

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**
Supporting Possibilities

Central Administration
1910 Fairgrove Avenue, Suite E
Hamilton, OH

April 8, 2010

6:30 p.m.

**BOARD MEETING
MINUTES**

I. CALL TO ORDER

The meeting was called to order by Board President, Imogene O'Lenick.

II. ROLL CALL

Roll call was conducted:

Kim Katterheinrich	Present
Utawna Leap	Absent (excused)
Kathy McMahon Klosterman	Absent (excused)
Richard Meier	Present
Imogene O'Lenick	Present
Connie Sullivan	Present
Tony Yocco	Present

The group participated in reciting the Pledge of Allegiance led by Tanya Coffey.

Imogene O'Lenick read the Mission Statement: To support individuals so they can successfully live, work, and learn in the community.

The group participated in a moment of silent reflection in memory of Patrice Rasche, a resident of Takoda Trails who previously attended Liberty Center; Donna Gentry, mother of Gina Frankenfield, Education Program Supervisor; and Mary Jane Wenninger, mother of Connie Mehlman, Community Resource Program Coordinator, who have passed away and to remember consumers, families and staff who have experienced serious illness since the last Board meeting.

III. ADOPTION OF AGENDA

Connie Sullivan made a motion to approve the Order of Business as distributed at the meeting.

Tony Yocco seconded the motion.

The motion passed unanimously.

IV. APPROVAL OF MINUTES

Richard Meier made a motion to approve the minutes of the March 11, 2010, Board meeting.

Kim Katterheinrich seconded the motion.

The motion passed unanimously.

V. AUDIENCE TO VISITORS

No requests were made to address the Board.

VI. PROGRAM REPORT

1. Provider Relations presented by Heida Powers and Robin Thomas, Provider Relations Coordinators.

Heida and Robin discussed waivers, Medicaid eligibility, and providers for these services. A copy of the presentation is attached to the original minutes. They explained how they assist providers in the certification process, the compliance reviews that they complete, and other ways they support individual and agency providers such as meetings, open office hours, training sessions and the manager's coffee break series. They also do many "extras" such as participating on the Emergency Task Force for the county, working on seeking grants for emergency assistance, collaboration with Red Cross, and working with the Bereavement Committee. Much that Heida and Robin do is not "required", but is proactive.

Discussions/questions:

- If providers are using a public computer (e.g. at library) to submit billing, is information on consumers left on the computer? No, they log on to the state web site to bill, there would be no information left on the computer.
- Do providers have to go through us to be certified or can they by-pass us and go directly to the state? They can also go through the state or another county. There are also "self-selected" providers – a person chosen by an individual to provide services for them, often someone they already know.
- Explained "agency" vs. "individual" providers: An agency provider has a CEO, management, and staff; an individual provider is one person working on their

own with no staff, but they could work for more than one person if it fits their schedule.

- There have been concerns in the past about the “rubber stamp” approval of providers – that is getting better; there are more requirements, a bigger application fee, and a renewal/recertification process every 3 years.
- Explained specific timelines for compliance reviews. They can share results with families and have discussed putting that information on the web site as a resource for families looking for a provider. Do we keep a tally of citations for each provider to see if they are having issues in a specific area or need a training focus? Not yet, but this will be a good idea to try for the future.

VII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, April 8 at 5:00 p.m. at Central Administration. Vouchers and Expenditure Reports were included in **Attachment #1**. Tony Yocco reported all items were reviewed and recommended for approval.
2. **Personnel Committee:** met Thursday, April 8 at 5:15 p.m. at Central Administration. Personnel actions and current staff vacancies were included in **Attachment #2**. Kim Katterheinrich reported all items were reviewed and recommended for approval.
3. **Program Committee:** No meeting.
4. **Evaluation of the Superintendent Committee:** met Thursday, April 8 after the Board meeting. Chris Hurr, Superintendent, presented documentation to the Committee for review and discussed evaluation process.

VIII. OLD BUSINESS

Richard Meier made a motion to approve the following old business items:

1. Ratify current expenditures as reviewed and approved by the Superintendent in **Attachment #1**, as reviewed and endorsed by the Finance Committee.
2. Ratify agreements approved by the Superintendent from 3/1/10 through 3/31/10 included in **REVISED Attachment #3**, in accordance with Administrative Policy #1.00, as reviewed and endorsed by the Finance Committee.

Tony Yocco seconded the motion.

The motion passed unanimously.

IX. NEW BUSINESS

1. Kim Katterheinrich made a motion to approve the following Personnel Policies, effective 4/9/10, as reviewed and endorsed by the Personnel Committee:
 - A. Amended policy **#2.35, Calculation of Vacation Time, (Attachment #4)**

to make clear existing policy which provides that employees will not accrue vacation after they have reached the maximum level allowed by policy on their anniversary date;

- B. Amended policy **#2.53, *Employee Ethics*, (Attachment #5)** which gives guidance to staff who believe they have been asked to do something which they believe violates an individual's rights or contradicts our mission, philosophy, values, or the Ohio Revised Code.

Connie Sullivan seconded the motion.

The motion passed unanimously.

2. Tony Yocco made a motion to approve expenditure of approximately \$3780.00 (plus additional reimbursement for meals) for Bill Gerhardt, Network Administrator, to attend specialized training out of state for the Proof Point system April 20-23, 2010, as reviewed and endorsed by the Finance Committee.

NOTE: This software/hardware will provide encryption for email system to comply with HIPAA requirements. This is the only location the training is provided.

Richard Meier seconded the motion.

The motion passed unanimously.

3. Kim Katterheinrich made a motion to approve the following agreements, as reviewed and endorsed by the Finance Committee:
- A. New **master** agreement (**#0410-02**) with Caregivers for Independence, effective 3/1/10 through 12/31/10, for supported living services at a cost of \$4.80 per unit (currently serving 2 individuals at an estimated cost of \$33,065.60);
- B. New **master** agreement (**#0410-03**) with Village Network, effective 4/24/10 through 12/31/10, for foster care services at a cost of \$133.18 per day (currently serving 1 individual at an estimated cost of \$33,561.36);
- NOTE:** This agreement is for foster care for a young adult living in northern Ohio who cannot move back to Butler County at this time.
- C. Amendment to **master** agreement (**#1209-38A**) with Buckner Employment Services and Training, effective 1/1/10 through 12/31/10, to add the following services/rates (currently serving 8 individuals in various services at an estimated cost of \$39,455.00):
- Customized day habilitation at \$5.02 per unit;
 - Transportation for customized day hab at .55¢ per mile;
 - Transportation for supported employment at up to \$1.29 per mile.

D. Amendment to agreement (**#1209-07AA**) with Caregivers for Independence, effective 1/1/10 through 12/31/10, to replace existing rates for planned respite at Seven Mile home with the following rates (rates based on formula for the emergency home) which will be reimbursed based on actual expenditures:

- Room and Board expenses - \$3,000.00;
- Homemaker/Personal Care Services (as approved) - \$19.20 per hour or no less than the current waiver rate (per staff/per hour for awake time when individuals are in respite home) and \$10.60 per hour or no less than the current waiver rate x 8.0 hours per day maximum (per staff per hour during sleep time when individuals are in respite home and asleep);
- Monthly Stipend - \$300.00/month to ensure staffing availability (\$2,700.00);
- Training Allocation – up to 10 hours per month training time at \$15.00/hour to train staff on cross systems support plan (up to \$1,350.00);
- Mileage - .40¢ per mile x 1800 miles over the remainder of the year (paid only if using provider vehicle – up to \$720.00).

E. Amendment to **master** agreement (**#1209-14A**) with Abilities First, effective 1/1/10 through 12/31/10, for supported employment to approve rates for additional services as noted: (expected to increase cost by approximately \$30,000.00 for additional services, total approximately \$146,134.00)

- Assessment services at an hourly rate of \$30.00 with transport and \$29.00 without transport;
- Transition session for Work 101 at an hourly rate of \$30.00 per hour staff cost (each session requires 2 staff and will be 2 hours in length).

Tony Yocco seconded the motion.

The motion passed unanimously with a roll call vote as follows:

Kim Katterheinrich	Yes
Richard Meier	Yes
Imogene O'Lenick	Yes
Connie Sullivan	Yes
Tony Yocco	Yes

4. Connie Sullivan made a motion to approve Rick Black, Business Manager, to enter into agreement (**#0410-09**) with First Energy Solutions Corp., effective 4/1/10 through 3/31/13, for purchase of “generation only” portion of electric currently supplied by Duke Energy to 5 Board locations (Liberty Center, Middletown Center, Middletown team office, West Chester team office, and Fairfield team office), at an average kilowatt hour of \$.0493, down from \$.095, for

an estimated 3 year savings of \$135,860.00, as reviewed and endorsed by the Finance Committee.

Tony Yocco seconded the motion.

Question: How much is the “generation only” portion? That would cover the deregulated portion; about 60% of the total.

The motion passed unanimously.

5. Discussion regarding County Commissioners’ proposed tax levy review committee. Chris Hurr, Superintendent, updated the Board on the Commissioners’ plans for a tax levy review committee.
 - The policy is currently in “draft” form (based on Hamilton County’s version) which is being changed and will be reviewed and approved by Commissioners at a later date.
 - This committee could impact us a great deal, so we don’t want it to “slide through” without some input. Letters have gone out to some families to make them aware and the ARC may send a letter to the editor, but for now everyone’s on standby until we get more information.
 - Hamilton County agencies affected paid (through a contract) as much as \$100,000.00 for a review. Much of what they look for we already have in place. Hamilton County’s process also gives the committee responsibility to decide priorities and services, a duty that is legally given to our Board.
 - OACBDD has hired Frank Hickman to do a legal opinion regarding this committee and policy. The opinion should be ready in the next week or so.
 - The latest draft of the policy is supposed to be presented to Commissioners 4/19. Chris will attend and invited Board members also, although they are not likely to vote that day as they will want time to review the new draft policy. Will keep the Board informed as to the date for the vote; we have been told the new draft will look very different.
 - Chris has talked with Commissioner Don Dixon regarding the policy and he has said he is not “married” to this particular committee/policy, but that he does feel the need for some more oversight of levy requests. Chris also has an appointment to speak to Commissioner Jolivette and has spoken to Commissioner Furmon.

X. SUPERINTENDENT’S REPORT

1. Superintendent’s Monthly Activity Report
2. Director and Supervisor Reports
 - A. EPRO Report – had a meeting on 3/31 regarding the upcoming retreat; 4/28 is the fundraiser at Culver’s – more information will be sent out to Board members.
 - B. Adult Services Report – written report included in packet.

- C. Children's Programs and Services Report – written report included in packet.
 - D. Service and Support Administration Report – written report included in packet.
 - E. Quality Assurance and Medicaid Administration Report – written report included in packet.
 - F. Partnerships for Housing Report – written report included in packet.
 - G. Transportation and Facility Services Report – written report included in packet.
 - H. Human Resources Report – written report included in packet.
 - I. Training and Staff Development Report – written report included in packet.
 - J. Communications Report – written report included in packet.
3. Calendar of Upcoming Events
- A. Friday, April 9 – Exhibit at Inner I Gallery – InsideOut Studio artists have 9 pieces in the show
 - B. Wednesday, April 28 – EPRO fundraiser at Culver's on Princeton Road – proceeds benefit the Housewarming Fund
 - C. Saturday, May 15 – PAC fundraiser/Wine Tasting at Representative and Mrs. Coley's home
 - D. Sunday, May 16 – Cincinnati British Brass Band Concert at Redeemer Church at 2:00 p.m.
 - E. Family Movie Night at Redeemer Church – 1st Saturday of every month at 6:30 p.m. – everyone is welcome
 - F. Square Dancing at Redeemer Church – 2nd and 4th Tuesdays of each month from 7:00 to 8:30 p.m.
4. Date for next regular meeting: Thursday, May 13, 2010 at 6:30 p.m. at Central Administration.
5. Scheduled dates for May Committee Meetings:
- A. Finance Committee meeting: Thursday, May 13 at 5:00 p.m. at Central Administration.
 - B. Personnel Committee meeting: Thursday, May 13 at 5:15 p.m. at Central

Administration.

- C. Program Committee meeting: Thursday, May 13 at 5:30 p.m. at Central Administration.

XI. ADJOURNMENT

There being no further business before the Board, Richard Meier made a motion to adjourn and Tony Yocco seconded the motion. The motion passed unanimously.

Imogene O'Lenick, Board President Kathy McMahan Klosterman, Recording Secretary