.

Bill Angel gave an update on positive COVID cases in Montgomery County. Currently there are 52 positive cases, of those, 29 have occurred at one facility. A total of six individuals have passed away. In the past 35 days there has only been four positive cases, so it appears to be trending downward. He did caution we are entering flu season so we may see an increase.

Ms. Iseli commented that she is sure the PPE, meals, and all the activities have all contributed to their well-being.

C. Note of thanks from parent
This note of thanks was included in the Board Packet.

D. Montgomery County Collaboration Newsletter
This document was included in the Board Packet.

V. COMMITTEE REPORTS

A. Ethics Committee – Dr. Linda Gillispie, Chairperson - absent

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

B. Finance Committee – Sharon King-Roberts, Chairperson

1. Preliminary 2021 Budget

Everyone should have received a copy of the preliminary budget. Andrew has asked for input or questions. If you have any, please let Andrew know. We would like to go over this and approve in October.

2. 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.

3. Review of Program Vouchers for August, 2020

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

4. Approval of September Resolutions Calendar

Motion: Ms. King-Roberts moved that the Montgomery County Board of DD Services approve the September Resolutions Calendar for item(s) 091520-18 to 091520-21. Mr. Schultze seconded the motion. The motion carried unanimously.

5. Financial Reports

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

Andrew said that we are doing very well financially. The revenue is above collection and spending is down. Some of that is due to expenditure cuts with the state and federal percentage rate reduced for waiver match.

C. Human Resources Committee – Madeline Iseli, Chairperson

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

Ms. Iseli said Jill shared with her a communication that we are developing a new recognition program for staff. We will hear more about this in October.

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.04** Meetings of the Board; **II.02** Development of Board Policy and Procedures; **VII.011** Table of Organization; **VII.12** Garnishment; **VII.37** Transfer and Reassignment; **VII.65** Interim Promotional Assignments. 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: **VII .021** Hiring of U.S. Citizens and Non-Citizens; **VII .061** Nepotism; **VII .34** Separation from Service; **VII.44** Use and Operation of Board-Owned Vehicles; **VII.84** Telework and COVID-19 Response.

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

A. Monthly Updates for DDS Departments – included in packet.
Ms. Iseli welcomed the advocates to present at a board meeting.

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

VII. ANNOUNCEMENTS

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

Ms. Iseli thanked Jill and Kristi for their presentation at the work session prior to the board meeting. She thought that was needed because of the magnitude of that project. She said it is time to embark on some transformations. She thanked the Board members for their experiences and input.

VIII. OTHER BUSINESS

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

IX. VISITORS' TIME

There were no visitors.

X. ADJOURNMENT

There being no further business to present to the Board, the meeting was adjourned.
Time: 7:37 p.m.



Board Officer

Board Officer

October 20, 2020

Date

**The next meeting of the Montgomery County Board of DDS
will be held on TUESDAY, October 20, 2020 at 7:00 P.M.**

Board Secretary/jw
Reviewed and approved by Superintendent
Date approved by Board Secretary: 9-22-2020