

MINUTES OF THE  
MONTGOMERY COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES SERVICES  
January 17, 2023  
Northview Center

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

Board President, Madeline Iseli, called the January 17, 2023 meeting of the Montgomery County Board of Developmental Disabilities Services to order at 7:02 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**

There were no Special Presentations for the month of January.

**III. REVIEW AND APPROVAL OF MINUTES**

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

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the minutes of the December 13, 2022 Board Meeting. Ms. Peasant seconded the motion. The motion carried unanimously.**

**IV. SUPERINTENDENT'S REPORTS**

A. Update by Superintendent included in the Board Packet.  
Pamela focused on the Fiscal Emergency Plan so the Board could ask any questions prior to the approval of item B. below. Pamela welcomed David Seagraves who was in attendance. Mr. Seagraves is part of the Montgomery County team and attended to represent Assistant County Administrator Gerri Pegues. Ms. Pegues and her team have been working with us to come up with our Emergency Plan. Mr. Seagraves was there to answer any questions or pass on questions to Ms. Pegues to answer.

Pamela explained that we have been anticipating this financial shortfall over the past several years and now it has arrived, and we are very grateful to the county for helping us develop a plan.

She added that, since about 2010 we have more than doubled the amount of people we serve, costs have continued to increase, more children are being diagnosed with developmental disabilities due to the increase in knowledge of doctors in the field, there is a longer life expectancy, and, with the closing of the state-funded Montgomery County Developmental Center several years ago, we now serve more people in the community. All of these are factors that have brought us to this point of emergency.

Pamela read all the items listed in the memo of item B. below which was included in the Board packet. She said that we have already been doing several of these things and this action is just to memorialize that we will continue.

#### B. MCBDDS Fiscal Emergency Plan

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services (MCBDDS) will work with Montgomery County and Montgomery County Human Services Levy Council on appropriate funding to address the deficits in 2024 and 2025. In addition, the Montgomery County Human Services Community Review Team will monitor MCBDDS' finances quarterly to ensure implementation of the fiscal emergency actions. Superintendent Dr. Pamela Combs will provide a monthly update as to action steps, benchmarks, and savings through her Board report with a copy forwarded to appropriate county stakeholders. Mr. Serr seconded the motion. The motion carried unanimously.**

Ms. Iseli expressed on behalf of the DDS Board how much she appreciates County Administrator Michael Colbert and Assistant County Administrator – Human Services, Gerri Pegues for working through this plan and supporting us to ensure that our families continue to be served in the highest quality and most competent environment possible.

Pamela shared that OPERS was approved for our non-profit housing staff that transitioned off from MCBDDS. Several appeals took place and it was finally approved late December when an attorney appealed using the exact argument we did. This is very good news for the two INHC staff.

#### C. IT Department Annual Update

This update was included in the Board Packet for the Board Members to read at their convenience and leisure. Director of IT John Brown shared that his department will be focusing on what will be involved to move out of Southview and focusing on

security. His department was able to get the block completed on traffic from China that was recently requested by the Governor.

Pamela said we really appreciate our IT team for the excellent work they do and the work John has done during his first year as Director. With the move from Southview, IT's work will be significant.

In response to a question from Dr. Komorowski, Pamela said we are hoping the move out of Southview can be completed by the end of this year because we begin to need funding mid-2024.

Ms. Peasant commented that TikTok won't be the only application that can cause a threat and she is hoping, when updates are made to the Technology Policy, it won't be specific just to TikTok but more generic to cover other apps that could become an issue. John said the policy will state any traffic from China will be blocked and our firewall will block it. He said IT controls applications on our Board devices and any that are trying to be loaded on our devices will be stopped by IT and require IT intervention. TikTok wasn't allowed on our devices to begin with but the block is in place nevertheless.

## **V. COMMITTEE REPORTS**

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

There were no individuals to review for the month of January

### **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.

2. Review of Program Vouchers for December 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 January Resolutions Calendar

**Motion: Mr. Schultze moved that the Montgomery County Board of DD Services approve the January Resolutions Calendar for item(s) 011723-01. Dr. Fortson seconded the motion. The motion carried unanimously.**

#### 4. Financial Reports

The Financial Reports for December 2022 were in the Board Packet. In answer to Mr. Schultze asking “how are we doing financially?” Andrew said our end-of-year expenses were at 99.5% and revenue was at 106% due to funds received that were not budgeted. We ended 2022 really well with \$17 million which is 30% of our expense budget.

The following item was added after the Board Packet was sent out.

#### 5. Approval of URS 2023 Contract

Pamela explained that the URS Contract is for child care. It was funded years ago by United Way and it's to help provide part of their out-of-pocket expenses for the child care they operate. It's open to families throughout the county. This is our part in helping to keep that child care operating. When they invoice us, they provide all the data such as how many children were served, how many hours, etc. URS provides day services for people with very challenging developmental disabilities and the fact they do so for children as well makes them a very distinct provider. They provide therapies in very small teaching groups and they also have typically-developing children in the classroom with those who have more enhanced needs.

Ms. Peasant suggested that, if URS serve children from any other counties, maybe those counties could cost-share. Pamela said the numbers reported back to us are for the Montgomery County residents only but it would be interesting to see how many they serve from other counties and what those costs look like. Pamela said she will follow up with URS Director Dennis Grant.

**Motion: Mr. Schultze moved that the Montgomery County Board of DD Services enter into a contract with United Rehabilitation Services (URS) authorizing the provision of services up to \$150,000.00 and authorizing the Superintendent to take the necessary action to execute the contract. Ms. Peasant seconded the motion. The motion carried unanimously.**

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

##### 1. Approval of Position Reclassification

Ms. Iseli explained that the position description for this position has been reviewed and it has been realized that the employee who fills it has been doing far more than the original job description. This action will place that employee in line with the correct pay band.

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the above recommendation and authorize the Superintendent to take all steps necessary to implement the change. Dr. Komorowski seconded the motion. The motion carried unanimously.**

2. Approval to create Social Marketing and Media Specialist position (business essential)

In response to a question from Dr. Komorowski, Pamela explained that the job posting will specify what education and experience is required to fill the position. Ms. Iseli added that those things along with keeping within the pay band will be considered.

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services authorize the creation of one full-time Social Marketing and Media Specialist position for the purpose of expanding business essential outreach and engagement efforts in support of the agency mission and vision. Mr. Serr seconded the motion. The motion carried unanimously.**

The following item was added after the Board Packet was sent out.

3. Creation of Maintenance Repair Worker III position (Business Essential)

Ms. Iseli explained that this position is to assist with the rise in maintenance needs to keep up with the growing amount of people we serve in housing throughout the community.

Mr. Schultze asked why the housing corporation INHC is not paying for their own maintenance. Pamela explained that this was part of the plan when INHC transitioned off from MCBDDS. We agreed to help pay until they get on their feet financially. We wanted to make sure the quality was there and everything continued as it should. We agreed we would do this as we work through the HUD vouchers process and until their funds reached the level to when they could do it alone. It could be years out for the transition to completely take place.

Andrew added that INHC does reimburse us about 60%.

**Motion: Ms. Iseli moved that the Montgomery County Board of DD Services authorize the creation of one full-time Maintenance Repair Worker III position for the purpose of meeting business essential facilities' demands that align with the Board's mission, vision and fiscal plan. Dr. Fortson 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:

III .04	Vehicle Usage by Outside Organizations
III .08	Superintendent Performance Evaluation
V.12	Pre-Admission Screening and Resident Review (PASRR)
VIII .02	Opening and Closing of Facilities (Hours of Operation)
IX .07	Immunizations - EI
IX .172	Home and Community Based Services - Waiting List

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

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

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

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

Policy VII.57 Technology Resource Use was held for further updates and will be included for second reading in February.

**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. The next Quarterly Update for Inclusive Neighborhoods Housing Corporation (INHC) will be included in March.

**VII. ANNOUNCEMENTS-EVENTS-STORIES**

- A. Link was included in the Board Packet to newsletters and events calendar.
- B. Dayton Daily News – Amy’s Employment Story.
- C. Stephanie Pressel’s Miamisburg High School Band Experience.
- D. DODD Remote Support Video featuring INHC Home staffed by

Toward Independence.

E. Rick Black receives 2022 Betty Macintosh Award for outstanding service to Ohio's DD system throughout his career.

**VIII. OTHER BUSINESS**

There were no Other Business items for the month of January

**IX. VISITORS' TIME**

David Seagraves was in attendance. Mr. Seagraves is part of the Montgomery County team and attended to represent Assistant County Administrator Gerri Pegues. Ms. Pegues and her team have been working with us to come up with our Emergency Plan. Mr. Seagraves was there to answer any questions or pass on questions to Ms. Pegues to answer.

**X. ADJOURNMENT**

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

**Time: 7:38 p.m.**



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Board Officer

February 21, 2023

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Date

**The next meeting of the Montgomery County Board of DDS  
will be held on TUESDAY, February 21, 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: January 23, 2023