

MINUTES OF THE  
MONTGOMERY COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES SERVICES  
December 8, 2020  
Via Remote Technology

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

Board President, Madeline Iseli, called the December 8, 2020 meeting of the Montgomery County Board of Developmental Disabilities Services to order at 7:03 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. "Working during the Pandemic" presentation by SSA/Employment Navigator Supervisor, Michelle Garrett; SSA/Employment Navigator, Trudy Woods; Felicia; Erika; Alex

Michelle Garrett introduced the above attendees and shared a PowerPoint featuring these individuals and their experiences while "working during the pandemic." After each individual talked a little about their story, Pamela thanked each one for their work in the community, stating how proud she is of them. At the end of the PowerPoint Ms. Iseli thanked them too, saying this was such a great news story and she knows Janice will help share it with the community. She said the Dayton Daily News has been running a series on unsung heroes where lots of folks in their own quiet way are making sure the wheels of business continue to turn, people are being cared for, and the forgotten are not being left behind, and Felicia, Erika and Alex are absolutely doing their part to keep our community going.

Michelle thanked the Board for having her team be a part of this Board meeting and wished everyone a Happy Holidays.

**III. REVIEW AND APPROVAL OF MINUTES**

The Board reviewed the minutes of the October 20, 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 October 20, 2020 Board Meeting. Ms. King-Roberts seconded the motion. The motion carried unanimously.**

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

##### A. Update by Superintendent

Pamela said it was so good to see everyone and this was her favorite Board Meeting so far due to the great presentation. It felt so good and was a good way to end this year with such a positive presentation.

Pamela wanted to talk about a couple of things related to our services. Overall everything is going well considering we are in the pandemic. All of our services are in place and many of the services we are providing are being used by other counties as examples of how to continue to offer services and support providers. She said she is very proud of our team and all the different pieces they have been able to weave together to keep a very strong array of services in place. She said she is very, very proud of where we are ending 2020. She is so thankful and grateful to our team, the support of our Board, and to our county leadership, for providing the support we needed to put into place the plans we made.

Pamela said the current activity in Montgomery County, in her opinion, at least in her brief year and a half tenure, is that she feels even more connected with families, providers, and staff. We are engaging in different ways but there is so much engagement. The team spirit, considering it's scary and challenging at times, with everyone pulling together, feels really good.

The recent Erin Ritchey Memorial Awards and DD Hall of Fame event went fantastic. This was the first year it was virtual and Pamela thanked Madeline for preparing her part of the ceremony ahead of time and Janice for all of her work in pulling it all together; it was quite the feat of coordination. Janice shared that, so far, the number of virtual attendees is 796 which is well above the 200 or maybe 300 who attend in person. Many more people were able to attend due to it being virtual.

Pamela said, here we are ending the calendar year with the pandemic and we are hosting a Self-Advocacy Conference. We had a grant for a lot of our folks to attend the Synergy Conference and that was cancelled in October so we came up with "12 Days of Self-Advocacy." The 12 days started a couple of days ago. Pamela said "today 60 people attended." The Recreation Team put together 1900 packets and with the help of SSA's and other teams, the packets were hand-delivered. They included self-advocacy materials, holiday gifts, and lots of information. Each day there is a video and a zoom discussion. Pamela said she is so proud and what a

strong way to end our year. She thanked everyone who was a part of making this happen. She believes this will really build some confidence in everyone as we continue to move ahead.

Mitch added that, if people cannot attend the zoom meetings, they have everything they need in their packet to learn about self-advocacy.

Ms. Quarles-Burnley said her son received the 12 Days of Self-Advocacy packet and he attended the first two days so far, and he really seems to enjoy it. He loves seeing all the faces, all the interactions, and they all seem excited about it. He loved having the different colored bags with gifts in them and attaching each one to that day's curriculum. She said whoever thought of that, it was a fantastic idea. Mitch said it was Pamela's idea. Pamela said she has these great ideas and then just says "make it happen" and there are teams of people stuffing 12 bags each for almost 2,000 people. She said it was so much work. She thought what could be better than getting a packet with 12 containers of gifts inside including things about empowering themselves and speaking up for themselves.

Pamela said she is proud of where we are ending this year as an organization and the strength with which we are entering 2021.

#### B. Department of Safety and Protection-COVID-19 Analysis Report

This report was included in the Board Packet. Bill Angel talked about the report and provided updated numbers of COVID cases. He said that a positive is that we have a 94% recovery rate in individuals served. He said the majority of the cases are occurring in waiver and Intermediate Care Facility (ICF) settings, and people's individual homes being the third one. Bill said that one thing we are beginning to see in the data of individuals served versus state and county data is that the majority of cases are occurring in males.

Mr. Schultze asked if our numbers are better than the general population; equal to or less than? Bill said it's hard to say. He said in the report that was drafted on November 23, 13,901 individuals had tested positive in Montgomery County and that is out of a general population of 531,687. Pamela said she'll do the math and let the Board Members know. She said we were trending a little better before but our numbers are increasing. She added that we were also trying to compare ourselves with other county boards of DD across the state but it is difficult to compare because each county is reporting it a little differently. For instance, some counties might not include their Developmental Centers or ICFs. They might only include cases that are in waiver settings, and so on.

Mr. Schultze asked, as they roll out the vaccine, how do we think our clients, caregivers, providers, and staff will rank in terms of priority in getting the vaccine? Bill responded stating that his understanding from the Governor's directives is that they will be included in the first round. Group homes, ICFs, and Direct Support Professionals (DSPs) will be receiving the first doses. Pamela said right now the

language is around congregate settings and in the Council of Governments (COG) discussion they are counting it as anyone who is living with anyone else.

Our Public Health Department has agreed to count it that way but we don't have confirmation if that will actually happen so right now it's the congregate settings and we are seeing how many people we can get included in that.

Mr. Linesch asked where the Ohio Department of Health (ODH) is in all this and when might his daughter be eligible. Pamela said as soon as we know we will share the information. It's still all being decided. The ask is that everybody we serve would receive the vaccination but she hasn't seen that confirmation yet as far as if they are not in a congregate setting but that is still being asked. Pamela said she is working daily on this and rapid testing to see what we can do to help promote those things along.

C. Human Services Levy Council meeting packet including minutes from October  
Included in Board Packet

D. Disability Foundation and Brighter Tomorrow Foundation Annual Reports  
Included in Board Packet

E. Thank you notes from parents  
These notes were included in the Board Packet

Pamela asked if there were any additional questions for her. There were none. Madeline added that she appreciates the reporting on the pandemic. She said in the future it would be good to include the comparison to the rest of the county as well as other county boards.

Mr. Schultze said we are all doing a great job. Ms. Iseli said that between 2,000 12-Days of Advocacy packets and having to keep track of all sorts of statistics, we are really juggling it and doing it really well.

## **V. COMMITTEE REPORTS**

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

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

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

#### **1. Approval of MVIO Notice to Privatize**

The first motion was voted down and the following one was approved as a result of Mr. Linesch asking that the words “mutually beneficial” be included.

**Motion:** Ms. King-Roberts moved that the Montgomery County Board of DD Services separate all employees and business operations from Miami Valley In-Ovations, Inc. effective December 31, 2021 at 11:59 p.m. Support for Miami Valley In-Ovations, Inc. to continue as outlined in a renewed mutually beneficial master contract effective January 1, 2022. Mr. Linesch seconded the motion. The motion carried unanimously.

2. Approval of 2021 SWOCOG Contract

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 enters into a contract with the Southwestern Ohio Council of Governments (SWOCOG) authorizing the provision of services up to \$1,949,692.00 and authorizing the Superintendent to take the necessary action to execute the contract. Mr. Schultze seconded the motion. The motion carried unanimously.

3. Approval of Authorization to exceed \$50,000 limit in specified areas for 2021

Ms. King-Roberts said there was a list of these items included in the packet and asked if there were any questions. There were none.

**Motion:** Ms. King-Roberts moved that the Montgomery County Board of DD Services authorize the Superintendent to approve the aforementioned expenses for 2021 in accordance with Board Policy. Mr. Linesch seconded the motion. The motion carried unanimously.

4. 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.

5. Review of Program Vouchers for October and November, 2020

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

6. Approval of December Resolutions Calendar

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 December Resolutions Calendar for item(s) 121820-24 to 120820-27. Mr. Linesch seconded the motion. Mr. Schultze abstained. The motion carried with six in favor.

7. Financial Reports

The Financial Reports for October and November, 2020 were in the Board packet.

Ms. King-Roberts said we are doing extremely well. In these times we haven't been able to save money but we have been using it wisely and we are ahead of our projections.

Andrew shared that revenues and expenses are good. He said some savings we do see is due to the reduction expense-wise in waiver-match, in adult day services, and in non-medical transportation. Due to these savings we've been able to meet the needs of the individuals and providers during this pandemic. The expenses we have incurred due to the pandemic have been offset by the savings. We are thankful that we have been able to serve the community well. We are in a great financial position. Our cash balance is at 37.5% of our operating expenses and we are looking good going into 2021.

Ms. Iseli said the savings have been a blessing as well as the good fiscal management.

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

#### 1. Approval of 2021 Staff Compensation

Ms. Iseli said these are difficult times and there are many governmental entities having to make cuts. As a result we find ourselves in the position to not be able to provide raises in the way we have in the past and the way we would prefer to. Instead there are a number of moves Pamela has recommended and the HR Committee is in favor of - to include some flexibility in sick leave usage, vacation time, and a one-time lump-sum payment of \$750 - to at least demonstrate the value that we hold in the tremendous work our staff provide to the people we serve.

Mr. Linesch asked if this is relative to what the county is doing. Pamela responded saying we have done our best to stay in line with what the other Human Services Levy agencies and other county organizations are offering this coming year. We were not able to do the cost of living that we budgeted for 2021 at the request of the Office of Management and Budget (OMB) and the Commissioners but we are able to add the lump-sum out of the savings incurred by everyone working from home.

Mr. Linesch asked if any other county agencies are doing something similarly. Pamela said it was shared in the last Human Services Levy meeting that, yes, they are. Some of them do not have Boards so there hasn't been public sharing and we are not sure of the amounts but we are within the ballpark of everything that's happening. Our goal is to always be right in the middle.

Mr. Linesch said as long as we are doing what the county is doing, he is absolutely comfortable in supporting it. Pamela said it's not what the Commissioners are offering but the shared Human Services Levy organizations are.

Ms. Iseli added that, just as another comparison, there are no cost of living increases for Sinclair as well but they are doing a one-time lump-sum in recognition of the hard

work of staff and faculty. In answer to Mr. Linesch's question, Ms. Iseli shared that Sinclair's lump-sums were \$1,000 for full time and \$500 for part time.

Mr. Linesch said he is supportive of this initiative.

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the recommendations as outlined in this memo for implementation and authorize the Superintendent to take all actions necessary to implement this action. Mr. Zahora seconded the motion. The motion carried unanimously.**

2. Approval to create one full-time Administrative Professional 3 position and eliminate one full-time Executive Assistant position

Ms. Iseli said this is a simple repurposing of a position.

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services authorize the creation of one and proceed with efforts to fill one full-time Administrative Professional 3 position in order to provide ongoing administrative support. The Board will delete the Executive Assistant position when it is vacated. Mr. Linesch 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: **VII.23** Political Activity; **VII.241** Fraud Reporting; **VII.25** Disciplinary Actions and Disciplinary Grid attachment; **VII.251** Disciplinary Process – Management Employee. No action was required.

Policy **VII.26** Grievances was held for further discussion and will be presented for first reading next time.

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

Ms. Quarles-Burnley gave a second 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 (includes BCC approval); **VII.17** Staff Growth and Development; **VII.24** Staff Ethics; **VII.36** Staff Recognition and Awards; **VII.41** Vacation.

**Motion: Ms. Quarles-Burnley moved that the Montgomery County Board of DD Services approve the policies listed above. Mr. Linesch 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 a link to newsletters and updates sent to individuals/families/guardians, providers, and staff.

## **VIII. OTHER BUSINESS**

- A. Approval to adopt Slate of Officers for 2021

**Motion:** Ms. King-Roberts moved that the Montgomery County Board of DD Services adopt the Slate of Officers for calendar year 2021 as proposed: President, Madeline Iseli; Vice President, James Zahora; Secretary, Naima Quarles-Burnley. Mr. Schultze seconded the motion. The motion carried unanimously.

**Interjection:** Ms. Quarles-Burnley asked if we can increase the amount of time for Policy Committee by 15 minutes. Julie shared that she and Jill had talked about it and we can make it happen. Julie will share the 2021 Committees document with the new assignments and times.

- B. Thank you and farewell to three Board Members

Ms. Iseli said that a true hallmark of this Board in her experience is the genuine caring, conscientiousness, commitment, and diligence in pursuit of the quality service that we provide to the people we serve; and balancing that with the sustainability of what we do. This agency is in this for the long haul and the need will only grow, particularly as our population ages. The employees of this Board couldn't do what they do so, so well if the members of the Board didn't hold that same level of commitment as dear as the employees do. And that has absolutely been the hallmark of the three people we are saying goodbye to.

Ms. Iseli said to Ms. King-Roberts that she has been such an asset with her attention to detail while applying her many, many years of fiscal, financial, and budget management skills and expertise. Ms. Iseli thanked her for her precision, clarity and for making sure that all the I's are dotted and the T's are crossed. The people we serve deserve that level of scrutiny.

Ms. Iseli said to Ms. Gillispie that her decades of professional experience put her in a unique position of understanding the many aspects of the kind of work that this

agency does from birth to following the entire cycle of life. Ms. Iseli thanked Ms. Gillispie for her combination of clarity and compassion stating that because of her own personal and professional experiences she brought an important perspective to this Board.

Ms. Gillispie thanked the Board for the honor of serving. She said it's been a pleasure and she has learned a lot. This is a great agency that does great work and she knows there are a lot of great things to come.

Ms. Iseli said to Mr. Linesch she wouldn't be on the Board if it wasn't for him. She said she doesn't know how to thank him for making this opportunity possible for her to serve with him on this Board. She said in the HR Committee he offered himself up as the historian and that we could keep calling him. She said his decades of experience, especially in HR management - working in large corporate structures and understanding how big systems operate - combined of course with his own personal family experiences, down to the minute detail of how important the mission of this Board is carried out and how important it is for the individuals we serve. He sees it from top to bottom and every level in between. Ms. Iseli said she especially appreciates, again with those decades of experience that he understands the balance of the legal and policy side with the human side and that's irreplaceable and we owe him so much.

Mr. Linesch said that it has been his greatest honor to serve on this Board with all of us as we protect and defend the rights of our family members with disabilities. He thanked us all for all we do every day, "we do it together" he said.

Ms. Iseli said she was trying to describe to her 22 year old that one of the most important things in life is to do what you feel and know at the moment is the right thing to do because it's important to not have regrets. Ms. Iseli said this is the opposite of having regrets and this is so fulfilling.

Mr. Linesch said this is important work that we do for the people we love. "Thank you all dearly" he said.

Bill Angel said Merry Christmas to everyone and Ms. Iseli said "Here's to a brighter 2021." Everyone wished each other a Happy Holidays.

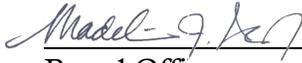
#### **IX. VISITORS' TIME**

There were no visitors.

#### **X. ADJOURNMENT**

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

**Time: 8:19 p.m.**



Board Officer

Board Officer

January 19, 2021

Date

**The next meeting of the Montgomery County Board of DDS  
will be held on TUESDAY, January 19, 2021 at 7:00 P.M.**

Board Secretary/jn

Reviewed and approved by Superintendent

Date approved by Board Secretary: December 10, 2020