

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

**Central Administration**  
**1910 Fairgrove Avenue, Suite E**  
**Hamilton, Ohio**

**August 11, 2011**  
**6:30 p.m.**

**BOARD MEETING  
MINUTES**

**I. CALL TO ORDER**

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

**II. ROLL CALL**

Roll call was conducted:

Dale French	Absent (excused)
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 Richard Meier.

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 Charles Mayberry, an individual served by the Board; Albert McGuire, father of Ted McGuire, Supervisor of Transportation/Site Services; Sandy Rich, an individual served by the Board; James Avery, father of Jason Proffitt, Hardware Specialist; Ray Conrad, an individual formerly served by the Board; and Crystal Rack's father-in-law; who passed away since the last meeting and to remember consumers, families and staff who have experienced serious illness.

**III. ADOPTION OF AGENDA**

Laddie Henninger made a motion to approve the Order of Business as distributed at the meeting.

Richard Meier seconded the motion.

The motion passed unanimously.

#### **IV. APPROVAL OF MINUTES**

Connie Sullivan made a motion to approve the minutes of the June 9, 2011 Board meeting.

Laddie Henninger seconded the motion.

The motion passed unanimously.

#### **V. AUDIENCE TO VISITORS**

None requested.

#### **VI. PROGRAM REPORT**

##### 1. Mid-Year Update on 2011 Annual Action Plan Goals and Measures

Stories were presented to highlight goals and measures.

##### Employment

Gary, June and Daniel shared the story of Daniel's successful employment at Laser Web with assistance from his provider/job coach. Daniel was recently named employee of the month and is well respected by his bosses and his peers. Daniel also has many other interests like playwriting and designing games.

##### Supports

Kim and Suzanne shared their son Kevin's experience in moving away from home with natural supports. Kevin moved out in May to his own apartment. With natural supports from his family, his church, and others, he is thriving. He has a job, is involved in activities, and through a Level 1 waiver is receiving help with skill development.

##### Building Friendships

Cathy Howell shared stories of individuals who receive services who were intentionally introduced to individuals from the community who have become good friends. She noted that it takes time and effort to build friendships and Laura and Jessie and Nikki and Beth are great examples of that commitment.

##### Family Focus

Kelly Girts shared the story of Angela, a person with intensive needs. A program was designed for her, including a "social story" (a picture story which shows a sequence of events) which has helped Angela and her family by reducing her anxiety about occurrences such as storms in her daily life.

### START Program

Debbie Gulley shared Stephen's success through the START Program, which is a collaborative treatment program for individuals with cognitive disabilities and mental illness. Stephen has been involved in group and family therapy and received an I.O. waiver so that he can live out of his family home. He has graduated high school and has gone from many hospitalizations last year to none this year. His mother also started a family support group.

### Adult Services

Tanya Coffey shared the story about the Consumer Council, a group of individuals served in the adult program who formed a committee that helps drive decisions in the facilities. They discuss and decide what they want to see developed or changed. The Council formed a volunteer group at the facility, the "AKTION Club" which is sponsored and mentored by the local Kiwanis Club. They sponsor a fundraiser for the charity of their choice.

### Office of Incident Review

Leia Snyder reported that MUI numbers continue to grow according to statewide statistics so successes in her department focus on efficiency and prevention. Caseloads in the department have been reduced as some clerical duties have been assigned to the secretary. A training was developed for providers to learn prevention of "misappropriations", which had been seeing an increase. There was positive feedback on the training. Prevention plans are becoming more collaborative and including "team members" such as Investigative Agents, Support Coordinators, Guardians, and the individual served. This makes the plans more meaningful and specific to each person.

### Southwest Ohio COG

Chris Hurr explained how the formation of the local COG (Council of Government) with other surrounding county boards has resulted in more collaboration. Many departments, such as Public Relations, Office of Incident Review, Early Intervention, Quality Assurance, and Data Processing, are meeting with their counterparts in other counties and sharing ideas. Family Support Services funds are now being administered through the COG as well, which results in a cost savings.

### Early Intervention

Gina Frankenfield explained the Primary Service Provider approach. The "team" spends more time listening to families, helping them through their daily routines. They are "coached" rather than "taught" how to cope and develop strategies on their own.

### Public Relations Successes

Wendy Planicka highlighted the success of the "Erase the R Word" campaign. It was very popular and helped to build an overall attitude of acceptance. The County Fair was held in July and we always have a booth. Wendy noted that more people stopped in the booth to collect our giveaways, then stayed and seemed more engaged in asking questions and getting information this year. There were lots of opportunities to educate.

### Business Office

Rick Black related that fiber optics installation had been completed at Liberty Center this year. We wanted to put our computer back-up in the building but could not get on the county-wide fiber optics line, so it was done through Cincinnati Bell and is up and functioning.

## VII. COMMITTEE REPORTS

1. **Finance Committee:** met August 11 at 5:00 p.m. at Central Administration. Richard Meier reported all items were reviewed and recommended for approval.
  - Vouchers and Expenditure Reports were included in **Attachment #1**.
2. **Personnel Committee:** met August 11 at 5:15 p.m. at Central Administration. Connie Sullivan reported all items were reviewed and recommended for approval.
  - Personnel actions and current staff vacancies were included in **Attachment #2**.
3. **Program Committee:** met August 11 at 5:30 p.m. at Central Administration. Utawna Leap reported all items were reviewed and recommended for approval.

## VIII. EXECUTIVE SESSION

Connie Sullivan made a motion to go into Executive Session to discuss Superintendent Christina Hurr's evaluation and contract. Richard Meier seconded the motion. The motion passed unanimously with a roll call vote as follows:

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

After Executive Session, the Board returned to regular session and continued with the agenda.

## IX. 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.  
Connie Sullivan seconded the motion.  
  
The motion passed unanimously.
2. Connie Sullivan made a motion to ratify agreements approved by the Superintendent from 6/1/11 through 7/31/11 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. Laddie Henninger made a motion to approve addendum to Superintendent Christina Hurr's contract (**Attachment #4**) which makes a correction to clarify the terms of the contract only to the original contract dated March 18, 2005, but will have no effect on any subsequent addendums already approved by the Board.

Utawna Leap seconded the motion.

The motion passed unanimously.

2. Laddie Henninger made a motion to approve Superintendent Christina Hurr's evaluation (**Attachment #5**), dated 8/11/11, along with any amendments and addendums to her contract, as noted in the evaluation, as recommended by the evaluation of the Superintendent Committee and reviewed by the Board.

Richard Meier seconded the motion.

The motion passed unanimously.

3. Laddie Henninger made a motion to approve a new Support Coordinator Position (salary schedule MR-21), for Eligibility and START services (**Attachment #6**), effective 8/12/11, as reviewed and endorsed by the Personnel Committee.

**NOTE:** This position will ultimately replace the Eligibility and Referral Facilitator position that will be vacated 9/30/11 due to retirement. The vacated position will not be replaced. Upgrading this position will allow for the position to be more flexible and to maintain a caseload specializing in the START program along with E & R functions. Depending on the replacement's credentials, this position may or may not be in the same pay range, but we don't expect any significant change to the personnel budget.

Connie Sullivan seconded the motion.

The motion passed unanimously.

4. Laddie Henninger made a motion to approve new **Personnel Policy #2.92, Reimbursement for Voice Recognition Software (Attachment #7)**, effective 8/12/11, to allow partial reimbursement for voice recognition software for TCM billing, as reviewed and endorsed by the Personnel Committee.

Richard Meier seconded the motion.

The motion passed unanimously.

5. Connie Sullivan made a motion to approve rescinding **Program Policy #6-20, Case Management**, effective 8/12/11, since a new SSA Rule has been implemented this policy is no longer relevant, as reviewed and endorsed by the Program Committee.

Richard Meier seconded the motion.

The motion passed unanimously.

6. Richard Meier made a motion to approve the following agreements, as reviewed and endorsed by the Finance Committee.
- A. New agreement (**#0811-03**) with Southwest Ohio Council of Governments, effective 7/1/11 through 12/31/11, for administration of Family Support Service Funds at an amount not to exceed \$234,000.00, which includes a 10.4% service fee, for the length of the agreement.
  - B. New **master** agreement (**#0811-08**) with True Alternatives, LLC, effective 8/1/11 through 12/31/11, for adult day/vocational habilitation supports at the following rates (currently serving 3 individual at an anticipated cost of \$10,000.00):
    - \$42.00/hour for category "A" (Butler/Warren Counties)
    - \$75.50/hour for category "B" (Butler/Warren Counties)
    - \$125.50/hour for category "C" (Butler/Warren Counties)
    - \$19.90/trip for non-medical transportation (Butler/Warren Counties)
    - \$42.25/hour for category "A" (Hamilton County)
    - \$76.00/hour for category "B" (Hamilton County)
    - \$126.75/hour for category "C" (Hamilton County)
    - \$20.09/trip for non-medical transportation (Hamilton County)
  - C. Renewal **master** agreement (**#0811-05**) with ODODD/SODC, effective 7/1/11 through 6/30/13 for residential services at a rate of \$430.81 per day per individual or a rate of 36.31% of the per diem cost for individuals who have an ICFMR level of care (currently serving 4).

Laddie Henninger seconded the motion.

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

Laddie Henninger	Yes
Utawna Leap	Yes
Kathy McMahon-Klosterman	Yes
Richard Meier	Yes
Connie Sullivan	Yes

## XI. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report – written report distributed with packets.
2. Director and Supervisor Reports (written reports not required this month due to updates to the Annual Action Plan.) Updates:
  - A. EPRO Report – written report distributed at meeting.
  - B. Enrollment Report – distributed in packets. Some new trends were noted: EI showed an 11% increase – some of this is due to a change in the way data is reported, some is a true increase; competitive employment numbers are up by 11, which is good; and the adult program is down by 28 – not all of those people are showing up in numbers of other programs, we are checking on that.
  - C. Family Support Services Funds Update – written report included in packet.

- D. Early Retirement Incentive – 14 staff have notified us of their intent to retire through the incentive program. 6 will not be replaced due to reassignment of duties or positions. Others will be decided on a case-by-case basis as individuals retire.
- E. State Budget Impact on Finances – Rick reported some good news for the cashflow. The TPPT was reduced to a 3 year phase out; at the end of that time, what's left we keep and will be held harmless. The TCM rate increased by 52%. The EFMAP local match increased from 27% to 36%; additional allocation from the state made up for the decrease in federal match. We figure to be able to put our next levy off until 2014; by then the auditor's valuation would be updated again and we hope it will be better.

### 3. Upcoming Events

- A. Fairfield Optimist Fishing Derby – Saturday, August 27 at 10:00 a.m. – Fairfield Optimist Club, 194 Forest Lake Lane, Joyce Park
- B. Fun, Food and Education Day for transition students sponsored by GE's IT Division – Friday, September 9 (contact Cathy Howell for more info)
- C. Annual "Fishing for Friends" Event – Sunday, September 11 from 11:00 – 4:00 at Lake Lyndsay
- D. Annual Arc Family Picnic – Sunday, September 18 at Camp Campbell Gard from 3:00 to 7:00 p.m.
- E. Rumble in the Jungle – Wednesday, September 21 at Tori's Station (sponsored by GE)
- F. Liberty Day – Friday, September 23 at Liberty Center beginning at 10:30 a.m.
- G. 2<sup>nd</sup> Annual Board Employee Fall Fest – Sunday, October 9 from 1:00 to 4:00 p.m. at Camp Campbell Gard
- H. "Dancing with the Stars" PAC Event – Saturday, November 12 at Receptions in Fairfield
- I. Family Movie Night at Redeemer Church – 1<sup>st</sup> Saturday of every month at 6:30 p.m. – everyone is welcome

### 4. Scheduled dates for September Committee Meetings:

- A. Finance Committee meeting: Thursday, September 8 at 5:00 p.m. at Central Administration Building
- B. Personnel Committee meeting: Thursday, September 8 at 5:15 p.m. at Central Administration Building
- C. Program Committee meeting: Thursday, September 8 at 5:30 p.m. at Central

## Administration Building

5. Date for next regular meeting Thursday, September 8 at 6:30 p.m. at Central Administration Building

**XII. EXECUTIVE SESSION**

Connie Sullivan 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:

Laddie Henninger	Yes
Utawna Leap	Yes
Kathy McMahon-Klosterman	Yes
Richard Meier	Yes
Connie Sullivan	Yes

**XIII. ADJOURNMENT**

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

---

Kathy McMahon-Klosterman, Board President

---

Richard Meier, Recording Secretary