

MINUTES OF THE
MONTGOMERY COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES SERVICES
January 19, 2021
Via Remote Technology

I. CALL TO ORDER/BOARD MEMBER ATTENDANCE

Board President, Madeline Iseli, called the January 19, 2021 meeting of the Montgomery County Board of Developmental Disabilities Services to order at 7:02 p.m.

Ms. Iseli welcomed new Board Members Dr. Stephen Fortson, Dr. Susan Komorowski, and Ms. Janet Peasant stating that we will take their introductions after the Oath of Office under Special Presentations below.

Members Present: President Madeline Iseli; Vice President, James Zahora; Secretary, Naima Quarles-Burnley; Richard Schultze; Dr. Stephen Fortson; Dr. Susan Komorowski, Janet Peasant Superintendent, Dr. Pamela Combs.

Ms. Iseli opened the meeting by reading the Board's Vision and Mission.

~ Moment of Silence

Before observing the Moment of Silence, Pamela wanted to share that Friday was the highest death day ever of people with developmental disabilities in Ohio, primarily due to COVID. Ms. Iseli asked that we keep these families in our thoughts during the 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. Oath of Office to new Board Members.

Executive Administrative Assistant Julie Nelson administered the Oath of Office to Dr. Fortson, Dr. Komorowski, and Ms. Peasant. These three new Board Members were appointed by the Montgomery County Commissioners to a four year term beginning January 1, 2021 and ending December 31, 2024.

Ms. Iseli introduced herself and her relationship to the Board and invited each Board Member to introduce themselves and provide highlights of their backgrounds. After their introductions, Ms. Iseli thanked the new members for agreeing to be part of this

Board. She spoke on behalf of the Board Members that have served with her the last few years stating that it's a very rewarding experience and they know already of the good work of this agency. She added that it's an awesome responsibility that they undertake with great love and pride.

III. REVIEW AND APPROVAL OF MINUTES

The Board reviewed the minutes of the December 8, 2020 Montgomery County Board of DD Services Board Meeting.

Motion: Mr. Iseli moved that the Montgomery County Board of DD Services approve the minutes of the December 8, 2020 Board Meeting. Ms. Quarles-Burnley seconded the motion. Dr. Fortson, Dr. Komorowski, and Ms. Peasant abstained. The motion passed with four in favor.

IV. SUPERINTENDENT'S REPORTS

A. Update by Superintendent

Pamela welcomed the Board Members and said it's so exciting to get to know everyone and she is looking forward to a new year. She introduced the staff in attendance to the new Board Members.

Pamela said, for her report, she always provides a written copy and then verbally summarizes it at the meeting. She doesn't go over everything in detail but welcomes any questions any time via e-mail or phone call.

Pamela mentioned the 12 Days of Advocacy in her written report and said it was a fantastic event that took place in December and it was the first time we have ever done anything like that. She said it was so much fun and she had a lot of enjoyment getting to meet people and their ideas.

Pamela said everything is continuing. We are not missing a beat. Not only are we handling COVID and the vaccinations but all of our regular services are still happening and, in her opinion, we are still providing excellence in service.

The vaccinations started slowly in Montgomery County. As of two weeks ago our entire county Health Department had only received 5,000 vaccinations and they needed 60,000 for Phase 1A. The first congregate setting we did was the Stillwater Intermediate Care Facility (ICF) and since then we have had three vaccination clinics. We are doing those in partnership with Ziks Family Pharmacy. The Health Department is working with us and Ziks so that Ziks can provide alternate locations for the people we serve and work with so they don't have to go to the Convention Center. We have set up our own separate clinics and the Health Department transports the vaccines to Ziks and then Ziks administers them for us. In the three clinics we have held so far, 700 vaccinations have been administered. We have

another clinic Wednesday, January 20th, and another one on Friday, January 22nd. We are scheduling clinics every Wednesday and Friday as far into the future as needed right now.

In Phase 1A we calculated that we needed about 4,400 total and we have given the 700 so far. In addition, a lot of people went to the Convention Center and those numbers are harder to count but we are estimating that we still need about 2,000 for our 1A numbers and those are for people in congregate settings. At the same time, we are starting Phase 1B which is for people with congenital challenges as well as being served by the Board. Those vaccinations are starting next week.

Over the weekend the Director of the Ohio Department of DD met with the Governor to work it out so that the DD population would get their Phase 1B doses first. This will mean we will get our 1,100 doses for 1B next week, which will be another very busy week for Mitch and many staff who are volunteering to work at these clinics on top of their regular jobs. Next week we will be giving 6% of all the Phase 1B vaccinations for county boards of DD in Ohio.

Pamela said she appreciates Kamarr and Mitch being onsite at the clinics and she cannot even express how much work that's being done. She didn't think the pandemic could get worse in relation to the amount of work needed but the vaccinations have escalated it. It has to be done so quickly. There are only so many days to give the vaccine. They have to be transported a certain way, and there are left over doses that we don't want to waste. All the specifics create so much planning.

Pamela said that most of the people on the zoom screen (in attendance at the Board Meeting) helped make calls last week. We had to call 500 people in four hours because we received word that we had more vaccinations for the next day, and we made it. We got all the calls made.

We are thankful for Ziks Pharmacy and all of their work with the clinics.

We are giving an incentive to Direct Support Professionals (DSPs) of \$400 after their second dose. That, along with using the church as a location, is being held up as a best-business example. Kamarr is going to be speaking later this week with state SSA Directors to share the format we are using in Montgomery County so maybe some other counties can copy it.

Pamela is very proud of the team and all they are able to get done right now.

Pamela ended by saying we are very grateful to Montgomery County leadership in the granting of the \$500,000.00 toward our COVID relief efforts.

In answer to a question from Dr. Komorowski, Pamela said that we have committed to no wasted doses. We have been sending our Adult Day Services staff from our

providers, if they sign-up, to stand in line for any doses left over. We have also been sending our own staff, if they sign up, to get a left over dose if available.

Ms. Quarles-Burnley shared that her son participated in 10 of the 12 Days of Advocacy and he loved it. She said it was a wonderful way to educate the individuals and have them interact with each other. She said she knows a lot of work went into it but hopes we do it again next year.

Ms. Quarles-Burnley also shared that she received a call from the Board saying that they are eligible for the vaccine and they have an appointment set up.

Pamela said she is getting a lot of thank you messages from families after going to the church for the vaccine, sharing how welcoming and organized it is.

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

This report was submitted by Director of Safety and Protection, Bill Angel. Pamela said, without going into detail, the numbers related to COVID are increasing throughout Ohio. We have had 175 cases of individuals with DD in Montgomery County since the beginning of the pandemic.

Last August Montgomery County had 2,300 cases of COVID and in December the county increased to 12,000. The numbers keep increasing but the rate of infection for the folks we serve are a little bit less than the general population, and we like to think that is because of all the PPE we are passing out to everyone.

In response to a question from Ms. Quarles-Burnley, Pamela said that it looks like the death rate for the DD population is much higher on the paper report but many counties in Ohio are not reporting all of their numbers at the same rate that we are. It appears we are higher but it's not really the case. It's just that numbers are being reported differently. They are working on that. It's more of a paperwork reporting than an actual rate of death.

Ms. Iseli thanked Bill for the comparisons of the general population and those with DD. It's really helpful to see those comparisons.

C. Thank you card from parent

This card was included in the Board Packet

Pamela said we are getting so many thank you notes and we try to share one every so often. It's because of the Board Members that we are able to provide what we are providing, and Pamela wants the Board to know how grateful the families and the people we serve are.

Ms. Peasant commented on the Christmas gifts that were distributed to all of the people served. She said her daughter doesn't usually like presents but, when she opened these, she smiled, and it was the highlight of Ms. Peasant's Christmas.

V. COMMITTEE REPORTS

A. Ethics Committee – Jim Zahora, Chairperson

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

B. Finance Committee – Richard Schultze, Chairperson

1. 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.

2. Review of Program Vouchers for December, 2020

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

3. Approval of January Resolutions Calendar

Motion: Mr. Schultze moved that the Montgomery County Board of DD Services approve the January Resolutions Calendar for item(s) 011921-01 to 011921-02. Mr. Zahora seconded the motion. The motion carried unanimously.

4. Financial Reports

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

Andrew provided a brief financial update. He said we are doing well. At the end of the year we were at 90% revenue collection. Expenses were 86%. Our Fund Balance is at \$18 million which is 35% of our operating budget. As much as we have spent on COVID, there are items that offset that. Looking at those numbers it appears as a wash but, with the county giving us the \$500,000, we are in the positive. We are going to continue to move forward with the COVID efforts to make sure that individuals, families, and providers have what they need.

Mr. Schultze said that Andrew's report is understated in relation to how well the organization has done. In the Finance Committee Meeting, Pamela, Rick, and Andrew briefed the Committee on how outstanding our Board is in terms of finances and strength during the pandemic to sustain our providers and the health of our individuals.

Ms. Iseli said she is really struck by how the COVID expenses and savings almost evened out in the balance she saw. She shared that Pamela mentioned other counties realized a profit from the CARES Act funds whereas our Board invested money into services for the people we serve which is the way it should be. Ms. Iseli thanked Pamela, Rick, and Andrew for managing and investing in our community like that.

C. Human Resources Committee – Madeline Iseli, Chairperson

The following item was added after the Board Packet was sent out. Ms. Iseli said it is for an incentive for Board employees to encourage them to receive the vaccine. We are really trying to get the vaccination rate up to where it needs to be for community safety.

1. Staff Incentive Plan – COVID-19 Vaccination

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the COVID-19 Vaccination Incentive Plan as outlined in this memo and authorize the Superintendent to take all actions necessary to implement the plan. Ms. Peasant seconded the motion. The motion carried unanimously.

Ms. Peasant shared that at least two major retailers in the country have announced similar incentive plans for their employees and they're being lauded for that effort.

D. Policy Committee – Naima Quarles-Burnley, Chairperson

1. Approval to extend paid leave benefits of Families First Coronavirus Response Act (FFCRA) outlined in Policies VII.81 Emergency Family and Medical Leave Expansion and VII.82 Emergency Paid Sick Leave.

Ms. Quarles-Burnley said that these FFCRA funds expired at the end of December but the Board is desiring to extend it as a way of supporting staff, letting them know they are appreciated, and providing them the opportunity to receive these funds if needed. It hasn't been a drain thus far on the Board and so we are seeking to extend it.

Ms. Quarles-Burnley shared that, after discussion in the Policy Committee Meeting, it was decided to change the extension from the end of March to the end of May, 2021.

Motion: Ms. Quarles-Burnley moved that the Montgomery County Board of DD Services approve the extension of policies VII.82 Emergency Paid Sick Leave and VII.81 Emergency Family and Medical Leave Expansion through May 31, 2021. The extension will be applied retroactively to January 1, 2021 to impacted staff that would have otherwise been eligible for paid leave per the policies. Ms. Peasant seconded the motion. The motion carried unanimously.

There were no first reading policies for the month of January.

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.23** Political Activity; **VII.241** Fraud Reporting; **VII.25** Disciplinary Actions and Disciplinary Grid attachment; **VII.251** Disciplinary Process – Management Employee.

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

3. Emergency Approval – waive first reading of Policy VII.85 Medication Administration and Emergency Treatment

Ms. Quarles-Burnley said that this policy is a reinstatement of a policy we had before. When our adult day centers closed, this was one of the policies that was eliminated but we have realized some of our Recreation staff still need permission to administer medications.

Motion: Ms. Quarles-Burnley moved that the Montgomery County Board of DD Services approve the policy listed above. Ms. Peasant 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.

Ms. Peasant said she just recently became aware of the Mental Health services we offer and she thinks they are doing a fine job. She suggests the Board might want to take some action to be sure the people served are aware of these services as she had never heard of it before.

Pamela responded that the people needing Mental Health services are usually on a waiting list. We are usually so booked up and haven't had enough staff in place to promote the services but she said she is glad Ms. Peasant has been able to use those services. Ms. Peasant said that many providers are not in tune with the needs of the people we serve so it's really critical to find people who are very understanding of the situations people have. She said if there was any way we could increase the staff in this area, she would definitely support that wholeheartedly.

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

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

IX. VISITORS' TIME

There were no visitors.

X. ADJOURNMENT

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

Time: 7:56 p.m.



Board Officer

Board Officer

February 16, 2021

Date

**The next meeting of the Montgomery County Board of DDS
will be held on TUESDAY, February 16, 2021 at 7:00 P.M.**

Board Secretary/jn
Reviewed and approved by Superintendent
Date approved by Board Secretary: January 26, 2021