

MINUTES OF THE
MONTGOMERY COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES SERVICES
May 18, 2021
Via Remote Technology

I. CALL TO ORDER/BOARD MEMBER ATTENDANCE

Board President, Madeline Iseli, called the May 18, 2021 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, 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

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

There were no Special Presentations for the month of May.

III. REVIEW AND APPROVAL OF MINUTES

The Board reviewed the minutes of the April 20, 2021 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 April 20, 2021 Board Meeting. Ms. Quarles-Burnley seconded the motion. Mr. Zahora abstained. The motion carried with six in favor.

Mr. Zahora abstained from voting on the April, 2021 minutes because he was not in attendance.

IV. SUPERINTENDENT'S REPORTS

A. Update by Superintendent
This update was included in the Board Packet.

Pamela shared that one of the big things going on right now is that we are presenting at conferences. Last month Pamela, Dr. Kidd, and Kamarr were part of the International Code Council presentation with outcomes that will impact the world.

Earlier this month Pamela presented on a panel about Trust and Relationships with Ohio Provider Resource Association (OPRA) along with another Superintendent. They talked about how we've been able to develop our relationships with our providers. We just presented the Accreditation session of Ohio Association of County Boards' (OACBs) spring conference. Approximately 750 people attended that session which was a very large turnout. The session went really well and Pamela received a lot of congratulatory e-mails afterwards. We have set up an e-mail address for people to submit follow-up questions. The state and OACB said they believe the counties may start to use us as an expert on guidance related to Accreditation. Pamela thanked Janice for getting the video ready for that event and Janice will send a copy of that link to the Board Members.

Following that presentation, DODD reached out to Pamela to see if we can partner with them in helping the counties who are having trouble getting a one-year Accreditation. Pamela told DODD we would definitely assist, adding that "the state of Ohio is only as strong as its weakest county." She said our goal is to come up with a FAQ list. Some counties have already asked if they can use our video to inspire their staff and for new employee training.

We are currently preparing to present another OACB session on Transformational Leadership that will take place next week, also as part of their spring conference.

DODD recently asked Mitch Snyder to attend a staff meeting to provide expert advice related to providers and the pandemic. Pamela said it's really exciting how others are looking to us, our directors, and teams about how we are doing things. We are demonstrating a really good, if not best, business practice.

Pamela said we are planning for summer activities combined with our staff guidelines. With the governor opening the state more on June 2, we have been talking about what that will mean for our staff and programs going forward. For example, will we require masks, testing, what things will look like for those providing direct services, etc. Pamela reassured everyone it will be a very thoughtful and detailed plan on how to keep everyone as safe and as healthy as possible. The plan will be prepared before our next meeting and shared with the Board Members via e-mail, inviting them to let us know of any questions or concerns.

The prosecutor's office has mandated vaccinations for their staff. Pamela reached out to our human services team at the county and they assured us that the commissioners have no intent on mandating vaccinations for county employees. Different Boards like the ADAMHS Board are requiring vaccinations for any type of direct service or direct contact needed for them to do their job. There a lot of different ways to

respond and we will be looking at what is best for our Board, those we serve, and their families.

There is still talk at the state regarding a provider rate increase. Several groups of our providers in the state of Ohio have not received an increase for many years. This is still being negotiated. Pamela sees something between a 2 and 5% increase with local funded dollars over the next few years. That is something we would anticipate as a cost of providing service. The impact to us will probably be less than \$1m and something we will definitely budget and plan for. Pamela said it's exciting that other counties are coming onboard, looking at what providers need to provide quality services and working towards funding them.

Lastly, Pamela shared that we are planning a Memorial Day service to take place on Friday, May 28 from 1 to 1:30 p.m. We want to take a moment as a county board to recognize the 13 lives lost in our system related to COVID. 13 people with developmental disabilities who were served by our Board, passed away due to COVID. Kamarr's team is preparing some photos and words to say about each person and we will have a moment of silence. We are also going to recognize the traditional reason for Memorial Day, our armed forces and those who have lost their lives in service. The event will be via zoom and open to everyone we serve, self-advocates, staff, providers, and we are hoping for a large turnout as we take a moment to stop and appreciate the magnitude of what's happened with COVID and the impact on the lives of those we serve.

Mr. Schultze asked Pamela if she will be asking for Board approval of our reopening plan to cover herself and the Board and to make it official. Pamela said we will but we will probably need to put the plan into place before the next Board meeting so maybe we will do a tentative plan and then have the Board officially look at it. Pamela said that's good advice.

B. Department of Safety and Protection-COVID-19 Analysis Report
This report, submitted by Director of Safety and Protection, Bill Angel, was included in the Board Packet.

C. 2020 Administrative Resolution of Complaints
This report, submitted by Director of Safety and Protection, Bill Angel, was included in the Board Packet.

V. COMMITTEE REPORTS

A. Ethics Committee – Jim Zahora, Chairperson

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

B. Finance Committee – Richard Schultze, Chairperson

1. Approval of Southview Roof Repair

Andrew said that this is a project we have looked at for a long time and put off for a couple of years. It's something that really needs done. It will extend the life of the building significantly and will save us a lot of money.

Mr. Schultze shared that he asked Pamela a question prior to the Board meeting about how we can purchase something if we are not actually doing the purchasing and Pamela reminded Mr. Schultze that this purchase is through a Master Intergovernmental Cooperative Purchasing Agreement (MICPA) and, when utilizing a Coop, the bidding process has already been vetted in terms of the process and meets all the governmental regulations. He said that's how we are able to procure something this way. Pamela added that Andrew's team is really good at always looking at getting bids and quotes and going through those channels which makes it expedient.

Motion: Mr. Schultze moved that the Montgomery County Board of DD Services authorize the Superintendent to accept the bid from Maxim Roofing Company for the proposed roof repairs/maintenance to the Southview facility not to exceed \$147,415.00. Dr. Fortson seconded the motion. The motion carried unanimously.

2. Review of Program Vouchers for April, 2021

These Program Vouchers were provided in the Board packet and included expenditures that are over \$1,000.00. No action was required. Mr. Schultze asked if there were any questions and there were none.

3. Approval of May Resolutions Calendar

Motion: Mr. Zahora moved that the Montgomery County Board of DD Services approve the May Resolutions Calendar for item(s) 051821-08 to 051821-09. Ms. Peasant seconded the motion. Mr. Schultze abstained. The motion carried with six in favor.

Mr. Schultze abstained from voting on the Resolutions Calendar because he was included on the Travel/Conference/Webinar portion.

4. Financial Reports

The Financial Reports for April, 2021 were in the Board packet.

In response to Mr. Schultze's monthly question "how are we doing financially?" Andrew said our fund balance went up from 57% last month to 61% this month. Our revenue and collections are at 52% and our expenses are about 27%. We are doing good all around.

C. Human Resources Committee – Madeline Iseli, Chairperson

1. 2021 Salary Structure and Compensation

Ms. Iseli thanked Jill and Kristi for all their contributions to provide the Board with a very enlightening and well-presented Work Session just prior to this Board meeting. It was a great opportunity for the Board Members to ask questions.

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

Ms. Iseli shared that, in the HR Committee Meeting, it was noted that Jill and Pamela have their next iterations of refinements laid out for them as per notes from the discussions. Ms. Iseli thanked everyone for weighing in, providing good suggestions and feedback. She said it will just get better from this point on.

2. Approval of Superintendent’s Performance Evaluation/Contract/Compensation
This item was discussed in Executive Session at the end of the meeting and action was taken after Executive Session

3. Executive Session

This item took place at the end of the meeting and action was taken after Executive Session.

D. Policy Committee – Naima Quarles-Burnley, Chairperson

1. First Reading of Selected Policies and Procedures

Ms. Quarles-Burnley gave a first reading of the following policies: **II.06** Correction of Minutes; **IX.30** Habilitation/Vocational/Community Employment services with MCBDDS (New Name). 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: **XI.01** Privacy, Safeguards and Privacy Officer; **XI.02** Uses, Disclosures, Right to Restrictions and Sanctions; **XI.03** Access, Amendments, and Grievances.

Ms. Quarles-Burnley said that these three policies are related to the HIPAA laws and they represent a consolidation of nine different other policies that we are going to be seeking to rescind shortly.

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

3. Request to Rescind

We no longer need Policies XI.04 through XI.12. Content still needed from these policies has been added to Policies XI.01, XI.02, and XI.03 which were approved under V.D.2 above.

Motion: Ms. Quarles-Burnley moved that the Montgomery County Board of DD Services approve to rescind Policies XI.04 through XI.12. Dr. Fortson seconded the motion. The motion carried unanimously.

Ms. Quarles-Burnley thanked Jill and Lauren Fritz for doing all the streamlining with these policies making them much more clear and succinct.

VI. SPECIAL REPORTS

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

B. Update for Inclusive Neighborhoods Housing Corporation (INHC) - included in packet.

Ms. Iseli said she likes INHC's branding and their logo looks nice.

VII. ANNOUNCEMENTS

A. Selected announcements' link was included in the Board packet, including links 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 May.

IX. VISITORS' TIME

There were no visitors.

V.C.3 Executive Session

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services adjourn to Executive Session in accordance with Ohio Revised Code, Section 121.22(G)(1), to discuss Personnel matters pertaining to renewal of the Superintendent's Employment Contract, Compensation

Adjustment, and Performance Evaluation. Mr. Zahora seconded the motion. A roll call vote was taken: Ms. Iseli, yea; Mr. Zahora, yea; Ms. Quarles-Burnley, yea; Mr. Schultze, yea; Ms. Peasant, yea; Dr. Fortson, yea; Dr. Komorowski, yea. The motion carried unanimously.

**Executive Session began: 7:40 p.m.
Executive Session ended: 7:54 p.m.**

Action was taken after Executive Session as outlined below the following comments:

Ms. Iseli thanked her colleagues for their assistance in the Superintendent's Performance Evaluation, and thanked the staff for their wonderful esprit de corps and support of Dr. Combs.

Ms. Iseli said that, based on an outstanding performance, Dr. Combs' Performance Evaluation from the Board Members resulted in a total score of 4.89 out of 5, along with some very genuine comments from the Board Members. Dr. Combs already scored an impressive 4.35 in her first year and so the 4.89 during a pandemic, on top of everything else, really says a lot for Dr. Combs, her work with the Board Members, staff, the people we serve, and all of our providers.

Because of that and the dynamic learned in the Work Session about salary reviews Ms. Iseli said the Board wants to, similarly, make sure that our Superintendent is reflective at the right levels for the numbers of people we serve, for the size of the county, and the magnitude of this position.

In addition to the fact Dr. Combs is clearly doing an outstanding job in the eyes of the Board Members, Ms. Iseli said the Board wants to make sure that the position is at the right level in relation to other similar county boards.

In conversing with Dr. Combs, Ms. Iseli said there were a couple of other considerations that she asked and the motion summarizes all of that.

**V.C.2 Approval of Superintendent's Performance
Evaluation/Contract/Compensation**

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the proposed one year contract for Superintendent Dr. Pamela Combs beginning June 10, 2021 and ending June 9, 2022, with annualized compensation of \$169,312 effective June 10, 2021. This action will bring the compensation of the Montgomery DDS Superintendency in line with similar positions in comparable counties throughout Ohio.

Ms. Iseli further moved that Dr. Combs' benefits be adjusted with the addition of a total of five weeks' vacation, and the ability to cash-out up to four weeks of vacation, providing her more flexibility in retaining a work-life balance.

Ms. Iseli further moved that the Montgomery County Board of DD Services accept the Performance Evaluation of Superintendent Dr. Pamela Combs which covers her second year of service June 10, 2020 through June 9, 2021.

Ms. Peasant seconded the motion. The motion carried unanimously.

Mr. Schultze thanked Pamela for everything stating she was the right person at the right time. Pamela said it has been her honor.

Ms. Iseli shared a story of a recent encounter with Director of ADAMHS Board and Sinclair Board Member, Helen Jones-Kelley. Ms. Jones-Kelley stated to Ms. Iseli that she must love her time on the DDS Board and proceeded to share with Ms. Iseli her observations of the incredible esprit de corps and the enthusiasm with which the DDS team works. She described to Ms. Iseli a specific encounter with this team at the vaccination clinic where a conversation was taking place and the staff were expressing their gratitude in working for the DDS Board and specifically working with Dr. Combs. Ms. Iseli said that the unsolicited, out of the blue encounter says it all. That Ms. Jones-Kelley felt compelled to share all of that with Ms. Iseli says a lot about the leadership Dr. Combs has brought to this agency and the way her staff have stood up to her challenge of being creative, compassionate, professional, and the best we can be.

Mr. Zahora said that Pamela has done an excellent job and, when he went to the vaccination site, he saw the same as what Ms. Iseli just described. A lot of people excited to be helping people. It was a phenomenal display of teamwork. He said everything Dr. Combs has done is appreciated and he congratulated her.

Pamela said that coming to this Board feels like she unleashed the talent. She said Kamarr has been great, and the entire team, and it's just amazing getting everyone going in the same direction with the same vision and goals. She said it's a very powerful force and it's wonderful to be a part of it. She said she is looking forward to what else we can do and what that will mean for the system, not only in Montgomery but within our state.

Pamela said she appreciated the Board's trust and confidence when they hired her and last year when they renewed her contract, and she appreciates the ongoing support and faith the Board have in her and her leadership during the pandemic.

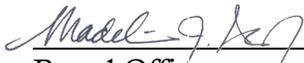
Ms. Quarles-Burnley said her word for Pamela is "unstoppable" stating she is "pretty amazing." She said Pamela overcame so many different hurdles and rallied

the staff to continue to provide services with a sense of enthusiasm, dedication, and compassion. She too is excited to see what the future holds. She said "If this is what we did during a pandemic, OMG! What's next?"

Ms. Iseli thanked her colleagues for all of the care they put into being a volunteer Board Member for this great organization, thanked the staff for the professionalism, heart, and compassion they bring to their jobs every single day. She said the sum is even greater than all of the parts and we all bring so much to each of our parts to this incredible equation.

X. ADJOURNMENT

There being no further business to present to the Board, the meeting was adjourned.
Time: 8:09 p.m.


Board Officer

Board Officer

June 15, 2021
Date

**The next meeting of the Montgomery County Board of DDS
will be held on TUESDAY, June 15, 2021 at 7:00 P.M.**

Board Secretary/jn
Reviewed and approved by Superintendent
Date approved by Board Secretary: May 28, 2021