

MINUTES OF THE  
MONTGOMERY COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES SERVICES  
October 19, 2021  
Northview Center

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

Board Secretary, Naima Quarles-Burnley, called the October 19, 2021 meeting of the Montgomery County Board of Developmental Disabilities Services to order at 7:06 p.m.

Ms. Joanna White was appointed to our Board on September 28 and was scheduled to be sworn in at this meeting but was unable to attend. Ms. White will be sworn in at the December meeting.

Members Present: Secretary, Naima Quarles-Burnley; Dr. Stephen Fortson; Richard Schultze; Dr. Susan Komorowski; Janet Peasant; Superintendent, Dr. Pamela Combs.

Members Absent: President Madeline Iseli; Joanna White  
Ms. Iseli and Ms. White notified the Superintendent of their absence prior to the meeting.

Ms. Quarles-Burnley opened the meeting by reading the Board's Vision and Mission.

~ **Moment of Silence**

Ms. Quarles-Burnley 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 – Ms. Joanna White  
This item was moved to December.

**III. REVIEW AND APPROVAL OF MINUTES**

The Board reviewed the September minutes and took action as follows:

**Motion: Ms. Quarles-Burnley moved that the Montgomery County Board of DD Services approve the minutes of the September 21, 2021 Board Meeting. Dr. Fortson seconded the motion. Mr. Schultze abstained. The motion passed with four in favor.**

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

##### **A. Update by Superintendent**

This update was included in the Board Packet.

Pamela said we are still in the midst of budget season and we presented successfully our 2022 budget to the Office of Management and Budget (OMB). Pamela thanked our team who accompanied her virtually to present our budget. We have the full support of our Human Services Levy Council and OMB. The 2022 budget has just over an eight million dollar (\$8m) increase in spending and so we are very excited that we have the full support of everyone involved at the county level knowing that we are increasing our services and needs. As we predicted a couple of years ago, this is the increase we knew was coming. We are very appreciative of the entire system for making this possible for those we serve.

Review of our Annual and Strategic Plans will take place via Public Hearing on November 4. The previous Public Hearing held in October was not successfully posted on our website and we need to do it again to meet guidelines. The new Public Hearing and draft document is currently posted on our website to provide for public feedback up to the end of the Hearing on November 4.

The workforce crisis is still an issue in Montgomery County. Ohio Provider Resource Association (OPRA) and Ohio Association of County Boards (OACB) recently conducted meetings around the county. They are very pleased with our response and we have been asked to lead a session at the OACB Winter Conference. A lot of the plans we have come up with for ourselves and the region are now becoming the state models for how to pull out of the staffing crisis. We are very excited and pleased that we have been a part of helping the system throughout Ohio; coming up with plans to find more staff and to get the resources in place.

We are planning a booster clinic to take place on November 19 which will be open to those we serve who will qualify for the Pfizer booster and their caregiver or whoever brings them can also get vaccinated at that time if they qualify. 81% of our staff are vaccinated.

Trunk or Treat went great. We had over 750 participants. Thanks to all who came. It was very exciting to see the enthusiasm and energy around that.

##### **B. Recognition of Oakwood Public Safety Officer**

A letter (included in Board Packet) was recently sent to the Chief of Public Safety about the Officer who assisted us during an incident earlier this year.

In response to Dr. Komorowski asking asking how things ended up regarding the incident, Pamela shared that there was only so much we could share in the public

setting but that our MUI team conducted an investigation and everything has been resolved.

Ms. Peasant suggested we send a letter of recognition to Ziks Pharmacy and the churches for their support during the vaccination clinics. Pamela agreed that's a very good idea.

C. Approval to designate Superintendent as MCBDDS' delegate for County Boards Winter Conference Delegate Assembly.

In response to Dr. Fortson asking for clarification, Pamela explained the process in a little more detail.

**Motion:** Ms. Quarles-Burnley moved that the Montgomery County Board of DD Services appoint the Superintendent to serve as its delegate at the Ohio Association of County Boards' Delegate Assembly in December, 2021, and that she be authorized to support and/or make whatever decisions seem appropriate should any proposals come before the Assembly. Ms. Peasant seconded the motion. The motion carried unanimously.

D. Thank you note(s)

These were included in the Board Packet and Pamela highlighted the one we received from Advocacy & Protective Services, Inc. (APSI).

**Interjection:** Before continuing on with the meeting, Ms. Quarles-Burnley wanted to acknowledge that Magistrate Gurry was in attendance. She welcomed him to the meeting and invited him to share an introduction. Magistrate Gurry handles Montgomery County's mental illness docket and some guardianships at the Probate Court. He previously asked us via e-mail if MCBDDS has a role in relation to the competency restoration process with criminal courts and the probate court. Our Psychologist Dr. Kidd responded to him and Dr. Kidd was in attendance at the meeting should the Magistrate have any questions. Magistrate Gurry said he is focusing on mental health and has been meeting with ADAMHS and other organizations. Ms. Quarles-Burnley thanked Magistrate Gurry for his presence and support of the Board.

## **V. COMMITTEE REPORTS**

### **A. Ethics Committee –**

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

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

1. Annual Availability of Funds

Mr. Schultze stated that this is a monumental commitment to the people we serve for their whole lives. Pamela added that once we grant a waiver to an individual served, we are granting it for their entire life. Whether they move to another county or not, we still pay that waiver match. It takes a lot of planning and financial foresight as we grant waivers; to realize it is for someone's lifetime.

**Motion: Mr. Schultze moved that the Montgomery County Board of DD Services hereby resolve that the Montgomery County Board of DD Services has adopted a budget for 2022 that includes the full amount necessary to meet its obligations under ORC 5126.05.07. The amount available to pay the non-federal share is \$18,562,000.00 which is in excess of the value of ½ mill of taxes generated within Montgomery County. Dr. Fortson seconded the motion. The motion carried unanimously.**

2. Review of Program Vouchers for September, 2021  
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 October Resolutions Calendar

**Motion: Mr. Schultze moved that the Montgomery County Board of DD Services approve the October Resolutions Calendar for item(s) 101921-18. Dr. Komorowski seconded the motion. The motion carried unanimously.**

4. Financial Reports

The Financial Reports for September, 2021 were in the Board packet. In response to Mr. Schultze asking Becky in Andrew's absence "how are we doing financially?" Becky said we are 75% through the year and revenues collected are ahead of the budget at 94%. Expenses are currently at 74% which is slightly under budget until we pay the fourth quarter waiver match this month. The overall fund balance is at about twenty five million (\$25m) or 51.8% of the expense budget, which is a good place for us to be. We are still doing great fiscally in 2021 and expect to finish strong.

The following item was added after the packet went out:

5. Approval of MCBDDS memo to INHC

This letter was signed by DDS Board President and included in the Board Packet. Pamela explained that the memo is to extend our contract with INHC month by month if we are not able to complete the transition of INHC becoming a private entity by the end of this year. Action took place as follows:

**Motion: Mr. Schultze moved that the Montgomery County Board of DD Services approve the memo dated October 19, 2021 from MCBDDS to Inclusive Neighborhoods Housing Corporation informing them that the proposed contract for housing services originally anticipated to be effective January 1, 2022 is still under review at this time and will not be approved the Board of Directors in its current form. Dr. Komorowski seconded the motion. The motion carried unanimously.**

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

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

Ms. Quarles-Burnley explained the monetary incentives (lump sum payments) previously approved will end as planned December 31, 2021. This new action extends paid leave benefits for staff receiving an initial vaccine and adds eligibility for the same leave benefit for staff receiving a booster vaccine through August 2022. The paid leave benefit allows staff to receive an initial or booster vaccine on paid work time as well as provides time off for those who experience side effects the day of or the day after being vaccinated.

**Motion: Ms. Quarles-Burnley moved that the Montgomery County Board of DD Services approve the revisions noted above and authorize the Superintendent to take all actions necessary to implement the Plan. Dr. Fortson seconded the motion. The motion carried unanimously.**

2. Approval of Departmental Restructure – Classification Changes

Pamela explained that this action will allow us to put our mental health and behavior support services into one department under the direction of Dr. Scott Kidd. Pamela said she is uncertain why they haven't always been together and with Dr. Kidd's degree and training, it makes sense for him to oversee the department. Also, with the work Dr. Kidd is doing right now with ADAMHS, this is a time of reaching out and working with other agencies. Dr. Kidd thanked the Board and Pamela for the opportunity.

Ms. Quarles-Burnley said the Board is confident Dr. Kidd will do well and she thanked him for his dedication.

**Motion: Ms. Quarles-Burnley moved that the Montgomery County Board of DD Services adopt the recommended organizational changes as detailed above. Dr. Fortson seconded the motion. The motion carried unanimously.**

3. Executive Session – This took place at the end of the meeting

The following item was added after the packet went out:

#### 4. Pay Band Placement Change & Position Title Change

Pamela explained that about a month ago we received additional information around similar positions within the state of Ohio for housing in the DD system and, in reviewing that information, Pamela and HR Director Jill, felt that the Manager of Inclusive Neighborhoods Housing Corporation (INHC) needed to be moved to a higher pay band; to correlate with the other positions within the state.

Ms. Peasant asked if it causes any issues when compensation changes cross fiscal years. She clarified by saying this one goes back into the previous fiscal year due to being retroactive. Pamela said we typically provide retro pay back to when the last salary review was done and it's approved by the county.

**Motion: Ms. Quarles-Burnley moved that the Montgomery County Board of DD Services adopt the recommended changes. Dr. Fortson seconded the motion. The motion carried unanimously.**

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

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

Dr. Fortson gave a first reading of the following policies, No action was required:

IV.15	Title XX
VII.113	Staff eligible for compensation increases
VII.19	Position Descriptions
VII.502	Freedom from Substance Use/Abuse
VII.84	Telework - new title

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

Dr. Fortson gave a second reading of the following policies:

VII.01	Board Personnel Policies
VII.132	Non-Scheduled Days

**Motion: Dr. Fortson moved that the Montgomery County Board of DD Services approve the policies listed above. 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**

- 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

Ms. Quarles-Burnley wanted to make note of the outstanding job Janice Rice does on a regular basis and she said she is thankful that she was able to be part of one of our local news stories. Janice has developed a relationship with one of the local reporters and MCBDDS is highlighted monthly in the news; different issues related to developmental disabilities.

Ms. Quarles-Burnley and her son had a chance to be interviewed to talk about the importance of inclusion of individuals with developmental disabilities in schools. Instead of siloing people with developmental disabilities, they can be integrated with support.

Ms. Quarles-Burnley stated that some of the others who were in attendance at the meeting may get called upon and she hopes they will say yes because it's an extraordinary opportunity to highlight the work of the Board and some of the challenges our loved ones have.

## **VIII. OTHER BUSINESS**

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

## **IX. VISITORS' TIME**

Magistrate Gurry was in attendance and he introduced himself at the end of the Superintendents Reports closer to the beginning of the meeting

### **V.C.3 Executive Session**

**Motion:** Ms. Quarles-Burnley 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 employment/dismissal of public employees. Mr. Schultze seconded the

**motion. A roll call vote was taken: Mr. Schultze, yea; Dr. Fortson, yea; Ms. Quarles-Burnley, yea; Ms. Peasant, yea; Dr. Komorowski, yea. The motion carried unanimously.**

**Executive Session began: 7:50 p.m.  
Executive Session ended: 8:29 p.m.**

**No action was taken after Executive Session.**

**X. ADJOURNMENT**

There being no further business to present to the Board, the meeting was adjourned.  
**Time: 8:30 p.m.**



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Board Officer

December 14, 2021

Date

**The next meeting of the Montgomery County Board of DDS  
will be held on TUESDAY, December 14, 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: November 2, 2021