

MINUTES OF THE  
MONTGOMERY COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES SERVICES  
May 17, 2022  
Via Remote Technology

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

Board President, Madeline Iseli, called the May 17, 2022 meeting of the Montgomery County Board of Developmental Disabilities Services to order at 7:02 p.m.

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

Members Absent: Joanna White. Ms. White 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. Proclamation for former MCBDDS Superintendent Nancy Banks for completion of leading the Community Connections Career Partnership-Ohio (C3PO) Program.

Nancy was invited to talk about the Liberty High/Youth-build Class where high school students are taught about people with developmental disabilities, and given the opportunity to become a certified Direct Support Professional (DSP). She provided an overview, sharing that she has been leading the C3PO program for the last three years and, as a result, 15 students have become certified as DSPs. Nancy said it has been very successful and a great collaboration. She commended the Board for being willing to do it.

Mitch explained that the partnership for the C3PO program is with Oakmont Educational Services, a large charter school provider, and it's a combination of classroom instruction and working at provider locations so the students can learn hands-on what it's like to work with people with developmental disabilities.

The students are at-risk youth; they are at risk of not graduating high school. Attending this class teaches them how to become a DSP and it gives them credits towards their graduation.

Nancy's position was part-time and Oakmont is now committing to making it a full-time position to increase the number of students going through. Nancy will be helping with the transition and Oakmont plan on expanding the program to more schools across Ohio.

Pamela said it's a paid internship and Nancy added that the students are paid through the Workforce Innovation and Opportunity Act (WIOA). There are about eight providers in the county that are partnering with Liberty High and students are placed at day program sites working with people with developmental disabilities.

Nancy said it has been a really positive experience for the providers, the people with developmental disabilities receiving the services, and for the students. This year the students have job-placement coaches working alongside them to help them become employed when they graduate.

In answer to Mr. Schultze' question, Nancy provided the definition of an at-risk student. Mr. Schultze congratulated Nancy on what she is doing.

Dr. Komorowski said this sounds like a great program and she knows Sinclair models some of their programs on what's needed in the community. She asked Ms. Iseli if Sinclair offer something where post high-school students could be educated in special needs and then funneled into some of the areas where they are needed. Ms. Iseli said there isn't a DSP certification but Sinclair has a relationship with Apprentice Ohio and this is something that could be set up as an apprenticeship, similar to internship but with a more professional development plan.

Ms. Iseli read a Proclamation prepared for Nancy and an original certificate of the Proclamation, signed by our Board President and Superintendent, will be mailed to Nancy.

### **III. REVIEW AND APPROVAL OF MINUTES**

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

**Motion: Mr. Schultze moved that the Montgomery County Board of DD Services approve the minutes of the April 19, 2022 Board Meeting. Dr. Fortson seconded the motion. The motion carried unanimously.**

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

A. Update by Superintendent

Pamela talked briefly about the following items that were included in her written report provided in the packet:

- The Director's visit on May 4 was a great visit. The Director met with parents, providers, stakeholders, and staff. Everything was very meaningful and worthy of the time. The staff really enjoyed getting together and seeing the Director and each other.
- Other than a case or two, our COVID numbers are still plateaued but nothing to stop us from doing some summer activities while still being mindful of doing them in a safe way.
- We have a virtual Memorial Day Service planned to take place on Thursday, May 26 at 1 p.m. and the Board Members will be invited. It will be to recognize all lives lost of those we serve during the past year.
- Pamela welcomed John Brown, our new Director of IT. John has been with the Board for over 20 years and we are very excited to have him in this role.
- We will soon have an open Board position. The appointing authority has agreed to interview people with developmental disabilities. So far we know of two who have applied. This will be a first in the Montgomery County system at looking at filling a Board seat with somebody served by the Board. We are very excited about it and what it will mean for our system. About 15 counties across Ohio have had someone on their Board who has been served by the Board.

The following items B. through G. were included in the Board packet for the Board Members to review at their leisure:

B. 2021 Administration Resolution of Complaints Report

C. Kudos to SSA Patty Watkins

D. Destiny made her passion a reality – Opportunities for Ohioans with Disabilities (OOD) article

E. Thank you note(s)

F. Congratulations to Dr. Combs – named Remarkable Woman of Dayton

G. Montgomery County water bill includes ad for DSPs

## **V. COMMITTEE REPORTS**

### **A. Ethics Committee – Janet Peasant, Chairperson**

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

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

1. 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. Mr. Schultze asked if there were any questions and there were none.

2. Review of Program Vouchers for April 2022

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

3. Approval of May Resolutions Calendar

Mr. Schultze noticed there were a lot more people doing training than usual on this month's travel voucher and he asked Pamela if she wanted to add anything about that. Pamela said there is training to be had and the upcoming OACB conference is included for a lot of staff.

Ms. Iseli said she noticed staff are taking full advantage of the OACB training and that's great.

Ms. Peasant said she was glad to see staff attending the trainings. She was thinking training was thinly attended and attributed it to COVID and she is glad to see it picking up.

Pamela added that we have been doing a lot of training via zoom, and we have also been leading a lot of training so it's exciting to get to go to training now they are being offered again in-person.

**Motion: Mr. Schultze moved that the Montgomery County Board of DD Services approve the May Resolutions Calendar for item(s) 051722-07. Dr. Fortson seconded the motion. The motion carried unanimously.**

4. Financial Reports

The Financial Reports for April 2022 were in the Board packet.

In answer to Mr. Schultze asking "how are we doing financially?" Director of Business and Operations, Andrew Kinder said we are doing very well. We are 33% of the way through the year and our revenues are right in line with that. Our expenses are exceeding a little bit due to our last quarterly waiver match payment which elevates our expenses, but it will even out throughout the year. Our fund balance is at \$15.3 million which is 27% of our overall expense budget. We are right where we expected to be and we are doing well.

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

1. Approval of Superintendent’s Performance Evaluation, Contract, Compensation  
This item was discussed in Executive Session at the end of the meeting. Action took place after Executive Session.

2. Executive Session

This took take place at the end of the meeting. Action took place after Executive Session.

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

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

Policy IV.13 Ethics Committee was held for further review.

Ms. Quarles-Burnley gave a first reading of the following policies, No action was required:

VII .04	Appointment by Superintendent
VII .065	Notification of Criminal Charges
VII .07	Probationary Period for New Staff and Promoted Classified Staff
VII .09	Personnel Records
VII .49	Layoff of Classified and Unclassified Employees
VII.61	<del>Outside Employment</del> <b>New Title:</b> Conflict of Interest (Outside Employment and other non-Board related activities)

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

Ms. Quarles-Burnley gave a second reading of the following policies:

III.01	Superintendent
VII.53	Reference Checks and Employment Verifications
VII.72	Delivery of Notices
IX.111	Administrative Resolution of Complaints

**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**

The contents of Policy VII.45 Conflict of Interest is now included in Policy VII.61 Conflict of Interest (Outside Employment and other non-Board related activities). Since VII.61 will not be approved until June, the rescinding of Policy VII.45 will be moved to June.

## **VI. SPECIAL REPORTS**

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

B. Update for Inclusive Neighborhoods Housing Corporation (INHC)  
No report was included for May. The next report will be provided in August or September.

## **VII. ANNOUNCEMENTS**

A. A link was included in the Board packet to the Upcoming Events Calendar and Newsletters.

## **VIII. OTHER BUSINESS**

A. Farewell to Naima

Ms. Iseli expressed on behalf of the Board their tremendous heartfelt appreciation to Naima for her almost five years of service to our Board. Naima has been a terrific leader of the Board bringing a whole other dimension of caring and holistic thinking, which is absolutely informed by her parenthood and her perspective as she lives it through her son and as his mother. Ms. Iseli thanked Naima for bringing her brand of professionalism, caring, and compassion to this Board.

Naima thanked everyone for the ways in which they have embraced her son, affirmed his value, and celebrated his presence at some of our meetings when Naima sometimes had to bring him with her.

Naima said she has been so blessed to be a part of this Board and the work we do together is extraordinary, adding that she is glad we are being recognized statewide for that work. Naima shared that she has received services in three different states and, by far, Ohio has been top of the line. She said it's been exciting and refreshing to see the enthusiasm each of us bring and she believes our future is bright.

Pamela also thanked Naima so much for her service.

Naima thanked Janice for all the opportunities she provided to her and her son to be highlighted; for her son to be out there, express himself, and feel valued. Naima also expressed thanks to Janice for helping her prepare the presentation she was able to do in China. She said the opportunity to go to China, to meet people who are working with people who have special needs, and to share with them what we are

doing, was one of those peak life experiences that showed that a lot of places are decades behind where we are. “We have a lot to share” she said.

#### **IX. VISITORS’ TIME**

There were no visitors.

#### **V.C.2 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. Ms. Quarles-Burnley seconded the motion. A roll call vote was taken: Ms. Iseli, yea; Mr. Schultze, yea; Ms. Quarles-Burnley, yea; Dr. Komorowski, yea; Dr. Fortson, yea; Ms. Peasant, yea. The motion carried unanimously.

**Executive Session began: 7:47 p.m.**

**Executive Session ended: 8:06 p.m.**

**Action was taken after Executive Session as follows:**

#### **V.C.1 Approval of Superintendent’s Performance Evaluation, Contract, and Compensation**

**Motion:** Ms. Iseli moved that the Montgomery County Board of DD Services approve the proposed five year contract for Superintendent Dr. Pamela Combs beginning June 10, 2022 and ending June 9, 2027. The first year of the Contract will enact a 3% salary increase to \$181,376.00, while each of the subsequent years will entail a cost of living adjustment only.

Ms. Iseli further moved that Dr. Combs’ benefits be adjusted with “pick-up” of the employee share of contributions to the Superintendent’s Ohio Public Employee Retirement System and Health Insurance Plans retroactive to January 2022 and for the duration of the Contract. The retroactive adjustment is to be paid as a one-time lump sum payment payable to Dr. Pamela Combs, subject to usual and customary deductions.

Ms. Iseli further moved that the Montgomery County Board of DD Services accept the Performance Evaluation of Superintendent Dr. Pamela Combs which covers her third year of service June 10, 2021 through June 9, 2022.

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

Ms. Iseli expressed to Pamela how much the Board appreciates her. She said the proudest thing she has done since being on the Board was to be involved in hiring Pamela, stating that Pamela has outshined all expectations.

Ms. Iseli said Pamela has not only led with clear vision and compassion but has also created leaders of our team to lead similarly, and everyone feels engaged. The staff know they are appreciated and Pamela leads that, and therefore they provide the best services to the people in our county. Ms. Iseli said she is convinced of that and thanked Pamela so much.

Pamela thanked the Board and Leadership Team. She said she is honored and will do everything she can to do a great job. Ms. Iseli said to Pamela “You already are.”

Ms. Iseli ended by saying Pamela has done above and beyond and Dr. Komorowski said “I think you have a great vote of confidence, Pamela.”

**X. ADJOURNMENT**

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

**Time: 8:13 p.m.**



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Board Officer

June 28, 2022

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Date

**The next meeting of the Montgomery County Board of DDS  
will be held on TUESDAY, June 21 at 7:00 P.M.  
VIA REMOTE TECHNOLOGY**

Board Secretary/jn  
Reviewed and approved by Superintendent  
Date approved by Board Secretary: June 1, 2022