

MINUTES OF THE
MONTGOMERY COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES SERVICES
June 28, 2022
Via Remote Technology

I. CALL TO ORDER/BOARD MEMBER ATTENDANCE

Board President, Madeline Iseli, called the June 28, 2022 meeting of the Montgomery County Board of Developmental Disabilities Services to order at 7:01 p.m.

Members Present: President, Madeline Iseli; Dr. Stephen Fortson; Richard Schultze; 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 May minutes and took action as below. Dr. Fortson was not present for voting on the minutes. He arrived shortly after.

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the minutes of the May 17, 2022 Board Meeting. Ms. Peasant seconded the motion. The motion passed with four in favor.

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the minutes of the May 31, 2022 Special Board Meeting. Dr. Komorowski seconded the motion. The motion passed with four in favor.

IV. SUPERINTENDENT'S REPORTS

A. Update by Superintendent

This update was included in the Board Packet. Pamela talked about the following items:

- As we have employment openings, we are looking at interviewing people we serve when possible.
- As we have Board Member openings, the appointing authority is open to interviewing people we serve.
- We recently recognized our staff who have provided 20+ years of service to MCBDDS. Most were able to get together for a group photo and pizza.
- Pamela and Kamarr participated in the executive water-balloon toss which was part of the Battle of the Businesses fundraiser for Special Olympics.
- We are still working on the DSP crisis with the state, particularly on a 6.5% increase to pay providers more so they can raise DSP wages.

B. Battle of the Businesses raises over \$42,000 for Special Olympics
This Dayton 24/7 Now news article was included in the Board Packet.

C. Thank you note(s)
These were included in the Board Packet.

V. COMMITTEE REPORTS

A. Ethics Committee –

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

B. Finance Committee – Richard Schultze, Chairperson

1. Approval of Three-Year Plan

Andrew explained that this is a requirement by Ohio Revised Code. It lays out what our funds are toward our waiver growth and states we have enough money to cover that.

Mr. Schultze said he has asked Andrew to prepare vocabulary clarification of some of the words that are in the memo.

Motion: Mr. Schultze moved that the Montgomery County Board of DD Services authorize the Superintendent to maintain the three-year plan required under ORC 5126.054 and to take the necessary actions to remain in compliance.

Mr. Schultze further moved that MCBDDS has at least ½ mill of levy dollars available to meet its nonfederal share.

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

2. Renewal of Board Vehicle, Liability, Cyber, Violence, and Pollution Insurance.

Andrew provided a brief explanation stating that, for the renewal, the Cyber portion of the policy was removed and we purchased a standalone Cyber Insurance in addition to the policy that covers the other items. He said it's cheaper to file a claim under the standalone policy than what our deductible would have been if we stayed with Cyber being included in the main policy. For the renewal, all coverage, including the standalone Cyber, is provided through the Ohio School Plan and the cost in the motion covers all items, including the standalone Cyber.

Motion: Mr. Schultze 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, violence, pollution, and standalone cyber insurance for the period July 1, 2022 through June 30, 2023 at an amount not to exceed \$92,732.00. Ms. Peasant seconded the motion. The motion carried unanimously.

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

4. Review of Program Vouchers for May 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.

5. Approval of June Resolutions Calendar
Andrew explained that the Resolutions Calendar includes our first-quarter waiver-match, our fifth payment and settle-up for the previous state fiscal year, our administration fee to the department, and some travel.

Motion: Mr. Schultze moved that the Montgomery County Board of DD Services approve the June Resolutions Calendar for item(s) 062122-08 through 062122-11. Dr. Komorowski seconded the motion. The motion carried unanimously.

6. Financial Reports
The Financial Reports for May 2022 were in the Board packet. In answer to Mr. Schultze asking "how are we doing financially?" Andrew said we are 41.7% of the way through the year. Our revenue YTD for May 2022 is 36.28% which is slightly under because our first levy allocation was less than what it normally is. The allocation we receive in July will be higher and put us back to where we should be. For expenses we are at 40.7% which is a little under and right where we want to be. Our fund balance is at \$13.9m which is 24% - a little bit lower than normal until we receive the July levy allocation.

C. Human Resources Committee – Madeline Iseli, Chairperson

1. Reclassification and Pay Band Placement Change

This request is to change a current SSA position to Benefits and Work Incentives Specialist. The SSA in this position completes job duties that are more specialized and requires an advanced level of certification. The reclassification of position title will include a pay increase.

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the above recommendations and authorize the Superintendent to take all steps necessary to implement the changes. Ms. Peasant seconded the motion. The motion carried unanimously.

D. Policy Committee –

1. First Reading of Selected Policies and Procedures

Policy IV.22 was added after the packet was sent out.

Ms. Peasant gave a first reading of the following policies, No action was required.

IV.13	Ethics Committee
IV.22	MCBDDS Agency Credit Card Usage – New Policy
VIII.06	Technology First – New Policy
IX.11	Non-Discrimination and Harassment of Individuals Served

Mr. Schultze questioned the list of types in policy IX.11 Non-Discrimination and Harassment of Individuals Served. He asked “what about gender orientation?” Ms. Iseli said Jill is going to get some clarification on the list since it has changed slightly from before. The Policy Committee also want clarification on ethnicity vs national origin. Mr. Schultze also asked if they have to be citizens of the United States. Jill said she doesn’t think so but is going to follow-up on that too.

Ms. Peasant said she noticed the first sentence of the policy states “unlawful discrimination.” She said potentially the list provided is of the things that are coded in the law but we might want to have a policy that is broader to include some things that we would find objectionable; perhaps gender discrimination or citizenry. Ms. Peasant would support the addition of those things.

More discussion will take place at the next meeting once Jill has investigated.

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

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

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	Conflict of Interest (Outside Employment and other non-Board related activities)

Ms. Peasant asked if there were any questions and there were none.

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

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).

VII.45	Conflict of Interest
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Motion: Ms. Peasant moved that the Montgomery County Board of DD Services rescind policy VII.45. Dr. Komorowski seconded the motion. The motion carried unanimously.

VI. SPECIAL REPORTS

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

Ms. Iseli questioned the seven open SSA positions, asking if that's typical. Jill said it's not due to turnover and she reminded the Board that we asked them to add four SSA positions at the end of last year (as well as an SSA Supervisor) as part of creating an additional and much-needed SSA team due to waiver and case-management growth.

B. Update for Inclusive Neighborhoods Housing Corporation (INHC)
No report was included for June. 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.

Ms. Iseli thanked Janice for all the informative and cheerful items included in the link. She said the communication is so well designed.

VIII. OTHER BUSINESS

A. Approval of new Vice-President

Ms. Iseli explained that Ms. Quarles-Burnley's resignation left an Officer position vacant and Dr. Fortson agreed to take on that new role. Ms. Iseli thanked Dr. Fortson for being willing and able to take that on.

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve that Dr. Stephen Fortson fill the vacant Officer position of Vice-President effectively immediately. Dr. Komorowski seconded the motion. The motion carried unanimously.

Interjection: Pamela let the Board know that the next meeting in August will be in-person at Northview. The virtual option previously approved by the state will expire at the end of June.

IX. VISITORS' TIME

Parent and advocate Christine Wright was in attendance. She expressed how sad she is that this will be the last zoom Board Meeting. She hopes they will be back. Ms. Wright said it's nice to hear everything we are all doing. She appreciates it and thanked the Board for letting her sit in.

Pamela said we are working hard to get the Board Meetings continued virtually.

X. ADJOURNMENT

There being no further business to present to the Board, the meeting was adjourned.
Time: 7:38 p.m.



Board Officer

August 16, 2022

Date

**The next meeting of the Montgomery County Board of DDS
will be held on TUESDAY, August 16 at 7:00 P.M.
at the Northview Center, 8114 N. Main Street, Dayton, OH 45415**

Board Secretary/jn
Reviewed and approved by Superintendent
Date approved by Board Secretary: July 7, 2022