

MINUTES OF THE
MONTGOMERY COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES SERVICES
December 14, 2021
Northview Center

I. CALL TO ORDER/BOARD MEMBER ATTENDANCE

Board President, Madeline Iseli, called the December 14, 2021 meeting of the Montgomery County Board of Developmental Disabilities Services to order at 7:02 p.m.

Members Present: President, Madeline Iseli; Dr. Stephen Fortson; Richard Schultze; Dr. Susan Komorowski; Janet Peasant; Joanna White

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

A. Oath of Office – Ms. Joanna White

Ms. Iseli welcomed new Board Member Ms. Joanna White stating that Ms. White will be invited to share highlights of her background after being sworn in as below.

Executive Assistant and Notary Julie Nelson administered the Oath of Office to Ms. Joanna White. Ms. White was appointed by County Commission to service a first term beginning September 28, 2021, and ending December 31, 2025.

Ms. Joanna White shared highlights of her background and Director of Communications Janice Rice will be sharing a News Release soon about Joanna's appointment and background.

III. REVIEW AND APPROVAL OF MINUTES

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

Motion: Ms. Iseli moved that the Montgomery County Board of

DD Services approve the minutes of the October 19, 2021 Board Meeting. Dr. Fortson seconded the motion. The motion carried unanimously.

IV. SUPERINTENDENT'S REPORTS

A. Update by Superintendent

Assistant Superintendent Kamarr Gage provided the Superintendent's update in her absence (Pamela was able to view and listen to the meeting remotely). Below are highlights of the items Kamarr went over and more details were included in Pamela's written version included in the Board Packet.

- Our virtual 12 Days of Self-Advocacy event started December 2.
- The Early Intervention team will be hosting a Virtual Book Reading and Cookie Baking with Santa Claus (aka our very talented Board Member, Richard).
- In November we celebrated the Erin Ritchey Memorial Award Event and the DD Hall of Fame.
- Also in November, we recognized our Staff Award Winners through our 2nd Annual Staff Recognition Awards Virtual Event.
- The start of November saw the end of our Director of Clinical and Behavior Support Services, Dr. Scott Kidd's weekly collaborative work with ADAMHS as they worked to fill some executive positions within their board.
- County Administrator, Michael Colbert along with OMB accepted our 2022 budget.
- Dr. Combs was honored to present at the OACB Winter Conference regarding the impact of the workforce crisis in Montgomery County.
- As a pandemic update: we are now at 84% of our MCBDDS staff vaccinated.

B. Approval of Annual Report, Annual Plan, and Strategic Plan

Announcement was made after First Reading that this document was available to the public on the Board's website, providing opportunity for review and feedback up to the end of a Public Hearing which was held on November 4, 2021. Feedback was received from several Board Members and those changes were made accordingly.

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the 2021 Annual Report, 2022 Annual Plan, and 2022-2025 Strategic Plan, as presented. Dr. Fortson seconded the motion. The motion carried unanimously.

The following items were included in the Board Packet for the Board Members to review at their leisure:

C. Annual Report from Brighter Tomorrow Foundation

D. Dayton Daily News article about a nonprofit helping an individual build a new life in Ohio

E. Thank you note(s) received for passing the levy

F. Draft Thank you letters to be sent to Ziks Pharmacy, and Mt. Enon and St. Benedict Churches for their help with our COVID vaccination clinics

V. COMMITTEE REPORTS

A. Ethics Committee –

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

B. Finance Committee – Richard Schultze, Chairperson

1. Approval of 2022 SWOCOG Contract

Director of Business and Operations, Andrew Kinder, provided a summary of the services provided by SWOCOG.

Motion: Mr. Schultze moved that the Montgomery County Board of DD Services enter into a contract with the Southwestern Ohio Council of Governments (SWOCOG) authorizing the provision of services up to \$1,973,376.00 and authorizing the Superintendent to take the necessary action to execute the contract. Dr. Komorowski seconded the motion. The motion carried unanimously.

2. Approval of MVIO/INHC Contract

Director of Business and Operations, Andrew Kinder, provided a review of the process that has taken place regarding the privatization of MVIO/INHC, and the process to come to a mutual agreement regarding this contract.

Motion: Mr. Schultze moved that the Montgomery County Board of DD Services authorize the Superintendent to enter into the Master Contract with Miami Valley In-Ovations/Inclusive Neighborhoods Housing Corporation for the period January 1, 2022 through December 31, 2024. Ms. Peasant seconded the motion. The motion carried unanimously.

3. Approval of 2022 Residential Contracts above Superintendent's limit

Andrew said this is an item that comes before the Board every year and its approval prevents us from coming to the Board every time we need to pay standard residential costs for the individuals we serve.

Motion: Mr. Schultze moved that the Montgomery County Board of DD Services approve above contracts numbered 1 – 6 and authorizes the Superintendent to enter into these contracts within residential local budget appropriations. Dr. Fortson seconded the motion. The motion carried unanimously.

4. Authorization to Exceed \$50,000 Limit in Specified Areas for 2022

Andrew explained that these are our operating expenses and approval of this item prevents us from coming to the Board every time we need to pay utility bills and as such.

Motion: Mr. Schultze moved that the Montgomery County Board of DD Services authorize the Superintendent to approve the aforementioned expenses for 2022 in accordance with Board Policy. Dr. Komorowski seconded the motion. The motion carried unanimously.

5. 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.

6. Review of Program Vouchers for October and November, 2021

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

7. Approval of December Resolutions Calendar

Motion: Dr. Komorowski moved that the Montgomery County Board of DD Services approve the December Resolutions Calendar for item(s) 121421-19 to 121421-22. Ms. Peasant seconded the motion. Mr. Schultze abstained. The motion carried with five in favor.

8. Financial Reports

The Financial Reports for October and November, 2021 were in the Board packet. In response to Mr. Schultze asking Andrew "how are we doing financially?" Andrew said we are 92% of the way through the year and our expenditures are at 92% as well so we are right in line there. We are at 104% of collections for revenue. The reason this amount is over 100% is because we collected our cost report settlement that we did not budget for this year. Our Fund Balance is at \$20 million which is 42.3% of our overall budget and we expect to end the year very well.

C. Human Resources Committee – Madeline Iseli, Chairperson

1. Approval of COVID-19 Special Vacation – Extension
Director of Human Resources, Jill Moore provided an overview of this item.

Motion: Ms. Iseli moved that the Montgomery County Board of DD

Services approve the availability of COVID-19 Special Vacation through the calendar year 2022. Dr. Fortson seconded the motion. The motion carried unanimously.

2. Approval to create one SSA Supervisor position and four SSA positions
Assistant Superintendent Kamarr Gage provided an overview of this item.

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services authorize the creation of one (1) full-time SSA Supervisor position and four (4) full-time SSA positions for the Department of Residential and Family Services for the purpose of enhancing infrastructure to support planned waiver and community case management growth. Dr. Fortson seconded the motion. The motion carried unanimously.

3. Approval of 2022 Staff Compensation and Annual Leave Conversion
Ms. Iseli shared that she heard in a recent report about a survey that had been done with corporate America asking “where do you think wage increases are going within the context of this really tight labor market?” and interestingly the average was about the same as we are proposing. Ms. Iseli also mentioned the incredible stability of our staffing. We have had very low turnover which is remarkable in this moment in history and economy and says a lot for the functionality of our organization.

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. Dr. Komorowski seconded the motion. The motion carried unanimously.

Ms. Iseli shared that she previously asked Director of Human Resources, Jill Moore “to what do you attribute the stability of the staff?” and one of Jill’s responses was that the staff feel supported by our Board. Ms. Iseli thanked the Board.

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

1. First Reading of Selected Policies and Procedures

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

VII.24	Staff Ethics
IX.01	Confidentiality of Information concerning persons served
IX.21	Early Intervention Services

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

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

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

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 and news coverage

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

VIII. OTHER BUSINESS

A. Approval of 2022 Slate of Officers

Motion: Ms. Peasant moved that the Montgomery County Board of DD Services adopt the Slate of Officers for calendar year 2022 as proposed: President, Madeline Iseli; Vice President, Naima Quarles-Burnley;

**Secretary, Richard Schultze. Dr. Komorowski seconded the motion.
The motion carried unanimously.**

IX. VISITORS' TIME

Parent and Advocate, Ralonda Holt, joined the meeting to listen in remotely. Unfortunately we had technical issues regarding sound and she was unable to hear it. We were able to resolve the problem but Ms. Holt had already left the meeting.

X. ADJOURNMENT

There being no further business to present to the Board, the meeting was adjourned.
Time: 7:52 p.m.



Board Officer

January 18, 2022

Date

**The next meeting of the Montgomery County Board of DDS
will be held on TUESDAY, January 18 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: January 7, 2022