

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

Central Administration
1910 Fairgrove Avenue, Suite E
Hamilton, Ohio

August 12, 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	Absent (excused)
Utawna Leap	Present
Kathy McMahan-Klosterman	Present
Richard Meier	Present
Imogene O'Lenick	Present
Connie Sullivan	Absent (excused)
Tony Yocco	Absent (excused)

The group participated in reciting the Pledge of Allegiance, led by David Swaine.

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 Micah Black, a resident of Takoda Trails; Amy Mills, a young woman living in the community; Hayden Vizedom, a young man living in the community; Rod Hilterbran, Special Education Director for Middletown Schools; Stanley Whisman, a young man living in the community; and Alex Schmidt, an individual living in the community; who passed away since the last meeting and to remember consumers, families and staff who have experienced serious illness.

III. ADOPTION OF AGENDA

Richard Meier made a motion to approve the Order of Business as distributed at the meeting.

Kathy McMahon-Klosterman seconded the motion.

The motion passed unanimously.

IV. APPROVAL OF MINUTES

Utawna Leap made a motion to approve the minutes of the June 10, 2010 Board meeting.

Richard Meier seconded the motion.

The motion passed unanimously.

V. SPECIAL RECOGNITION

1. Cassandra Fuller was recognized for 25 years of service. Sharon Perry spoke highly of Cassandra and her work with Butler County Board of DD.
2. Karen Whalen was recognized for 25 years of service. Chris Hurr spoke about Karen's work with the Board and thanked her for her service.

VI. AUDIENCE TO VISITORS

None requested.

VII. PROGRAM REPORT

1. Update on 2010 Annual Action Plan Goals and Measures presented by Chris Hurr, Superintendent

Chris reviewed the measures and a copy is included with these minutes. Staff members related stories to illustrate how these measures correlate to people's lives and accomplishments.

VIII. COMMITTEE REPORTS

1. **Finance Committee:** met August 12 at 5:00 p.m. at Janet Clemmons Center. Vouchers and Expenditure Reports were included in **Attachment #1**. Richard Meier reported that all items were reviewed and recommended for approval.
2. **Personnel Committee:** met August 12 at 5:15 p.m. at Janet Clemmons Center. Personnel actions and current staff vacancies included in **Attachment #2**. Imogene O'Lenick reported that she, as the ad hoc committee, had reviewed and recommended all items for approval.
3. **Program Committee:** met August 12 at 5:30 p.m. at Janet Clemmons Center. Utawna Leap reported that all items were reviewed and recommended for approval.

IX. OLD BUSINESS

Kathy McMahon-Klosterman made a motion to approve the following two 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 6/1/10 through 7/31/10 included in **Attachment #3**, in accordance with Administrative Policy #1, as reviewed and endorsed by the Finance Committee.

Richard Meier seconded the motion.

The motion passed unanimously.

X. NEW BUSINESS

1. Utawna Leap made a motion to approve addition of "Supervisor of Office of Incident Review" position (Salary Schedule IV) to the Table of Organization, effective 8/13/10, as described in **Attachment #4** position description, as reviewed and endorsed by the Personnel Committee.

NOTE: This position is the result of the pending retirement of the Director of Quality Assurance and Medicaid Services at the end of the year. Although many functions of the current position will be disseminated among current administrative positions, the OIR department will remain a separate entity reporting directly to the Superintendent. It is the intent to have the position approved so that it can be posted and filled prior to the retirement for transitional purposes.

Kathy McMahon-Klosterman seconded the motion.

The motion passed unanimously.

Richard Meier made a motion to approve items 2., 3., and 4. below.

2. Approve revised record retention schedule (**Attachment #5**), effective 8/12/10, to update language, clarify what records are permanent and in what format they must be retained, as reviewed and endorsed by the Program Committee.
3. Approve new **Administrative Policy #2, Authorization to Sign in Superintendent's Absence (Attachment #6)**, effective 8/12/10, which will allow Program Services Administrators to sign off on expenditures and specific payroll forms in the absence of the Superintendent, as reviewed and endorsed by the Finance Committee.

NOTE: This will replace Board Resolution #2006-03-02 with a more formal policy and will update language.

4. Rescind **Program Policy #9, Certification Standards**, effective 8/12/10, as there is no longer a rule that requires this policy; all personnel issues requiring certification standards are kept in personnel policies, as reviewed and endorsed by the Program Committee.

Utawna Leap seconded the motion.

The motion passed unanimously.

- 5. Kathy McMahon-Klosterman made a motion to approve the following amendments, as reviewed and endorsed by the Finance Committee.
 - A. New **master** agreement (**#0810-12**) with Quest for Independence, effective 7/1/10 through 12/31/10, for adult day/vocational habilitation supports at rates of \$42.00/hour for category “A”, \$75.50/hour for category “B”, and \$125.50/hour for category “C”, and a rate of \$19.90/trip for non-medical transportation (currently serving 1 individual at an anticipated cost of \$5,610.00);
 - B. Amend **master** agreement (**#0610-11A**) with ODODD/SODC, to correct effective dates and rate to read **5/1/10** through **6/30/11** for residential services at a rate of **\$427.46** per day per individual or a rate of 33% of the per diem cost for individuals who have an ICFMR level of care (currently serving 4 individuals – 1 long term and 3 short term);

NOTE: Amount will vary depending on census of developmental center and level of care per individual.
 - C. Amend agreement (**#1109-21A**) with Colleen Mercuri-Johnson, effective 1/1/10 through 12/31/10, to make the agreement a **master**, and to add rate of \$75.00 per hour for individuals receiving services through the START program.

NOTE: These services will be reimbursed through the START grant.

Utawna Leap seconded the motion.

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

Utawna Leap	Yes
Kathy McMahon-Klosterman	Yes
Richard Meier	Yes
Imogene O'Lenick	Yes

- 6. Richard Meier made a motion to approve the following renewal agreements with local school districts to provide them with Classroom Management/Behavior Support services at a rate of \$50.00 per hour, as requested by the district, pending BCBDD staff availability, effective 8/1/10 through 7/31/11, as reviewed and endorsed by the Program Committee.
 - A. **#0810-01** with Edgewood City School District;
 - B. **#0810-02** with Fairfield City School District;
 - C. **#0810-03** with Hamilton City School District;
 - D. **#0810-04** with Madison Local School District;
 - E. **#0810-05** with Middletown City School District;
 - F. **#0810-06** with Monroe Local School District;

G. **#0810-07** with New Miami Local School District

H. **#0810-08** with Talawanda City School District.

Kathy McMahon-Klosterman seconded the motion.

Discussion: Kathy McMahon-Klosterman reported that a survey had been done with the school districts that use this service; the survey results were shared with the Program Committee, and the schools are overwhelmingly pleased with the service they get.

The motion passed unanimously.

XI. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report
 - A. Special Recognition – Chris Hurr made mention that this would be David Swaine's last Board meeting as he is retiring in early September. She thanked David for his service and wished him well.
3. Director and Supervisor Reports – reports not required this month due to updates to the Annual Action Plan.
 - A. EPRO Report
 - B. Adult Services Report
 - C. Children's Programs and Services Report
 - D. Service and Support Administration Report
 - E. Quality Assurance and Medicaid Administration Report
 - F. Partnerships for Housing Report
 - G. Human Resources Report
 - H. Training and Staff Development Report
 - I. Communications Report
 - J. Transportation and Facility Services Report
4. Upcoming Events
 - A. September 10 and 11 – PAC fund raiser event – Ribs cook-off, bands, and the motorcycle ride at Harley Davidson will take place
 - B. September 12 - Annual "Fishing for Friends" Event at Lake Lyndsay
 - C. September 27 – Annual Even the Score Golf Outing at Weatherwax in

Middletown

- D. Family Movie Night at Redeemer Church – 1st Saturday of every month at 6:30 p.m. – everyone is welcome
 - E. Square Dancing at Redeemer Church – 2nd and 4th Tuesdays of each month from 7:00 to 8:30 p.m.
4. Scheduled dates for September Committee Meetings:
- A. Finance Committee meeting: Thursday, September **16** at 5:00 p.m. at Central Administration Building
 - B. Personnel Committee meeting: Thursday, September **16** at 5:15 p.m. at Central Administration Building
 - C. Program Committee meeting: Thursday, September **16** at 5:30 p.m. at Central Administration Building
5. Date for next regular meeting Thursday, **September 16** (THIS IS MOVED BACK ONE WEEK FOR ROSH HASHANA) at 6:30 p.m. at Central Administration Building

XII. EXECUTIVE SESSION

Richard Meier made a motion to go into executive session to discuss confidential information. Utawna Leap seconded the motion. The motion passed unanimously with a roll call vote as follows:

Utawna Leap	Yes
Kathy McMahan-Klosterman	Yes
Richard Meier	Yes
Imogene O'Lenick	Yes

XIII. ADJOURNMENT

There being no further business before the Board, Utawna Leap made a motion to adjourn and Kathy McMahan-Klosterman seconded the motion. The motion passed unanimously.

Imogene O'Lenick, Board President

Kathy McMahan-Klosterman, Recording Secretary