

MINUTES OF THE
MONTGOMERY COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES SERVICES
May 16, 2023
Northview Center

I. CALL TO ORDER/BOARD MEMBER ATTENDANCE

Board President, Madeline Iseli, called the May 16, 2023 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; Janet Peasant; Dr. Susan Komorowski; John Serr; Elizabeth Redmon
Superintendent Dr. Pamela Combs

Members Absent: Secretary, Richard Schultze. Mr. Schultze notified the Superintendent of his 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

There were no Special Presentations for the month of May

III. REVIEW AND APPROVAL OF MINUTES

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

Motion: Ms. Iseli moved that the Montgomery County Board of DD Services approve the minutes of the April 18, 2023 Board Meeting. Dr. Fortson seconded the motion. The motion carried unanimously.

IV. SUPERINTENDENT'S REPORTS

A. Update by Superintendent

Pamela talked about the items in her written report, as follows:

- Pamela provided an update on where we are in the Fiscal Emergency and what we are working on. She submitted the same written report to our

Community Review Team as part of our Levy process. We are still seeking the additional funding from this year's levy but we have put a lot of measures in place to continue to seek efficiencies and work with the county on costs we may be able to collaborate on. We have left the Annex building and now looking for other uses for that space.

- The challenges are at the state level with the shifts in the budget and the different proposals by the state and Medicaid, all of which cost local county boards more funding. Adding that to what we already saw as a growing deficit a few years ago, that is probably our biggest challenge on the horizon.
- Customer service, staff morale, enthusiasm, and engagement are at an all-time high. The staff turnover rate has gone down and we are proud of that.
- This month we have a Team Awesome Day which is the one staff meeting each year that everyone has to attend. It will be held at Polen Farm and we will have team-building, awards, and games.
- During May we will have our Memorial Day recognition which we began during COVID to recognize those we serve and staff members who have passed away during the past 12 months. It's a very meaningful service and there are usually about 20 to 25 people being remembered. The presentation includes a picture of and a paragraph about each person.

B. Administrative Resolution of Complaints for 2022

This report was prepared by the Interim Director of our Safety and Protection Department, Melissa Hatton, and was included in the Board packet. It's an annual report that details how complaints were handled in the previous year. There were three for 2022. No action was required and there were no questions.

Pamela thanked Melissa for all her hard work in keeping the team moving forward.

C. Early Intervention Help Me Grow article

This article was 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 Ethics items for the month of May

B. Finance Committee – Richard Schultze, Chairperson – absent

1. Review of Program Vouchers for April 2023

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.

Andrew explained that there will be an increase in travel expenditures for the next couple of months because Early Intervention has received ARPA funds. Those expenditures will be reimbursed.

2. Approval of May Resolutions Calendar

Motion: Dr. Fortson moved that the Montgomery County Board of DD Services approve the May Resolutions Calendar for item(s) 051623-07. Dr. Komorowski seconded the motion. The motion carried unanimously.

3. Financial Reports

The Financial Reports for April 2023 were in the Board Packet. In answer to Dr. Fortson asking “How are we doing financially?” Andrew said we are 33% of the way through the year. Revenues are doing really well at 46%. Expenses are slightly higher than budget at 36% which is due to another quarter waiver match going out. Waiver match is \$4million a quarter which is a big hit to our expenses but it all balances out as the months go by. Our Fund Balance is at \$17.4 million which is 32.5%. Andrew concluded with his monthly reminder that while we continue to look good for 2023, we are still in a fiscal emergency headed into 2024.

C. Human Resources Committee – Madeline Iseli, Chairperson

There were no Human Resources items for the month of May

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:

IV .04	Financial Reporting
IV .17	Revenue Handling
VII .111	Payroll
VII .421	Communicable Disease
VII .52	Smoking and Tobacco Products
IX .03	Least Restrictive/Most Appropriate Environment Policy

Ms. Peasant shared that Policy IX.13 – Addressing MUI’s and UI’s - was held from first reading as it needs further review. It will be presented for first reading again when it is ready.

Ms. Peasant shared that the Policy Committee had some discussion about Policy IX.03 Least Restrictive/Most Appropriate Environment. She said Ms. Redmon made a great point about the importance of communication devices when considering policy regarding Least Restrictive Environment. The policy explicitly mentions environments and places; Ms. Redmon observed that environments are enhanced and persons are enabled through the inclusion of communication devices. Given that the inclusion of communication was not explicit in the policy First Reading, and that procedures are not defined, the Committee will seek to add communication to the policy. Ms. Peasant welcomed feedback prior to the second reading at our next meeting.

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

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

VII .061	Nepotism
VII .23	Political Activity
VII .24	Staff Ethics
VII .48	Board Staff/Enrollee Relationships
VII .61	Conflict of Interest

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. Approval to Rescind

Due to the declared end of the COVID-19 Public Health Emergency (PHE) effective May 11, 2023, the following policy is no longer needed as a stand-alone policy. While the PHE is officially ending, COVID-19 will continue to be present in our community as a communicable disease, likely forever. Language from the policy that is still applicable has been incorporated into Policy VII.421 Communicable Diseases.

VII .83	COVID-19 Workforce Safety Plan
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Motion: Ms. Peasant moved that the Montgomery County Board of DD Services approve to rescind policy VII.83 listed above. Dr. Fortson 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)
The next update will be included in June 2023.

VII. ANNOUNCEMENTS-EVENTS-STORIES

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

VIII. OTHER BUSINESS

There were no Other Business items for the month of May.

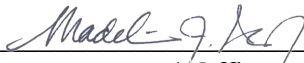
IX. VISITORS' TIME

There were no visitors.

X. ADJOURNMENT

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

Time: 7:19 p.m.



Board Officer

June 20, 2023

Date

**The next meeting of the Montgomery County Board of DDS
will be held on TUESDAY, June 20, 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: May 22, 2023