

MINUTES OF THE  
MONTGOMERY COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES SERVICES  
September 20, 2022  
Northview Center

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

Board President, Madeline Iseli, called the September 20, 2022 meeting of the Montgomery County Board of Developmental Disabilities Services to order at 7:00 p.m.

Members Present: President, Madeline Iseli; Vice-President, Dr. Stephen Fortson; Secretary, Richard Schultze; Janet Peasant; Dr. Susan Komorowski; John Serr; Elizabeth Redmon  
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**

**A. Oath of Office**

Board President Madeline Iseli invited Executive Assistant and Notary Julie Nelson to administer the Oath. After the Oath, Ms. Iseli welcomed Ms. Redmon to the Board and thanked her for being willing to serve with us, stating she very much looks forward to working with her.

Ms. Redmon was appointed by County Commission on September 13, 2022 to fill an unexpired term ending December 31, 2025.

Janice brought Team Awesome t-shirts to provide to new Board Members Mr. Serr and Ms. Redmon.

**III. REVIEW AND APPROVAL OF MINUTES**

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

**Motion: Dr. Fortson moved that the Montgomery County Board of DD Services approve the minutes of the August 16, 2022 Board Meeting. Dr. Komorowski seconded the motion. The motion carried unanimously.**

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

A. Update by Superintendent included in Board Packet. Pamela was unable to attend in person but was observing via remote technology. Kamarr talked briefly about each of the items included in Pamela's written report, as follows:

- During August, we were honored to host Assistant County Administrator Tom Kelley's retirement celebration. About 80 guests attended, including the Commissioners, our County Administrator, and our Board President. Tom is now the CEO of United Way so we will still be honored in having him serve with us in Montgomery County.
- We have several families in our county who are interested in housing options. In August, DODD attended our monthly parent meeting and provided a detailed presentation related to housing options and supports offered through the state. There were lots of questions and participation. On more than one occasion, families will pass on housing through MCBDDS as they might not prefer the location or other factors related to the available option. In the past few months, we have received two referrals from adjacent counties that are struggling to offer any placement options to their families. There are counties surrounding us that have no housing options to offer families. We have housing available but at times families will pass on what we have available – while families in other counties are asking for help. As we continue to offer training and housing resources to our families, we have wonderful housing available and ready for use in our county.
- As we move through the budget planning time of year, all is on track with securing the levy resources required to fund our programs and budget for 2023 and the years ahead. We are grateful to have the support of our Board, Levy Council, and County Leadership as we plan fiscally how to fund services. The Community Review Team and Levy Council voted to grant us the following additional funding for 2022 and 2023: the \$2.3M reinstatement of the funds held by the Levy Council on our behalf and \$5.4M to reimburse our COVID-19 costs – these two amounts will be deposited in 2022. Then in 2023, we will receive \$3M in stop gap funding. These funds more than meet our financial needs for 2022 and 2023.

#### **B. First Reading of Annual Report, Annual Plan, and Strategic Plan**

Janice provided a draft copy of this document to the Board Members and Leadership Team. The draft will be placed on our website with information on how to provide feedback up to the end of a Public Hearing taking place via remote technology on Tuesday, October 4 at 11 a.m. Feedback will be distributed to Directors for review prior to returning to the Board for second reading and approval. This year we have included a calendar in the document highlighting some of our recreation activities and our meetings, such as Parents and Advocates Advisory Council, Provider, and

Board Meetings, to help people plan ahead. Madeline thanked Janice for providing a preview stating that the Board will look forward to receiving the statistical updates in the updated Plan.

C. Audible crosswalk signal

This item was included in the Board Packet. After an individual did an excellent job in advocating for himself and working with the City of Kettering, an audible crosswalk signal will be installed at the Dorothy Lane/County Line intersection and other locations throughout his different routes around town.

D. Thank you note(s)

These were included in the Board Packet for the Board Members to review at their leisure.

**V. COMMITTEE REPORTS**

**A. Ethics Committee – Dr. Susan Komorowski, Chairperson**

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

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

1. Approval of 2023 Budget

The 2023 budget was included in the Board Packet and was discussed in detail during the Finance Committee Meeting. Andrew provided an overview and wanted to point out a couple of items Kamarr mentioned in the Superintendent's Report. The \$7.7M (\$2.3M reinstatement of the funds held by the Levy Council on our behalf and \$5.4M to reimburse our COVID-19 costs) will be deposited in 2022 and the one-time \$3M will be deposited in 2023 which will greatly impact our bottom line in 2023. In 2023 our revenue is at \$46M and expenses at \$54M. We are aware of this difference and this has been the trend over the last several years because we have not received additional funding. Conversations are taking place with the Community Review Team and the Human Services Levy Committee regarding additional funding in 2023. There is also discussion that we will most likely run the \$1M levy in 2023.

Andrew added that he and Becky met with each department Director a couple of times to receive their input regarding the budget and they feel confident that they incorporated everything that is needed.

**Motion: Mr. Schultze moved that the Montgomery County Board of DD Services authorize the Superintendent to submit the 2023 Budget, as attached, to the Montgomery County Office of Management and Budget in accordance with ORC 319.16, ORC 5126.05, and Montgomery County Policy. Dr. Fortson seconded the motion. The motion carried unanimously.**

2. Review of Program Vouchers for August 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 September Resolutions Calendar

**Motion: Mr. Schultze moved that the Montgomery County Board of DD Services approve the September Resolutions Calendar for item(s) 092022-13 to 092022-15. Ms. Peasant seconded the motion. The motion carried unanimously.**

4. Financial Reports

The Financial Reports for August 2022 were in the Board packet. In answer to Mr. Schultze asking “how are we doing financially?” Andrew said we are 66.7% of the way through the year and our revenue is right in line at 66.7%. Expenses are slightly under at 64% and our general fund balance is at 30% of our expense budget which is really good. We are expecting to end 2022 exactly where we anticipated.

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

1. Approval to eliminate vacant positions from Table of Organization

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the elimination of three (3) vacant positions identified above by position number, from the Table of Organization. Mr. Schultze seconded the motion. The motion carried unanimously.**

2. Reclassification of SSA Supervisor and creation of one (1) full-time SSA Supervisor

Ms. Iseli stated this action is to assist Residential Services in oversight and management and she asked if there were any questions. There were none.

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services authorize the creation of one (1) full-time SSA Supervisor as well as the reclassification of a current SSA Supervisor to Residential and Community Integration Manager, as outlined above. Mr. Serr seconded the motion. The motion carried unanimously.**

**D. Policy Committee – Janet Peasant, Chairperson**

1. First Reading of Selected Policies and Procedures

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

VII.10	Work Schedules for FT and PT
VII.36	Staff Recognition and Awards
VII.41	Vacation
VII.69	Operational Continuity

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

Ms. Peasant gave a second reading of the following policies. She pointed out a few minor changes to each one that were not reflected in the version included in the Board Packet: For IV.21 there were some specific years embedded in the policy and we removed those so that's it's a generic policy that applies whenever people use it. Also, some language was added to assist in the event there might be any discrepancies or corrective action needed. For VII.02 Ms. Redmon suggested a slight tweaking of some language to be in line with how other agencies are doing this.

IV .21	Annual Inventory and Disposition of Property
VII.02	Non-Discrimination

**Motion: Ms. Peasant moved that the Montgomery County Board of DD Services approve the policies listed above. Mr. Serr seconded the motion. The motion carried unanimously.**

**3. Request to Rescind**

Contents needed for this policy is included in Policy VII.02 Non-Discrimination:

IX.11	Non-Discrimination and Harassment of Individuals Served
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**Motion: Ms. Peasant moved that the Montgomery County Board of DD Services rescind policy IX.11. Dr. Fortson seconded the motion. The motion carried unanimously.**

**VI. SPECIAL REPORTS**

- A. Monthly Updates for DDS Departments – included in packet.
- B. Quarterly Update for Inclusive Neighborhoods Housing Corporation (INHC) – included in the packet.

**VII. ANNOUNCEMENTS**

- A. A link was included in the Board packet to newsletters and events calendar.

**VIII. OTHER BUSINESS**


Julie introduced Nikki Frazier who will be attending the Board Meeting in her place next month.

**IX. VISITORS' TIME**

There were no visitors present.

**X. ADJOURNMENT**

There being no further business to present to the Board, the meeting was adjourned.  
**Time: 7:33 p.m.**



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Board Officer

October 18, 2022

Date

**The next meeting of the Montgomery County Board of DDS  
will be held on TUESDAY, October 18 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: September 26, 2022