

MINUTES OF THE  
MONTGOMERY COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES SERVICES  
October 20, 2020  
Via Remote Technology

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

Board President, Madeline Iseli, called the October 20, 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; Secretary, Dr. Linda Gillispie; William Linesch; Sharon King-Roberts; Richard Schultze; 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.

**II. SPECIAL PRESENTATIONS**

A. Recognition of Retiree

Word Processing Specialist, Julia Bell is retiring after 35 years of service. Julia was hired by the Board on September 30, 1985, and will retire on October 30, 2020. Julia's Supervisor, Mindy Leab, attended the Board Meeting to share highlights of Julia's career and Julia shared a summary of her background/story. She will receive a beautiful Anniversary Clock in commemoration of her years of service to the Board.

**III. REVIEW AND APPROVAL OF MINUTES**

The Board reviewed the minutes of the September 15, 2020 Montgomery County Board of DD Services Board Meeting and Work Session.

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the minutes of the September 15, 2020 Board Meeting. Ms. Quarles-Burnley seconded the motion. Mr. Linesch and Dr. Gillispie abstained. The motion passed with five in favor.**

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the minutes of the September 15, 2020 Board Work Session. Ms. King-Roberts seconded the motion. Mr. Linesch and Dr. Gillispie abstained. The motion passed with five in favor.**

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

##### A. Updates by Superintendent and Assistant Superintendent

Pamela said that everything is going very well, on track as scheduled, and she is so proud of our team and all that they are continuing to accomplish. She shared that we recently provided a levy presentation to the Human Services Levy Council and everything was received very well. A copy of the presentation was attached in the Board Packet via a link. A lot of things that we implemented as a county board during COVID are now being used in the state as a model for other counties. Pamela said she is so proud of our team. The work we are doing is being duplicated now throughout the state of Ohio to help people with developmental disabilities. This speaks so well of the innovation and collaboration of the executive team and the follow through from our staff.

Pamela wanted to give Kamarr a few minutes to talk about his team and all the things they are accomplishing.

Kamarr shared that we have finished our waiting list assessment process. Back in September, 2018 when the waiting list rules were rewritten, each county board was tasked with going through their waiting list, assessing the individuals, and determining their level of need. We have not only completed this assignment but have done so ahead of schedule. It wasn't due until the end of this year and Kamarr is proud of his staff for this accomplishment.

Kamarr went on to talk about a family we have been able to help who was struggling with several needs. Pamela shared the news link with the Board when the story was aired. Our staff went to the family home, where there are five children with disabilities, and cut trees, cleaned up the lot, provided furniture etc., to help stabilize the home, prevent the city from coming in and taking aggressive action, and to give the family some breathing room.

Kamarr shared that we have a couple of staff who are participating in a COVID-19 Regional Support Team. He said, as Pamela stated earlier, a lot of things we have been doing have been recognized by the state and Kamarr and Mitch was asked to sit on a panel to share how we have been supporting providers, and how we have been collaborating with ICFs. They had the opportunity to describe our services. Kamarr said he is very pleased to be able to report on these positive things.

Ms. Quarles-Burnley talked about the Annual Report and those comments are placed below under C. Approval of 2020 Annual Report.

B. Designation of Superintendent at OACB Delegate Assembly

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services appoint the Superintendent to serve as its Delegate at the Ohio Association of County Boards' Delegate Assemble on December 2, 2020, and that she be authorized to support and/or make whatever decisions seem appropriate should any proposals come before the Delegate Assembly. Mr. Schultze seconded the motion. The motion carried unanimously.**

C. Approval of 2020 Annual Report, 2021 Annual Plan, 2021-2024 Strategic Plan Announcement was made after First Reading in September that this Draft document was available to the public on the Board's website, providing opportunity for review and feedback up to the end of a Public Hearing which was held on September 30, 2020. Any feedback received was reviewed and considered by Leadership and may have resulted in changes.

Ms. Quarles-Burnley said the report looks marvelous and she was very grateful for the racism statement at the end. She said she was moved to see it there. Dr. Gillispie agreed, stating that it was very well done, easy to read, graphs laid out well, points were very clear, and the racism statement was very well done.

Ms. Quarles-Burnley said the only comment she has on the statement of racism is to perhaps include something about the issue of equity. She said equity is an issue in terms of racism and also disability. Equity versus equality, meaning that there are groups of people who may need additional services or attention in order to achieve equality. Equity looks at where that person is and supplies them with what they need to be brought up to the same level as others.

Pamela asked Janice to make note of what Ms. Quarles-Burnley shared and Pamela really appreciated those comments.

Ms. Quarles-Burnley said she was so blessed by the statement and thanked our staff. Pamela said it was truly a team effort and she appreciates everyone and their input.

Ms. Iseli said the report is beautifully designed and very positive, adding that it is of archival quality. She said, when you think about the combination of the photographs of individuals being served by staff with masks and PPE, using all the proper safety procedures, as well as the statement on racism and discrimination, this is the juxtaposition of these crises that our society is dealing with and, at the same time, providing the utmost service to the people we serve. Ms. Iseli thinks it should go into the Dayton History Archives as an example of how we survived.

Pamela thanked Madeline and said the county will keep it as it does archive three copies forever. Pamela said she appreciates Janice and our entire team for

pulling together the appropriate mix of information and reflection of what's happening and who we are serving. She thanked everyone who was a part of it.

Ms. Iseli thanked Ms. Quarles-Burnley for her comments on equity, adding that she sees the work of the DD services as the ultimate in providing equity for the people we serve. She said our agency personifies the understanding of equity.

Mr. Schultze suggested an article be written for the paper about this topic. Ms. Iseli said it's a really great suggestion and thanked Mr. Schultze. Pamela said that would be so meaningful in representing our Board.

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the 2020 Annual Report, 2021 Annual Plan, and 2021-2024 Strategic Plan as presented. Dr. Gillispie seconded the motion. The motion carried unanimously.**

D. Thank you letters from two providers  
These letters were included in the Board Packet. Pamela said she wanted to make sure the Board sees the words of the providers, and how appreciative they are that we have supported them as they continue to support people with developmental disabilities in Montgomery County. They have made it know how thankful they are for our support to keep their services in place.

E. Levy Presentation – October 5, 2020  
A link to this presentation was included in the Board Packet. Ms. Iseli shared comments regarding this presentation under Special Reports section below.

## **V. COMMITTEE REPORTS**

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

Dr. Gillispie stated that the Ethics Council reviewed the following individual and found no conflict of interest to exist: Melissa Hatton. No action was required.

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

1. Approval of 2021 Budget  
Ms. King-Roberts said the Board received this material last month to review and, as a result of discussions that have taken place in the Finance Committee Meetings, it was agreed to move the vehicle funds into the capital funds. Ms. King-Roberts asked if there were any questions before reading the motion and there were none.

**Motion: Ms. King-Roberts moved that the Montgomery County Board of DD Services authorize the Superintendent to submit the 2021 Reserve Balance Fund, General Fund Budget, Residential Fund Budget, Mental Health Budget, Capital Budget, and Vehicle Fund Budget, as attached,**

**to the Montgomery County Office of Management and Budget in accordance with ORC 319.16, ORC 5126.05, and Montgomery County Policy. Mr. Schultze seconded the motion. The motion carried unanimously.**

2. Approval of Annual Availability of Funds

Ms. King-Roberts said the following motion is to certify that we have the funds available for our waiver match.

**Motion: Ms. King-Roberts moved that the Montgomery County Board of DD Services has adopted a budget for 2021 that includes the full amount necessary to meet its obligations under ORC 5126.05.07. The amount available to pay the non-federal share is \$16,960,324.00 which is in excess of the value of ½ mill of taxes generated within Montgomery County. Mr. Schultze seconded the motion. The motion carried unanimously.**

3. Review of Program Vouchers for September, 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 October Resolutions Calendar

Ms. King-Roberts said that the first item listed on the Resolutions Calendar is the transfer of funds she mentioned earlier from the vehicle fund to the capital fund. It shows up as an expense because we have to take it out of one fund and place into another fund but it is just formality. We didn't actually spend it we are just moving it. The second item listed is travel/conference/webinar expenses. Ms. King-Roberts asked if there were any questions and there were none.

**Motion: Ms. King-Roberts moved that the Montgomery County Board of DD Services approve the September Resolutions Calendar for item(s) 102020-22 to 102020-23. Mr. Schultze seconded the motion. The motion carried unanimously.**

5. Financial Reports

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

Andrew provided a brief overview of how we are doing financially. He said we are 75% through the year and revenue is right in line with that. Our expenses are less, at 63% and we still have one more quarterly waiver match payment to make which will raise that up. He said that COVID continuing next year was discussed in the Finance Committee Meeting and he assured the Board that we will be in a good place financially through next year as well.

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

1. Approval to create Behavior Support Specialist position

Ms. Iseli said that this position will assist the providers with behavioral issues. She shared that at Sinclair they have conducted four employee surveys during the pandemic and mental health is increasingly becoming the top concern. This position will help the individuals with those kinds of concerns. The Human Resources Committee thought it made a lot of sense and that it can be financially supported. Before making the motion Ms. Iseli asked if there were any questions and there were none.

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services authorize the creation of one full-time Behavior Support Specialist position, to expand the Board's ability to meet the needs of individuals with developmental disabilities in Montgomery County. Mr. Zahora seconded the motion. The motion carried unanimously.**

2. Approval to create Administrative Specialist position

Ms. Iseli said that this position is to repurpose the Word Processing Specialist position for one that will be dealing more with data, tracking, reporting, and analysis to support the Early Intervention Department. There were no questions.

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services authorize the creation of one full-time Administrative Specialist position, in order to better support the clerical support needs of the Early Intervention Department. The Board will delete the Word Processing Specialist position when it is vacated. Mr. Zahora seconded the motion. The motion carried unanimously.**

3. Approval to eliminate position from Table of Organization

This is the Word Processing Specialist position referred to in the previous motion.

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the elimination of one (1) vacant position identified above by position number, from the Table of Organization. Mr. Zahora 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: **III.02** Legal Requirements; **IV.08** Contracting for Services; **VII.05** Basic Requirements for Board Employment; **VII.15** Sick Leave Accrual/Use, Bereavement, Military and Court Leaves; **VII.17** Staff Growth and Development; **VII.24** Staff Ethics; **VII.36** Staff Recognition and Awards; **VII.41** Vacation. No action was required.

The following item was added the day of the Board Meeting as a result of discussions that took place during the Policy and Human Resources Committee meetings.

**1a. Approval to submit policy language in Policy VII.15 (included in first readings above) to County Commissioners for approval**

Ms. Quarles-Burnley stated that the language in Policy VII.15, section G, that deals with cash payout at retirement is different to the Ohio Revised Code but it is consistent with county practices and policies and we have been operating under this language for the past two years. ORC requires that we present this language to the County Commissioners for approval.

Mr. Schultze asked why we are doing this under first reading and not waiting until second reading. Ms. Quarles-Burnley said we are hoping to have approval from the Commissioners before second reading so that when the policy is presented for second reading the language in section G will have already been properly approved by the Commissioners. She said, if the language isn't approved by the Commissioners, we will have to remove it/change it before second reading.

Julie suggested moving the motion under Human Resources so that it's not under first reading policies but it was decided to keep it here.

**Motion: Ms. Quarles-Burnley moved that the Montgomery County Board of DD Services present the cash conversion at retirement language currently contained in Policy VII.15, section G, before the Montgomery County Commissioners for approval as per the Ohio Revised Code 124.39. Mr. Linesch seconded the motion. The motion carried unanimously.**

**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.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.

**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. Request to Rescind**

We no longer need Policy VII.18 Certification, Licensure, Registration, and Permits. Content needed from this policy has been added to Policy VII.05 Basic Requirements for Board Employment.

We no longer need Policy VII.43 Supervision of Practicum Students. Content needed from this policy is included in Policy V.01 Volunteers, Interns, and Practicum Students.

**Motion: Ms. Quarles-Burnley moved that the Montgomery County Board of DD Services approve to rescind Policies VII.18 and VII.43. Dr. Gillispie seconded the motion. The motion carried unanimously.**

## **VI. SPECIAL REPORTS**

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

Ms. Iseli said she got a kick out of the “Dance Delivery to 90 individuals-Witch Hats, Blinky Ghoul Necklaces, Spider Rings, and a Halloween Treat followed by a Hocus Pocus Dance Party.” She thanked the Recreation Team for keeping spirits up!

Director of Safety and Protection, Bill Angel made some comments about his section in these reports – below under Other Business.

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

Ms. Iseli said she was interested in reading about MVIO’s privatization and the timeline for that. She said she is sure that our Board will be interested in seeing how that progresses and to let them know if there is anything they can do to help.

Ms. Iseli added that, as our Board’s representative on the Human Services Levy Council, she was proud to be in the audience the day our Board’s Leadership Staff presented to the Human Services Levy Council. A link to the presentation was included in the Superintendents section of the Board Packet. She said Pamela, Kamarr, Andrew, and others, did an awesome job anticipating questions and addressing many of the supports that have been put in place, particularly during the pandemic.

Ms. Iseli shared that there was a question about the waiting list so clearly the HSL Council are familiar enough to ask that question. She added that Kamarr, being the head of that process, was able to report on how well the needs of those families have been met. Ms. Iseli commended Kamarr and his team on doing such a great job.

Pamela expressed her gratitude saying it was so great and thank you to everyone involved.

## **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.

## **VIII. OTHER BUSINESS**

A. Announcement by Board President that the Human Resources Committee: Ms. Iseli, Mr. Zahora, and Mr. Linesch, will serve as The Nominating Committee to recommend 2021 Board Officers in December.

Ms. Iseli asked the Board Members to reach out to her, Jim, or Bill if they have any thoughts around this process.

Director of Safety and Protection, Bill Angel, wanted to give the Board a quick update as he noticed that the COVID numbers shared in his section of the DDS Board Updates under Special Reports section above, is grossly understated compared to what it is now.

He said unfortunately, since writing that report, we have seen a significant rise in the numbers of individuals who have tested positive for COVID, bringing our total to 71 individuals instead of 57 that was in the report. 34 of the 71 have required hospitalization and six have passed away.

He also said that we have started to see an uptick since flu season began of non-COVID-related hospitalizations that include influenza and pneumonia like symptoms.

Mr. Schultze asked Bill how the percentages of the DD population compare to the percentages of the general population in Montgomery County. Bill responded that the state has been very apprehensive about giving out county-by-county numbers. They are providing us with weekly reports that Bill shares with Pamela, Kamarr, and a few others about the general numbers within the state DDS system, but the state has not provided any numbers/comparison to the general population.

Pamela asked Bill to work on at least the numbers we have and the general population in Montgomery County to get an idea if our system is on-track with the county or under or over. We can at least compare our numbers to the overall Montgomery County numbers.

Mr. Linesch asked if we are doing a root cause analysis of how these people are being exposed. Is it within the group home, their work setting, or in the general population? In response, Bill said a couple of the ICFs are extraordinarily high. 38 of the 71 individuals occurred within two ICF settings.

There have also been some outbreaks here and there and quarantining for 14 days in self-isolation has certainly helped.

We have some community-based, not in residential facilities, that have been exposed as well.

Ms. Iseli said that, as we move into colder weather and the typical flu season, please be safe and secure and practice good distancing, masking, and other safety measures.

Julie reminded the Board Members that there is no meeting in November and the December meeting will take place on the second Tuesday, not the usual third. She will still be sending out notifications but wanted to provide a heads up.

Ms. Iseli reminded the Board of the remaining CEU's needed for this year.

Ms. King-Roberts wanted to say Happy Holidays to everyone since we won't see each other in November.

Board Members and staff wished each other a Happy Thanksgiving.

**IX. VISITORS' TIME**

There were no visitors.

**X. ADJOURNMENT**

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

**Time: 8:02 p.m.**



\_\_\_\_\_  
Board Officer

\_\_\_\_\_  
Board Officer

December 8, 2020

Date

**The next meeting of the Montgomery County Board of DDS  
will be held on TUESDAY, December 8, 2020 at 7:00 P.M.**

Board Secretary/jn  
Reviewed and approved by Superintendent  
Date approved by Board Secretary: October 27, 2020