

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

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

**November 10, 2011**  
**6:00 p.m.**

**MINUTES**  
**JOINT MEETING WITH PARTNERSHIPS FOR HOUSING**  
**PUBLIC HEARING ON 2012 ANNUAL ACTION PLAN**

**I. CALL TO ORDER**

The meeting was called to order by Vice President Tony Yocco.

**II. ROLL CALL**

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

The group recited the Pledge of Allegiance led by Dale French.

Tony Yocco 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 Michael Salt, an individual served by the Board; who passed away and to remember individuals, families, and staff who have experienced serious illness since the last meeting.

**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

Laddie Henninger made a motion to approve the minutes of the October 13, 2011 Board meeting.

Dale French seconded the motion.

The motion passed unanimously.

#### V. AUDIENCE TO VISITORS

None requested.

#### VI. PROGRAM REPORT

1. Partnerships for Housing Update presented by Kip Backscheider, Interim CEO, and Ron Binder, Resident Home Corporation.

Information was shared in a PowerPoint presentation and a copy is included with the original minutes. Partnerships for Housing partners with Butler County Board of DD to manage housing for individuals served by the Board. Currently, PFH is managing 51 homes (including 2 under construction), with 106 tenants. PFH applies for grant funds through several agencies to help purchase homes and BCBDD subsidizes the maintenance of the homes. 27 of the 51 properties have had renovations this year. They have recently developed a web site where information about PFH and the homes can be viewed: [www.housingresourcegroup.org](http://www.housingresourcegroup.org). A Board member asked if the homes are distributed by population. Chris Hurr answered that we have tried to focus on areas that are in walking distance of stores, etc. and available transportation, which is always an issue. We are also trying to get away from large 4 bedroom homes and develop homes like duplexes, which are smaller and easier to work with. It is easier to have 2 roommates rather than 3 or 4 in a home. PFH has 3 maintenance people in Butler County to work on the homes. Chris thanked the PFH reps for being so responsive and doing a great job with the homes.

#### VII. COMMITTEE REPORTS

1. **Finance Committee:** met November 10 at 5:00 p.m. at Central Administration. Vouchers and expenditure reports were included in **Attachment #1**. Richard Meier reported that all items presented to the committee were reviewed and recommended for approval.
2. **Personnel Committee:** met November 10 at 5:15 p.m. at Central Administration. Current staff vacancies and Personnel Actions were included in **Attachment #2**. Connie Sullivan reported that all items presented to the committee were reviewed and recommended for approval.
3. **Program Committee:** met November 10 at 5:30 p.m. at Central Administration. Utawna Leap reported that all items presented to the committee were reviewed and recommended for approval.

## VIII. OLD BUSINESS

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

Laddie Henninger seconded the motion.

The motion passed unanimously.

2. Connie Sullivan made a motion to ratify agreements approved by the Superintendent from 10/1/11 through 10/31/11 included in **Attachment #3**, in accordance with Administrative Policy #1.00, as reviewed and endorsed by the Finance Committee.

Dale French seconded the motion.

The motion passed unanimously.

## IX. NEW BUSINESS

1. Richard Meier made a motion to authorize Board Member Dale French to represent the Board at the Delegate Assembly on Wednesday, November 30 at 6:00 p.m. in Columbus, Ohio.

Utawna Leap seconded the motion.

The motion passed unanimously.

2. Connie Sullivan made a motion to approve amendment to Superintendent Christina Hurr's contract (**Attachment #4**) to clarify contract provision that vacation time "cashed in" must be in accordance with OPERS conversion rules, as reviewed and endorsed by the Personnel Committee.

Dale French seconded the motion.

The motion passed unanimously.

3. Richard Meier made a motion to approve payment of monthly service fees negotiated with 5/3 Bank for Health Savings Account, which is being offered to staff who select the High Deductible Health Plan, effective 1/1/12 through 12/31/12, at a cost of \$150.00 per month, total amount not to exceed \$1,800.00 for the length of the agreement, as reviewed and endorsed by the Finance and Personnel Committees.

Dale French seconded the motion.

The motion passed unanimously.

4. Dale French made a motion to approve **Resolution #2011-11-01, Southwest Ohio Council of Governments, (Attachment #5)** effective 11/10/11, to clarify that the Superintendent is authorized as designee representative for the Board on the Council, as reviewed and endorsed by the Program Committee.

Laddie Henninger seconded the motion.

The motion passed unanimously.

5. Dale French made a motion to approve the following Personnel Policies, effective 11/10/11, as reviewed and endorsed by the Personnel Committee.
  - A. Amended policy **#2.35, Calculation of Vacation Time (Attachment #6)**, which has been amended to reflect the current vacation accrual schedule.
  - B. Amended policy **#2.40, Probation (Attachment #7)**, which has been amended to remove reference to a position that has been abolished.
  - C. Amended policy **#2.43, Fitness for Duty (Attachment #8)**, which has been amended to reflect changes in federal law.

Richard Meier seconded the motion.

The motion passed unanimously.

6. Connie Sullivan made a motion to approve the following amended Program Policies, effective 11/10/11, as reviewed and endorsed by the Program Committee.
  - A. Amended policy **#6-11, Safety, (Attachment #9)**, which has been amended for cleanup only;
  - B. Amended policy **#6-13, Family and Children First Council and Wraparound, (Attachment #10)**, to update policy for compliance with Ohio Revised Code.

Richard Meier seconded the motion.

The motion passed unanimously.

7. Richard Meier made a motion to approve the following agreements, effective 1/1/12 through 12/31/12 (unless otherwise noted), as reviewed and endorsed by the Finance Committee:
  - A. Renewal agreement (**#1111-01**) with Jewish Vocational Service, to act as fiscal agent for the InsideOut Studio, at a total cost not to exceed \$50,000.00, which is a decrease of \$7,000.00 from the previous agreement, because of increased sales by artists, we were able to decrease this contract;
  - B. Renewal **master** agreement (**#1111-04**) with Champaign Residential Services, Inc., for room and board subsidies at a rate of \$23.99 per day, which is an increase of .92¢ in the daily rate due to increases in food cost and other necessity items (currently serving 5 individuals at an estimated cost of \$43,901.70);
  - C. Renewal **master** agreement (**#1111-05**) with Graceworks, for room and board subsidies at a rate of \$30.64 per day, which is an increase of .87¢ per day due to increased costs for food and other essentials (currently serving 5 individuals at an estimated cost of \$56,071.20);

- D. Renewal **master** agreement (**#1111-06**) with Butler County Care Facility, for non-medical transportation services, at a rate of \$12.50 per trip (currently serving 2 individuals at an estimated cost of \$9,000.00, which is an increase of \$1,000.00 due to projected increase in utilization);
- E. Renewal **master** agreement (**#1111-07**) with Visionaries and Voices, for adult day supports at the following daily rates which will correspond to each person’s acuity assessment score: Acuity Grouping A - \$42.25; Acuity Grouping B - \$76.00; Acuity Grouping C - \$126.75 (currently serving 2 individuals at an estimated cost of \$4,000.00, which is a decrease of \$4,000.00 due to fewer people served and fewer planned attendance days);
- F. Renewal **master** agreement (**#1111-08**) with Easter Seals Work Resource Center, for supported employment/community at a rate of \$45.00 per hour (currently serving 1 individual at an estimated cost of \$1,500.00, which is a decrease of \$500.00 due to decreased utilization);
- G. Renewal agreement (**#1111-09**) with University Hospital dba UC Health, for psychiatric services at a total cost not to exceed \$77,156.06 for the length of the agreement, which is a 2% increase (\$1,512.86) over the previous agreement;
- H. Renewal agreement (**#1111-10**) with Colleen Mercuri-Johnson, for sexuality education, at a rate of \$60.00 per hour, total cost not to exceed \$71,150.00 for the length of the agreement, which is an increase of \$2.00 per hour on the rate over the previous agreement, but no increase to the total amount;

**NOTE:** Chris noted that this increase was given because Colleen has received her certification in this specialty and she is being paid more by other counties, so we are being competitive with the rate.

- I. Renewal **master** agreement (**#1111-11**) with Village Network dba Boys’ Village, effective 1/1/12 through 6/30/12, for therapeutic foster care, at a rate of \$139.93 per day, which is the same rate as the previous agreement (currently serving 1 individual at an estimated cost of \$25,467.26).

Dale French seconded the motion.

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

Dale French	Yes
Laddie Henninger	Yes
Utawna Leap	Yes
Richard Meier	Yes
Connie Sullivan	Yes
Tony Yocco	Yes

**X. SPECIAL ORDERS OF THE DAY**

**Public Hearing on the 2012 Annual Action Plan.**

Chris Hurr presented the 2012 Annual Action Plan and a copy of that presentation is included

with the original minutes of the Board meeting. She reviewed our annual goals, enrollment trends, environmental trends and financial information. For each department, she reviewed successes for this year and what the focus will be for 2012. Information was shared about how to give input – by filling out a survey at the meeting or online.

Questions:

- What is the capacity at Liberty Center? It is 125 and they are at capacity now.
- Do we still get provider training requests? Yes, we provide what we can through our Provider Relations Coordinator.

## **XI. SUPERINTENDENT’S REPORT**

1. Superintendent’s Monthly Activity Report – written report included in Board packets.  
Further updates:

- Chris shared levy results for County Boards from across the state. Twelve counties had levies on the ballot, ten were renewals which all passed, one was a replacement which passed, and one county had on two levies for additional money, both of which failed. Results are encouraging.
- No word from the Commissioners yet on our EI Bargaining. We will let the Board know when we hear.
- Goodwill will have an Open House at the Middletown Center facility on November 18 from 10:00 – 2:00; Board members are welcome to stop in.
- Third Quarter updates were distributed at the meeting. Laddie Henninger asked if we are addressing areas where we aren’t meeting our goals. Yes, Chris explained that we are still working on some and others may have to be modified.

2. Director and Supervisor Reports – 3<sup>rd</sup> Quarter Updates were completed this month – no monthly reports were done this month.

3. Upcoming Events

- A. “Dancing with the Stars” PAC Event – Saturday, November 12 at Receptions in Fairfield
- B. OACB 28<sup>th</sup> Annual Convention – November 30 through December 2 at the Hilton at Eaton in Columbus (Delegate Assembly 11/30)
- C. Arc Holiday Dinner Dance – Sunday, December 4 from 2:00 – 7:00 p.m. at Meadowbrook Inn, Ross
- D. Sno Ball Dance – Wednesday, December 7 from 6 to 8:30 p.m. at Tori’s Station

4. Scheduled dates and times for December Committee Meetings:

- A. Finance Committee meeting: Thursday, December 8 at 5:00 p.m. at Central Administration
- B. Personnel Committee meeting: Thursday, December 8 at 5:15 p.m. at Central Administration

C. Program Committee meeting: Thursday, December 8 at 5:30 p.m. at Central Administration

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

## **XII. EXECUTIVE SESSION**

Laddie Henninger made a motion to go into executive session to discuss personnel issues/collective bargaining and Connie Sullivan seconded the motion. The motion passed unanimously with a roll call vote as follows:

Dale French	Yes
Laddie Henninger	Yes
Utawna Leap	Yes
Richard Meier	Yes
Connie Sullivan	Yes
Tony Yocco	Yes

## **XIII. ADJOURNMENT**

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

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Kathy McMahon-Klosterman, Board President

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Richard Meier, Recording Secretary