

MINUTES OF THE
MONTGOMERY COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES SERVICES
June 15, 2021
Via Remote Technology

I. CALL TO ORDER/BOARD MEMBER ATTENDANCE

Board President, Madeline Iseli, called the June 15, 2021 meeting of the Montgomery County Board of Developmental Disabilities Services to order at 7:01 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 June.

III. REVIEW AND APPROVAL OF MINUTES

The Board reviewed the minutes of the May 18, 2021 Montgomery County Board of DD Services Board Work Session and Board Meeting.

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the minutes of the May 18, 2021 Board Work Session and Board Meeting. Ms. Quarles-Burnley seconded the motion. The motion carried unanimously.

IV. SUPERINTENDENT'S REPORTS

A. Update by Superintendent and Thank You notes to our Board
This update was included in the Board Packet.

Pamela said it was great to see everyone. She said the conferences that we presented at in May went really great and thanked all the team for helping to present those.

The rollout of the HR Salary Project happened one Thursday in May via Zoom and in-person at Southview and there were a lot of tears. Staff were so happy. Pamela shared that Julie said it was the best day at work ever. Seeing the shock, the joy, and the gratitude was amazing. Pamela pointed out to the Board Members that Julie compiled a lot of Thank You notes and they were attached to her report in the Board Packet.

We have been invited by the Commissioners to attend their official meeting taking place next Tuesday to present an update of our agency. Kamarr and Madeline will be accompanying Pamela. Pamela said we are really grateful and excited about the invitation.

The Memorial Day Service that we held on the Friday before Memorial Day to recognize the 13 lives lost in our system due to COVID was very meaningful. It's saved as a video on our website. There were about 130 attendees. This is something we are going to continue going forward for the lives that are lost each year in our system as a way of recognition, to show their picture and to talk about them. Pamela said it was very moving and she thanked Janice for all her hard work in preparing that presentation.

Pamela thanked Dr. Kidd for being willing to collaborate with ADAMHS while they are down an Executive. They asked to use Dr. Kidd for 5 to 10 hours a week while they work to fill that position. Pamela thanked ADAMHS for reaching out with this great idea towards collaboration and thanked Dr. Kidd for being able to add these duties to what he is already doing for us to help meet that need.

House Bill 110 was approved by the Ohio Senate and for two years there will be a 2% increase for our providers, by the state, and we are very excited about that. Another provision in that House Bill is that, as of right now, Boards will not be able to meet remotely starting July 1. Pamela is going to reach out to OACB to see if they have heard anything as to that being extended. We don't have an official Board Meeting in July but we do have a Work Session. Pamela said we will be working on this and will keep the Board posted.

Pamela said that Jill shared in the HR Committee Meeting that our staff are 78% vaccinated which is fantastic. The staff responded well to our plan going forward that all staff providing direct services will either be vaccinated or tested for COVID and, while providing direct services, they will be required to wear a mask. This plan is more conservative than some county boards of DD but we feel good about it and Pamela said she appreciates the Board reviewing that plan and providing their support.

Following Pamela's report in the Board Packet, there's the COVID-19 Update from Bill Angel. Pamela said everything has really slowed down but we did have one positive in the past month.

Our Annual IT Update was also included in the Board Packet and Pamela thanked Rachel and the IT Team for keeping us running during this crazy year. She said IT has gone way beyond anything that we might anticipate and Pamela said she really appreciates Rachel's leadership. Rachel thanked Pamela.

Ms. Iseli asked if there were any questions for Pamela, Bill, or Rachel on those reports. There were no questions.

Ms. Iseli said she was overwhelmed with the page after page after page of thank you notes to the Board. She said they were obviously very sincere and genuine and it was very touching to read those. Ms. Iseli thanked Julie for compiling them, stating it was good to see the whole impact.

Ms. Iseli also said to Bill Angel that she was struck by how well the people we serve are faring given the circumstances. Of course any loss is always tragic but given the circumstances, everyone has handled everything so well.

Ms. Iseli thanked Mitch for working with the providers in making sure they had all the tools they needed. The results of Bill's report is a reflection, undoubtedly, of the work Mitch and Kamarr did with the provider community. Bill, Mitch, and Kamarr thanked Ms. Iseli.

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 commented on this report as part of her report above.

C. IT Annual Update
This report, submitted by Director of IT, Rachel Mallory, was included in the Board Packet. Pamela commented on this report as part of her report above.

V. COMMITTEE REPORTS

A. Ethics Committee – Jim Zahora, Chairperson

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

B. Finance Committee – Richard Schultze, Chairperson

In response to Mr. Schultze inviting Andrew to comment on this, Andrew said it's the standard renewal for us to contract for a two year period with Wright State University's Dr. Gainer for our Mental Health program.

Mr. Schultze had some technical issues and was unable to continue leading on the Finance items. Ms. Iseli took his place until he was able to return.

1. Approval of Wright State University Physician Contract

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services provides the Superintendent or designee the authority to enter into a contract with Wright State Physicians for the psychiatry services of Dr. Danielle Gainer at a rate not to exceed \$48,956.40 for the period from 7/1/21 to 6/30/22 and for the period from 7/1/22 to 6/30/23. Ms. Peasant seconded the motion. The motion passed with six in favor.

2. Renewal of Board Vehicle, Liability, Cyber, Violence, and Pollution Insurance
Pamela said this is a standard renewal of our insurance. It's what we have had in place for several years and it includes a small decrease in cost.

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services authorize the Superintendent to enter into a contract with the Ohio School Plan for Vehicle, Liability, Cyber, Violence, and Pollution Insurance for the period of time from July 1, 2021 through June 30, 2022 at an amount not to exceed \$78,306.00. Dr. Fortson seconded the motion. The motion passed with six in favor.

3. 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.

4. Review of Program Vouchers for May, 2021
These Program Vouchers were provided in the Board packet and included expenditures that are over \$1,000.00. No action was required.

5. Approval of June Resolutions Calendar
Ms. Iseli asked if there were any questions or comments. Andrew said these are our typical quarterly expenses.

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the June Resolutions Calendar for item(s) 061521-10 to 061521-13. Mr. Zahora seconded the motion. The motion passed with six in favor.

6. Financial Reports
The Financial Reports for May, 2021 were in the Board packet.
Ms. Iseli asked Mr. Schultze's monthly question "how are we doing financially?"
Andrew said we are doing well. We are 41.7% of the way through the year. Our

revenues are at 57.8% which is phenomenal, and our expenses are under budget at 39.7%. Andrew said we are doing really well for this time of year adding that our Fund Balances are 25.7% or 53% of our overall expense budget so we continue to do great.

C. Human Resources Committee – Madeline Iseli, Chairperson

*1. Creation of full time Administrative Professional I position and elimination of Word Processing Specialist position

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services authorize the creation of one full-time Administrative Professional I position in order to better support the administrative support needs of the Residential and Family Support Services Department. The Board will delete the above identified vacant Word Processing Specialist position. Ms. Quarles-Burnley seconded the motion. The motion passed with six in favor.

*2. Creation of two full time Early Childhood Support Specialists positions and elimination of two Intake and Transition Specialists positions
Ms. Iseli said this will give Early Intervention a little flexibility in a broader staffing model.

At this point Mr. Schultze was able to return to the meeting.

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services authorize the creation of two full-time Early Childhood Support Specialist positions to meet the needs of the Early Intervention Services Program. The Board will delete the two vacant Intake and Transition Specialist positions currently on the Table of Organization. Ms. Quarles-Burnley seconded the motion. The motion carried unanimously.

*3. Expiration of Voluntary FFCRA & Addition of COVID-19 Special Vacation

In response to Ms. Iseli inviting Jill to comment on this, Jill said, in a nutshell, all of the federal Acts have ended. She said we did elect to continue the FFCRA for a little while and now there's a replacement voluntary Act. After reviewing everything that our legal put out, it seems to make sense that we still want to provide some support to our staff because this is not over. This will provide just a little bucket of leave to get staff through the rest of the year without a lot of strings, regulations, or stipulations attached. This will support staff and provides some flexibility through the end of the year.

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the addition of forty (40) hours of COVID-19 Special Vacation to each employee's current balance, not to exceed a total of ninety-six (96) hours. All remaining balances of Special Vacation will be removed at the conclusion of the year. No employee shall be entitled to cash out this leave. Proper notice of this authorization shall be provided to the Montgomery County Commissioners per the Ohio Revised Code 325.19. Ms. Quarles-Burnley seconded the motion. The motion carried unanimously.

***4. Staff Incentive Plan – COVID-19 Vaccination Effort – Extension**

Ms. Iseli said this item provides an extension of two months to the incentive that's offered to employees to encourage vaccinations.

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services extend the COVID-19 Vaccination Incentive Plan through August 31, 2021 and authorize the Superintendent to take all actions necessary to implement the Plan. Ms. Peasant seconded the motion. The motion carried unanimously.

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.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 (Rewritten and Renamed); **IX.12** Enrollment in and Development of Community Employment; **IX.16** Employment First. 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: **II.06** Correction of Minutes; **IX.30** Habilitation/Vocational/Community Employment Services with MCBDDS.

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

Motion: Ms. Quarles-Burnley moved that the Montgomery County Board of DD Services approve policy VII.83 COVID-19 Workforce Safety Plan. Ms. Peasant 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

Ms. Iseli said she appreciated these links.

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

Updates sent to staff were included in the packet

VIII. OTHER BUSINESS

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

Ms. Iseli asked Pamela to confirm that there are a couple of upcoming Strategic Planning Work Sessions. Pamela said we have a Fiscal Training like we did last year, scheduled for next Tuesday, June 22. She said our Leadership Team will be getting together mid-July to do some planning, and then on Tuesday, July 20 there will be a Housing Overview. Towards the end of July we will be getting together for another Strategic Session. Lots of Strategic meetings to come together to do some collaboration and larger planning.

Pamela asked Julie to resend the Zoom invitations for those two Work Sessions to the Board.

Ms. Iseli asked if the Housing Work Session will be about the transition. Pamela said to a degree but a lot of it will be to explain what we do with housing. It will be about the non-profit and Carri will be joining us and helping to lead that. It will be an overview of housing, why we do housing, and our plans in moving towards those HUD vouchers, and other things, so that everybody can have a really good overview of our strategy around housing.

Ms. Quarles-Burnley asked if the Board was expected to attend those sessions. Pamela said yes if they would like to. The sessions will provide CEU's towards the Board Members annual CEU requirement. Pamela said we can record the sessions so that if somebody cannot attend they can watch it later and still get the CEU's.

IX. VISITORS' TIME

Pamela introduced Jennifer Corcoran and said that Jennifer is the parent that led the effort with the state for years in trying to get the adult changing tables through legislation, and now she is working with the International Code Council and has us involved in working on that.

Jennifer is helping us with some research right now through a contract; looking at opportunities for those we serve and their families to start businesses in our county.

Jennifer thanked Pamela and said hello to everybody. She said she appreciates the opportunity to attend the meeting to hear what's happening. Jennifer said her son is almost 21 and they have been involved with our Board for quite some time but not quite as much as in the most recent years. Jennifer said she appreciates us welcoming her.

Ms. Iseli thanked Jennifer for her advocacy on behalf of her son and all adults who benefit from the kinds of supports that Jennifer is seeking. Ms. Iseli also thanked Jennifer for engaging our staff in helping her in her very, very important work.

Jennifer responded that it's her pleasure and her favorite thing to do.

Ms. Iseli jokingly said that our staff were not nervous at all presenting at an international advocacy meeting and thanked Jennifer for getting them out of their comfort zone. Jennifer said they did so well and made such an impact in such a short period of time. She said it's rippling and they are gaining more and more people which is what they like to see.

Pamela said Jennifer is changing the world for the better and she appreciates the opportunity that she gave us to be involved with her. It's amazing how much Jennifer has organized and how far she has gotten this project along.

Ms. Iseli told Jennifer she is welcome to join us any time.

Ms. Iseli said we look forward to seeing Rick at the Fiscal Planning Work Session in a week.

X. ADJOURNMENT

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

Time: 7:40 p.m.



Board Officer

Approved by Board Secretary via e-mail 6/23/21

Board Officer

August 17, 2021
Date

**The next meeting of the Montgomery County Board of DDS
will be held on TUESDAY, August 17, 2021 at 7:00 P.M.
THERE IS NO BOARD MEETING IN JULY**

Board Secretary/jn
Reviewed and approved by Superintendent
Date approved by Board Secretary: June 23, 2021