

MINUTES OF THE  
MONTGOMERY COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES SERVICES  
December 13, 2022  
Northview Center

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

Board President, Madeline Iseli, called the December 13, 2022 meeting of the Montgomery County Board of Developmental Disabilities Services to order at 7:01 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.

A special mention of our former Board employee, Marsha Boyd, who passed away last Thursday. Marsha worked for the Board for over a decade in both the Finance and Early Intervention Departments before retiring in January 2022. She will be missed by many.

**II. SPECIAL PRESENTATIONS**

A. Oath of Office: Madeline Iseli and Richard Schultze

Ms. Iseli has been reappointed by Probate Judge and Richard Schultze by County Commission, both for new terms ending December 31, 2026. The Executive Administrative Assistant administered the Oath of Office.

**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 18, 2022 Board Meeting. Dr. Fortson seconded the motion. Mr. Schultze abstained. The motion carried unanimously.**

Mr. Schultze abstained from voting on the minutes as he was absent for the October Board Meeting.

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

A. Update by Superintendent included in the Board Packet. Pamela talked briefly about each of the items in her written report, highlights as follows:

- OhioISP – Pamela said we have a year and a half to transition to this new ISP which is the same throughout the state. There have been a few glitches with access to the state system and uploading. Also the new and more detailed plan takes three or four times longer to complete. When Pamela was at the OACB conference she was informed that we were the first county board to directly upload to the state system. Pamela congratulated Kamarr and his team for this accomplishment. It was also mentioned at the conference that Rachel from our IT team has been focusing a lot of her time on this project and she is filling in a lot of gaps and helping to make the transition a lot more doable. Pamela said she really appreciates Rachel's time helping with this.

Dr. Komorowski expressed her concern that the ISP provided from the new system is so voluminous to the extent that people won't read it. She asked if there was a summarized version people could receive and then refer to the more detailed version if needed. Pamela said there isn't a summarized version and we have to operate under the impression that everyone receiving them is reading them. Kamarr added that providers are held to the standards in the plan. Even if there was a smaller version, they are still held to the complete version. Dr. Komorowski said there's something that needs to be done to be more realistic.

Pamela said she asked the state to pause it when we realized how long it was taking and they said they couldn't. She suggested we can arrange to meet with Director Hauck about it next year to voice our concerns. Dr. Komorowski said she would be glad to be part of that meeting.

- Pamela included a picture of an individual showing how happy he was to receive an iPad purchased with our technology funds, to assist him with his communication needs.
- Our Recreation Manager, Kathy Duffin, received the Dr. F.F. Muller Visionary Golden Leaf Award for her service as a volunteer coordinator for Special Olympics in Clark County for 30 years.
- Pamela thanked Janice Rice for another excellent awards event. It was our 34th annual DD Hall of Fame and 33rd annual Erin Ritchey Memorial Awards. Pamela also thanked Ms. Iseli for helping to lead the event. She said it was very well done.

B. Staff members Nicole Bowers and Faith Kasten-Payerle recently graduated from the OACB Executive Development Program. Pamela said she is very proud of their accomplishment. A picture of them receiving their award was included in the Board Packet.

C. Thank you note(s)

These notes were included in the Board Packet for the Board Members to read at their convenience and leisure.

D. Celebration of three DODD employees who served 40+ years each OACB along with dozens of friends, family, and colleagues from across the state came out to honor Lori Stanfa, Randy Beach, and Rick Black on their retirement after serving more than 40 years each in the DD field. Pamela, Kamarr, and Mitch attended the event to thank Rick, Lori and Randy for their years of service and significant contributions to the DD Field. Rick Black of Nineteen Services works with us and will continue to do so.

E. Video - Choices in Community Living attend WWE event

This video was included in the Board Packet for the Board Members to watch at their convenience and leisure.

F. Ideas and Voices article regarding adult changing tables

We reached out to DD Advocate Shari Cooper and explained the issue about the need for adult changing stations, and asked if she would be willing to cover it in an editorial. We then connected her with Jennifer Corcoran, our Program Consultant and adult changing table expert, and both of them, along with Janice Rice, worked on the piece together, each contributing sections. This article was included in the Board Packet for the Board Members to watch at their convenience and leisure.

**V. COMMITTEE REPORTS**

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

There were no individuals to review for the month of December

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

1. Approval of 2023 SWOCOG Contract

Page 4 of this contract was changed after the Board Packet went out. Prior to presenting it for approval, Mr. Serr took the time to read it through and noticed the language in Article 17 on non-discrimination didn't align with our own non-discrimination policy VII.02. The contract was updated accordingly and page 4 of the contract was provided to each Board Member showing those changes. Ms. Iseli thanked John so much for reading through the document so carefully.

**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 \$2,093,632.00 and authorizing the Superintendent to take the**

**necessary action to execute the contract. Dr. Fortson seconded the motion. The motion carried unanimously.**

2. 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.

3. Review of Program Vouchers for October and November 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.

4. Approval of December Resolutions Calendar

**Motion: Mr. Schultze moved that the Montgomery County Board of DD Services approve the December Resolutions Calendar for item(s) 121322-17 through 121322-20. Mr. Serr seconded the motion. The motion carried unanimously.**

5. Financial Reports

The Financial Reports for October and November, 2022 were in the Board Packet. In answer to Mr. Schultze asking "how are we doing financially?" Pamela, in Andrew's absence, stated we are doing great. Our revenues and expenses are right in line with each other. When we ended in November we were at \$9.3 million as our overall balance but since then we have received additional deposits that we were promised at the end of the year so now we are just over \$19 million. We are very pleased with our balance going into 2023.

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

1. Approval to create 3 positions

The position titles of those in the first motion below were changed after the Board Packet went out. The motion reflects the updated titles. Jill Moore provided an overview of the changes.

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services authorize the creation of one (1) full-time Medicaid Compliance Senior Analyst position to be added to the Table of Organization, and the Medicaid Compliance Specialist position title be changed to Medicaid Compliance Analyst. Dr. Fortson seconded the motion. The motion carried unanimously.**

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services authorize the creation of one (1) full-time Early Intervention Manager position to be added to the Table of**

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

Dr. Komorowski asked for clarification on what type of position this would be, for example, Occupational Therapist (OT), Physical Therapist (PT), or Speech Therapist? Jill Moore said we gave the position a general title so we don't have to come to the Board each time we need a position to be filled with a more specific title. This general position title covers all of them and gives the Director of EI the ability to be flexible with what the needs are at the time.

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services authorize the creation of one (1) full-time Early Childhood Development and Therapy Professional position to be added to the Table of Organization. Dr. Komorowski seconded the motion. The motion carried unanimously.**

2. Approval of 2023 Staff Compensation and Leave Conversion option  
Ms. Iseli said the effort here is to achieve parity for our employees and make sure they are aligned with a number of factors such as years of service, years of experience, education, and training, etc.

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the recommendations outlined in this memo and authorize the Superintendent to take all necessary implementation steps. Ms. Peasant 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.57	Technology Resource Use
X .01	Diagnostic Assessment DDS/MH Supports and Services Program
X .02	Drug Theft MH Supports and Services Program
X.12	Individual Rights Policy and Grievance Procedure MHSS

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

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

VII.05	Basic Requirements for Board Employment
VII.15	Sick Leave Accrual/Use, Bereavement, Court, Military Leave
VII.30	Driving Board Owned and Private Vehicles
VII.32	Safety & Accident Prevention
VII.322	Hazardous Communication
VII.50	Fitness for Duty
IX.28	Service and Support Administration

**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. Emergency Approval**

IV.22	MCBDDS Agency Credit Card Usage – Approved August - now revised
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**Motion:** Ms. Peasant moved that the Montgomery County Board of DD Services approve policy IV.22 as listed above. Dr. Fortson seconded the motion. The motion carried unanimously.

**4. Approval to Rescind**

With the EI re-organization, there are no more staff with non-scheduled days.

VII.132	Non-Scheduled Days - RESCIND
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**Motion:** Ms. Peasant moved that the Montgomery County Board of DD Services rescind policy VII.132 as listed above. Ms. Redmon seconded the motion. The motion carried unanimously.

**VI. SPECIAL REPORTS**

The following updates/reports were included in the Board Packet for the Board Members to review at their convenience and leisure.

- A. Monthly Updates for DDS Departments
- B. Quarterly Update for Inclusive Neighborhoods Housing Corporation (INHC).
- C. Brighter Tomorrow Foundation Annual Report.

**VII. ANNOUNCEMENTS**

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

**VIII. OTHER BUSINESS**

A. Approval of 2023 Board Officers.

**Motion: Mr. Serr moved that the Montgomery County Board of DD Services adopt the Slate of Officers for calendar year 2023, as proposed: President, Madeline Iseli; Vice-President, Dr. Stephen Fortson; Secretary, Richard Schultze. Ms. Peasant seconded the motion. The motion carried unanimously.**


**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: 7:46 p.m.**



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Board Officer

January 17, 2023

Date

**The next meeting of the Montgomery County Board of DDS  
will be held on TUESDAY, January 17, 2023 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: December 28, 2022