

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

**Liberty Center**  
**5645 Liberty-Fairfield Road**  
**Hamilton, OH**

**April 14, 2011**

**6:30 p.m.**

**BOARD MEETING  
MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by Kathy McMahon-Klosterman, Board President.

**II. ROLL CALL**

Roll call was conducted:

Dale French	Present
Laddie Henninger	Present
Utawna Leap	Present
Kathy McMahon-Klosterman	Present
Richard Meier	Present
Connie Sullivan	Present
Tony Yocco	Absent (excused)

The group recited the Pledge of Allegiance led by Laddie Henninger.

Kathy McMahon-Klosterman 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 Marie Thurman, an individual who attended Hamilton Center and then JVS until her retirement; Jan Hammond, friend of the Board and mother of Lori, a participant at Liberty Center; and Natalie Bost, a child receiving support coordination services; 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.

Laddie Henninger seconded the motion.

The motion passed unanimously.

### IV. APPROVAL OF MINUTES

Dale French made a motion to approve minutes of the March 10, 2011, Board meeting.

Connie Sullivan seconded the motion.

The motion passed unanimously.

### V. AUDIENCE TO VISITORS

No requests were made to address the Board.

### VI. PROGRAM REPORT

1. Update on Adult Services Changes presented by Jim Burns, Middletown Center Supervisor and Sherry Dillon, Liberty Center Supervisor.
  - May 2 will be the move date for Middletown Enrichment Center. Revised transportation routes will begin this date. A letter will be sent out to families prior to moves.
  - April 29 programs will be closed to move the building.
  - Renovations are scheduled for the kitchenettes in the classrooms.
  - Cameras will be moved to Liberty Center – now planning the placement of cameras. A new CPU will be purchased for the system.
  - A diagram showing changes to Liberty Center was distributed to Board members. Behavior Supports staff will be moving to JCC; new Hab Coordinator offices will use some of that space. The computer lab and library will also move into that space. A new vocational area will be established where the existing computer lab/library is. Data lines will be run in the new computer lab area.
  - A staff break room near the nurse's office will move and an infirmary will be established in that area.
  - The CAR (Community Activity Room) will be used for lunch; participants can choose to eat there together instead of in classrooms.
  - June 6 will be the final phase of transportation – the remainder of routes from ITS will transfer to us.
  - A tour of the building was conducted.

### VII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, April 14 at 5:00 p.m. at Liberty Center. Richard Meier reported that the one item on the agenda was reviewed and

recommended for approval.

- Vouchers and Expenditure Reports included in **Attachment #1**.
2. **Personnel Committee:** met Thursday, April 14 at 5:15 p.m. at Liberty Center. Connie Sullivan reported that all items on the agenda were reviewed, the policies were recommended for approval; the committee asked to table the title change of the Communications Coordinator.
    - Personnel actions and current staff vacancies included in **Attachment #2**.
  3. **Program Committee:** met Thursday, April 14 at 5:30 p.m. at Liberty Center. Utawna Leap reported that the committee had no items for action, but did review several discussion only items.
  4. **Evaluation of the Superintendent Committee:** did not meet.
  5. **Nominating, By-Laws, and Ethics Committee:** did not meet.

#### VIII. OLD BUSINESS

1. Richard Meier made a motion to ratify current expenditures as reviewed and approved by the Superintendent in **Attachment #1**, as reviewed and endorsed by the Finance Committee.
 

Laddie Henninger seconded the motion.

The motion passed unanimously.
2. Dale French made a motion to ratify agreements approved by the Superintendent from 3/1/11 through 3/31/11 included in **Attachment #3**, in accordance with Administrative Policy #1.00, as reviewed and endorsed by the Finance Committee.
 

Richard Meier seconded the motion.

The motion passed unanimously.

#### IX. NEW BUSINESS

1. Connie Sullivan made a motion to approve the following Personnel Policies, effective 4/15/11, as reviewed and endorsed by the Personnel Committee:
  - A. New policy **#2.90, American Red Cross Volunteering (Attachment #4)**, to address Board staff involvement in the Red Cross program for disaster preparedness in Butler County, "Ready When the Time Comes".
  - B. New policy **#2.91, Nepotism (Attachment #5)**, to codify Board practice on nepotism, based on Ohio law.

Dale French seconded the motion.

The motion passed unanimously.

2. Laddie Henninger made a motion to **table** the proposed change of title of existing Communications Coordinator position to Public Relations Coordinator (see **Attachment #6** for revised position description) to give time to review the change for fiscal implications.

Dale French seconded the motion.

The motion to table the item passed unanimously.

3. Connie Sullivan made a motion to approve **master** agreement **#0411-07**, with Caregivers for Independence, effective 3/31/11 through 12/31/11, for supported living services at \$4.80 per unit (currently serving 1 individual through this agreement at an estimated cost of \$15,113.74) as reviewed and endorsed by the Finance Committee:

Richard Meier seconded the motion.

The motion passed unanimously.

## **X. SUPERINTENDENT'S REPORT**

1. Superintendent's Monthly Activity Report – written report included in Board packet.

Rick Black gave an update on budget issues:

- We had zeroed out the 501 subsidy in our budget after 7/1/11; the new state budget reduced it by 45%, which allowed us to add \$900,000 to the cashflow for several years. Family Resource funds also fared better than expected. This will give us an additional \$1 million over several years.
- The DD allocation to the waiver (match), which reduces what we pay out went up – this was reinstated to '08 levels and will give us an additional \$450,000 per year.
- The TPPT (Tangible Personal Property Tax) phase out is to begin in 2012 and will be phased out across 4 years rather than the 7 first thought. This won't affect us adversely as we have planned for this.
- The local tax collections for last year were up over '08 levels; not sure this will continue, but is good news for now.
- We are asking that the 1.5% Medicaid fee be cut. Board asked for clarification on what the fee covers. Used for approving waiver packets and drawing down funds. Rick explained that this has been a bone of contention because Medicaid dollars which are supposed to go to services for people are being used for this.
- There is a proposal for an increase to the TCM rate (Targeted Case Management) – have been pushing for a while on this.
- Rick discussed Day Hab services rates. Ours are higher than statewide

average because they haven't accounted for differences in acuity – we serve the harder to serve individuals. '08 settlement could be around \$1 million.

- Chris discussed the plans of RSC to charge fees, cuts to Help Me Grow, and EI Part C funding. The COG superintendents have sent letters to the state reps on some of these issues and will be meeting with them May 11. Dan Ohler's testimony on the state budget was included with Chris' report and she thought it was worth reading, he did a great job.
- Chris followed up by noting that we have planned for worse case scenarios and we will continue our course.

## 2. Director and Supervisor Reports

- A. EPRO Report – EPRO is now on FaceBook, please look them up.
- B. Adult Services Report – written report included in Board packet. Art opening at the Inner I Gallery last week; individuals from Butler County received 5 of the top awards out of 10. The show runs until the end of April. Andrew P. will have his artwork in a juried show at the Fitton Center and Alphonso R. will have his artwork in a traveling art show.
- C. Communications Report – written report included in Board packet.
- D. Early Intervention Report – written report distributed at meeting.
- E. Human Resources Report – written report included in Board packet. The Early Retirement Incentive was approved by PERS and STRS; we've had 2 staff submit paperwork for retirement.
- F. Medicaid Administration Report – written report included in Board packet.
- G. Office of Incident Review and Quality Assurance – written report included in Board packet (a corrected version was distributed at the meeting – change of date only.)
- H. Partnerships for Housing Report – no report this month; construction will begin on new homes – next month will report on that progress.
- I. Service and Support Administration Report – written report included in Board packet.
- J. Training Report – written report included in Board packet.
- K. Transportation and Facility Services Report – written report included in Board packet.

## 3. Calendar of Upcoming Events

- A. United Way Day of Caring – Wednesday, April 13 – we had several staff participate in helping out painting and cleaning at the Boys and Girls Club in Hamilton.

- B. Therapeutic Recreation Softball Season begins Friday, April 15 (contact Connie Mehlman for details) – [cjmehlman@butlerdd.org](mailto:cjmehlman@butlerdd.org) or 867-5923
  - C. Best Buddies Banquet – Saturday, April 16 (contact Connie Mehlman for details – [cjmehlman@butlerdd.org](mailto:cjmehlman@butlerdd.org) or 867-5923)
  - D. Family Movie Night at Redeemer Church – 1<sup>st</sup> Saturday of every month at 6:30 p.m. – everyone is welcome
4. Date for next regular meeting: Thursday, May 12, 2011 at 6:30 p.m. at **Janet Clemmons Center** so that Board members can see where offices will be moving.
5. Scheduled dates for May Committee Meetings:
- A. Finance Committee meeting: Thursday, May 12 at 5:00 p.m. at **Janet Clemmons Center**
  - B. Personnel Committee meeting: Thursday, May 12 at 5:15 p.m. at **Janet Clemmons Center**
  - C. Program Committee meeting: Thursday, May 12 at 5:30 p.m. at **Janet Clemmons Center**
  - D. Evaluation of the Superintendent Committee: Thursday, May 12 at **Janet Clemmons Center**
  - E. Nominating, By-Laws, and Ethics Committee: Thursday, May 12 at **Janet Clemmons Center**

## XI. EXECUTIVE SESSION

Laddie Henninger made a motion to go into executive session to discuss confidential personnel issues. Richard Meier seconded the motion. The motion passed unanimously with a roll call vote as follows:

Dale French	Yes
Laddie Henninger	Yes
Utawna Leap	Yes
Kathy McMahan-Klosterman	Yes
Richard Meier	Yes
Connie Sullivan	Yes

## XII. ADJOURNMENT

There being no further business before the Board, Connie Sullivan made a motion to adjourn and Laddie Henninger seconded the motion. The motion passed unanimously.

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Kathy McMahan-Klosterman, Board President

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Richard Meier, Recording Secretary