

MINUTES OF THE  
MONTGOMERY COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES SERVICES  
August 17, 2021  
Northview Center

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

Board President, Madeline Iseli, called the August 17, 2021 meeting of the Montgomery County Board of Developmental Disabilities Services to order at 7:00 p.m.

Ms. Iseli shared that Ms. Quarles-Burnley could not attend due to a conflict and Mr. Zahora had to resign. Julie added that we are in the process of replacing Mr. Zahora

Members Present: President Madeline Iseli; Richard Schultze; Dr. Stephen Fortson; Dr. Susan Komorowski; Janet Peasant Superintendent, Dr. Pamela Combs.

Members Absent: Secretary, Naima Quarles-Burnley. Ms. Quarles-Burnley notified the Superintendent of her 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**

There were no Special Presentations for the month of August.

**III. REVIEW AND APPROVAL OF MINUTES**

The Board reviewed the minutes of the following:

**Motion: Dr. Fortson moved that the Montgomery County Board of DD Services approve the minutes of the June 15, 2021 Board Meeting. Ms. Peasant seconded the motion. The motion carried unanimously.**

**IV. SUPERINTENDENT'S REPORTS**

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

Pamela shared that this year is a levy year and we are going through the levy renewal process. We provided several copies of our Annual Report at each Board Member's place and Pamela asked if they would pass them out to family and friends in Montgomery County so people can see what we do. She said our hope this year is to run the campaign just through education.

A levy council meeting took place on Monday and the entire council expressed their gratitude to our Board, our Leadership Team, and our staff for all of the great work during the pandemic. Pamela said the show of support from everyone was almost overwhelming.

In August 2021, Board staff received requests for support with many challenging situations. These situations are typical of the supports staff provide to assist individuals and families. To date Board staff has addressed forty-six (46) emergencies (2020 there were 36 total emergencies). Kamarr shared some of those emergencies with the Board Members so they could get a glimpse of what staff do in addition to their day to day duties.

The Board Members and staff talked about what a critical resource the Adult Interim Care Homes are. Kamarr said they exist only because the Board had that vision 20 years ago. It's a locally funded program and very expensive but the homes have been a point of transition for so many individuals.

#### 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. Pamela said our numbers are slowly going back up and during a meeting on Monday, Public Health said they were bracing themselves because they feel it will get much worse. They also said they were afraid that the herd immunity would not be enough to stop another variant. They urged all our Boards and Agencies to keep all protocols in place.

#### C. Thank you notes

Pamela said we like to share our thank you notes as we get them. They were included in the Board Packet.

#### D. Dr. Fortson induction into Alter High School Hall of Fame

This induction article was included in the Board Packet. All in attendance congratulated Dr. Fortson.

E. Ms. Iseli named in Dayton Business Journal's "Power 50" most influential women of 2020. This article was included in the Board Packet. All in attendance congratulated Ms. Iseli.

Ms. Iseli thanked Kamarr for sharing the stories under A. above and thanked Kamarr more so for being so responsive. She added that the staff are always available. She said to Kamarr that he always takes the mission of this agency to heart

and practices it every day.

Ms. Iseli echoed what Pamela said above about the comments at the levy council meeting. The comments were glowing about our agency and the way it's managed, the moves being made to privatize the housing corporation, the quality of services, the accreditation, and the list went on. Ms. Iseli said none of this could happen without all of the staff and the Board Members' support, guidance, and questioning. It really is a team effort. She thanked everyone for being part of our organization stating she is very, very proud.

## **V. COMMITTEE REPORTS**

### **A. Ethics Committee –**

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

### **B. Finance Committee – Richard Schultze, Chairperson**

Mr. Schultze said the Finance Committee had a really good meeting this evening. They talked about the 2022 Budget which will be submitted for approval in September. They also talked about how the providers, families, and staff are doing from a financial point of view and everyone appears to be doing well.

#### 1. Review of Program Vouchers for June and July, 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. He commented that he really likes the precise way the items are listed.

#### 2. Approval of August Resolutions Calendar

**Motion: Mr. Schultze moved that the Montgomery County Board of DD Services approve the August Resolutions Calendar for item(s) 081721-14. Ms. Peasant seconded the motion. The motion carried unanimously.**

#### 3. Financial Reports

The Financial Reports for June and July, 2021 were in the Board packet. In response to Mr. Schultze' monthly question "how are we doing financially?" Andrew said our fund balance is at 32.6 million which is currently at 67.5% of our overall expenditure budget and is really good. We are 58% of the way through the year. Revenue is at 86% and Expenditure is at 51%. Revenue is high because we just received our second levy allocation in July. We expect to finish the year strong and our expenses to stay in line. 2021 looks to be a good year.

Mr. Schultze asked if it's possible for us to write up a one-page summary of the levy process. Pamela said "yes." She said she will get that done and send it out.

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

1. Staff Incentive Plan – COVID-19 Vaccination Effort – **REVISION**

Ms. Iseli said there will probably be another revision coming considering the brand new CDC guidance regarding the 8-month booster. Ms. Peasant said that 8 months from when we began giving vaccinations seems like right around the corner. She asked if a process is underway to identify the most vulnerable people who would qualify. Pamela said we have to wait until we receive guidelines from the state or the Ohio Department of Health. They will let us know if we are supposed to contact people or if they will. They gave us guidance last time albeit at short notice. Once we know we will let the Board Members know.

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services extend the COVID-19 Vaccination Incentive Plan through December 2021, approve the additional incentives outlines in bullets 4-6 above and authorize the Superintendent to take all actions necessary to implement the Plan. Dr. Fortson second the motion. The motion carried unanimously.**

2. Pay Band Placement Changes & Reclassification of Position

Due to the maintenance demands of Board facilities and the residential properties operated by the Inclusive Neighborhood Housing Corporation (INHC), the Board has shifted resources toward more maintenance activities and away from grounds duties (e.g. lawn care and landscaping). The grounds duties that were completed by the Grounds & Maintenance Repair Worker are being contracted out, which is a savings to the Board. The incumbent of the position will now be dedicated to building maintenance duties which will provide much needed support to the current team. The MRW I position will be placed on the same pay band as the Grounds & Maintenance Repair Worker I position.

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services adopt the recommended pay band placement changes and authorize the creation of one (1) full-time Maintenance Repair Worker I position for the purpose of reclassification of the Grounds and Maintenance Repair Worker I position. Dr. Fortson seconded the motion. The motion carried unanimously.**

3. Creation of Adaptive and Assistive Support Specialist (Full-time) and Creation of two Eligibility and Service and Support Administrators (Full-time)

Ms. Iseli said these positions are designed to meet evolving emerging needs. Ms. Peasant commended the staff on thinking of this as something that is important enough to make staff full time.

**Motion:** Ms. Iseli moved that the Montgomery County Board of DD Services authorize the creation of one (1) full-time Adaptive and Assistive Support Specialist position and two (2) full-time Eligibility and Service and Support Administrators in order to better support the needs of those served by the Board. The Board will delete PN 72000089 (Eligibility and Service and Support Administrator) upon separation from the Board. Dr. Fortson seconded the motion. The motion carried unanimously.

**D. Policy Committee – Naima Quarles-Burnley, Chairperson - absent**

**1. First Reading of Selected Policies and Procedures**

Ms. Peasant gave a first reading of the following policies:

- I .06 Code of Conduct Declaration for DDS Board Members
- VII.155 Family and Medical Leave
- VII.13 Overtime, Compensatory Time, Clocking in/out
- VII.14 Holidays
- VII .32 Safety and Accident Prevention
- VII .33 Cooperation in Investigations
- VII.36 Staff Recognition and Awards

No action was required.

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

Ms. Peasant gave a second reading of the following policies:

- II.013 Posting of State and Federal Information Posters
- VII.112 Staff Salaries
- VII.114 Placement on Salary Schedule
- VII.51 Staff Property Damage
- VII.66 Corporate Compliance
- VII.79 Possession of Firearms, Knives, and Self-Defense Tools
- IX.12 Enrollment in and Development of Community Employment
- IX.16 Employment First

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

### **3. Request to Rescind**

We no longer need Policies VII.81 Emergency Family and Medical Leave Expansion and VII.82 Emergency Paid Sick Leave. These policies included an expiration date of May 31, 2021 and are no longer valid.

**Motion: Ms. Peasant moved that the Montgomery County Board of DD Services approve to rescind Policies VII.81 and VII.82. Mr. Schultze seconded the motion. The motion carried unanimously.**

### **4. Emergency Approval – waive first reading of Policy VII.83 COVID-19 Workforce Safety Plan**

**Motion: Ms. Peasant moved that the Montgomery County Board of DD Services approve the policy listed above. Dr. Fortson seconded the motion. The motion carried unanimously.**

## **VI. SPECIAL REPORTS**

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

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

## **VII. ANNOUNCEMENTS**

A. Links were included in the Board packet as follows:

Selected announcements

Stories we pitched or participated in

Newsletters and updates sent to individuals/families/guardians, and providers

## **VIII. OTHER BUSINESS**

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

## **IX. VISITORS' TIME**

There were no visitors.

## **X. ADJOURNMENT**

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

**Time: 7:44 p.m.**



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Board Officer

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September 21, 2021

Date

**The next meeting of the Montgomery County Board of DDS  
will be held on TUESDAY, September 21, 2021 at 7:00 P.M.  
at Northview Center, 8114 N. Main Street, Dayton, OH. 45415**

Board Secretary/jn  
Reviewed and approved by Superintendent  
Date approved by Board Secretary: August 30, 2021