

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

**1910 Fairgrove Avenue
Hamilton, Ohio**

**September 8, 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	Absent – excused
Connie Sullivan	Present
Tony Yocco	Present

Connie Sullivan led the group in reciting the Pledge of Allegiance.

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 Dolores Shelton, grandmother of Jenny Snider; 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.

Connie Sullivan seconded the motion.

The motion passed unanimously.

IV. APPROVAL OF MINUTES

Laddie Henninger made a motion to approve the minutes of the August 11, 2011 Board meeting.

Dale French seconded the motion.

The motion passed unanimously.

V. AUDIENCE TO VISITORS

There were no requests made to address the Board.

VI. PROGRAM REPORT

1. Bridges to Transition Program

Dennis Burger introduced Keith Banner to explain the Bridges to Transition Program. The Board began with the program October, 2010. We invested \$30,000 to draw down funding for the program, which helps students with vocational goals, services and training. We partner with Ohio Rehabilitation Services Commission, and the Ohio Association of County Boards provides management of the project. We currently have 31 students eligible for the program and expect to have about 45 next year. Tyler and Corinna and their mothers spoke about the benefits of the program, and how much they liked it. The parents feel it is a great program, they have seen growth, pride, self-worth and responsibility develop in their children. The students like the work and being paid. Chris Steed, who has been a vendor participating in the project was also introduced and thanked for being a great resource.

VII. COMMITTEE REPORTS

1. **Finance Committee:** Kathy McMahon-Klosterman and Laddie Henninger met in place of regular committee members on Thursday, September 8 at 5:00 p.m. at Central Administration Office. They reviewed all items and recommended for approval.
 - Vouchers and Expenditure Reports were included in **Attachment #1**.
2. **Personnel Committee:** met Thursday, September 8 at 5:15 p.m. at Central Administration Office. Connie Sullivan reported that all items were reviewed and recommended for approval.
 - Personnel actions and current staff vacancies included in **Attachment #2**.
3. **Program Committee:** met Thursday, September 8 at 5:30 p.m. at Central Administration Office. Utawna Leap reported that the one item on the agenda was reviewed and recommended for approval.

VIII. OLD BUSINESS

1. Connie Sullivan 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. Tony Yocco seconded the motion. The motion passed unanimously.

2. Tony Yocco made a motion to ratify agreements approved by the Superintendent from 8/1/11 through 8/31/11 included in **Attachment #3**, in accordance with Administrative Policy #1, as reviewed and endorsed by the Finance Committee. Dale French seconded the motion. The motion passed unanimously.

IX. NEW BUSINESS

1. Connie Sullivan made a motion to approve the following personnel actions, effective 9/9/11, as reviewed and endorsed by the Personnel and Finance Committees.
 - A. One (1) new position on the Adult Services T.O., **Day Habilitation Coordinator (Attachment #11)** (salary schedule VIII), which will be assigned to a current Habilitation Coordinator whose vacated position will not be filled. Approximate cost of the upgrade will be \$1,500.00.

NOTE: This position will focus primarily on the development of facility based day habilitation programming and supervision and training of all direct care professionals.

- B. Convert two (2) current *Habilitation Support Specialists* to **Customized Support Specialists** on the Adult Services T.O., which will remain on the same salary schedule so there is no additional cost with this conversion.

NOTE: This is a difference of duties/responsibilities only. These positions will allow the adult program to further develop customized areas of programming within the Board operated programs at Liberty Center.

DISCUSSION: Chris Hurr noted that these changes were a result of consolidating our programs into one building. There are more people at Liberty Center with more diverse needs, so staff needs are also evolving.

Dale French seconded the motion. The motion passed unanimously.

2. Dale French made a motion to approve the following **amended Personnel Policies**, effective 9/8/11, as reviewed and endorsed by the Personnel Committee:
 - A. **#2.14, Evaluation of Applicants (Attachment #4)**, to reflect current practice for evaluating employee driving records.
 - B. **#2.25, Travel and Meals Reimbursement (Attachment #5)** to reflect the current IRS mileage reimbursement rate.
 - C. **#2.28, Retirement Plan (Attachment #6)**, to update contact information for PERS and STRS.
 - D. **#2.30, Leave Without Pay (Discretionary) (Attachment #7)**, to make a minor correction to the wording of the policy.
 - E. **#2.31, Disability Separation (Attachment #8)**, to reflect change in federal legislation.
 - F. **#2.79, Vacation Cash In/Conversion Policy (Attachment #9)**, to reflect current practice that employees may cash in a maximum of two weeks of vacation time.

Laddie Henninger seconded the motion. The motion passed unanimously.

3. Laddie Henninger made a motion to approve the Annual Accreditation Self-Review Survey and Plan of Correction (**Attachment #10**) which reflects overall substantial compliance with current rules, to be submitted to DODD, as reviewed and endorsed by the Program Committee. Connie Sullivan seconded the motion. The motion passed unanimously.
4. Connie Sullivan made a motion to amend agreement (**#1210-32A**) with The Village Network dba Boys Village, effective 1/1/11 through 12/31/11, to increase rate by 2% to \$138.56/day, for residential treatment/foster care, at a total increase of approximately \$500.00 for the remainder of the agreement, bringing the total to \$50,085.25, as reviewed and endorsed by the Finance Committee. Dale French seconded the motion. The motion passed unanimously.
5. Dale French made a motion to approve renewal agreement (**#0911-02**) for local contribution in the amount of \$30,000.00 to The Bridges to Transition Project administered by Ohio Association of County Boards of DD, effective dates 10/1/11 through 9/30/12, to draw down federal match of approximately \$111,000.00 (less \$18,000 administration fee) to Ohio Rehabilitation Services Commission to be used for this project, as reviewed and endorsed by the Finance Committee. Utawna Leap seconded the motion. The motion passed unanimously.
6. Tony Yocco made a motion to approve renewal agreement with Ohio Department of DD, effective 10/1/11 through 9/30/12, for Title XX grant dollars *received by* Butler County DD for provision of Day Care Services for Adults, including enabling self-sufficiency, providing recreation, general leisure activities, and personal care services, in the amount of \$257,887.00 as reviewed and endorsed by the Finance Committee. Dale French seconded the motion. The motion passed unanimously.

X. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report – written report included in Board packet.
 - A. Update on Middletown Center Plans – Chris Hurr reported that we are in the last stages of consolidating people from Middletown Center to Liberty Center. By November 1, all individuals will be transferred. There will be a few who won't be attending Liberty Center. Goodwill is currently reviewing our proposed lease for Middletown Center and will be going to their Board this month for approval. They will attend our October meeting and give an update.
2. Director and Supervisor Reports
 - A. EPRO Report – Next meeting will be at the end of this month.
 - B. Adult Services Report – written report included in Board packet.
 - C. Communications Report – written report included in Board packet.
 - D. Early Intervention Report – written report included in Board packet.
 - E. Human Resources Report – written report included in Board packet.

- F. Medicaid Administration Report – written report included in Board packet.
- G. Office of Incident Review and Quality Assurance – written report included in Board packet.
- H. Partnerships for Housing Report – no report this month.
- I. Service and Support Administration Report – written report included in Board packet.
- J. Transportation and Facility Services Report – written report included in Board packet.

3. Upcoming Events

- A. Fun, Food and Education Day for transition students sponsored by GE's IT Division – Friday, September 9 (contact Cathy Howell for more info)
- B. Annual "Fishing for Friends" Event – Sunday, September 11 from 11:00 – 4:00 at Lake Lyndsay
- C. Annual Arc Family Picnic – Sunday, September 18 at Camp Campbell Gard from 3:00 to 7:00 p.m.
- D. Rumble in the Jungle – Wednesday, September 21 at Tori's Station (sponsored by GE)
- E. Liberty Day – Friday, September 23 at Liberty Center beginning at 10:30 a.m.
- F. Fall Conference/Provider Fair and Training – Thursday, October 6 from 9 a.m. – 12 noon and 5:00 – 8:00 p.m. at Miami University Hamilton/Wilkes Center
- G. 2nd 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. OACB 28th Annual Convention – November 30 through December 2 at the Hilton at Eaton in Columbus (Delegate Assembly 11/30)
- J. Family Movie Night at Redeemer Church – 1st Saturday of every month at 6:30 p.m. – everyone is welcome

4. Scheduled dates for October Committee Meetings:

- A. Finance Committee meeting: Thursday, October 13 at 5:00 p.m. at Central Administration Office.
- B. Personnel Committee meeting: Thursday, October 13 at 5:15 p.m. at Central Administration Office.
- C. Program Committee meeting: Thursday, October 13 at 5:30 p.m. at Central Administration Office.

5. Date for next regular meeting: Thursday, October 13, 2011 at 6:30 p.m. at Central Administration Office, 1910 Fairgrove Avenue, Suite E, Hamilton.
6. Date for next regular COG meeting: Thursday, September 15 at 3:00 p.m. Perkins (West Chester at Tylersville/I-75)

XI. EXECUTIVE SESSION

Connie Sullivan made a motion to go into Executive Session to discuss personnel issues. 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
Kathy McMahon-Klosterman	Yes
Connie Sullivan	Yes
Tony Yocco	Yes

XII. ADJOURNMENT

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

Kathy McMahon-Klosterman, Board President

Richard Meier, Recording Secretary