

BUTLER COUNTY
Board of
**DEVELOPMENTAL
 DISABILITIES**
Supporting Possibilities
CENTRAL ADMINISTRATION
1910 Fairgrove Avenue, Suite E
Hamilton, Ohio

October 13, 2011

**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	Present
Laddie Henninger	Present
Utawna Leap	Present
Kathy McMahon-Klosterman	Present
Richard Meier	Present
Connie Sullivan	Present
Tony Yocco	Present

The group participated in reciting the Pledge of Allegiance led by Wendy Planicka.

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 Jill Pollard, an individual who received services from the Board; Linda Harrison, an individual who attended Middletown Center; Bobbie Gallo, a former employee of BCBDD; Donald Little, an individual who received services from the Board; Helen "Kay" Rikas, an individual who received services from the Board; and Betty Murphy, mom of Dale, an individual receiving services; 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.

Connie Sullivan seconded the motion.

The motion passed unanimously.

IV. APPROVAL OF MINUTES

Laddie Henninger made a motion to approve minutes of the September 8, 2011 Board meeting.

Richard Meier seconded the motion.

The motion passed unanimously.

V. SPECIAL RECOGNITION

1. Jill McCarthy was honored for 25 years of service to the Board and was presented with a gift. Teresa Brand, Jill's supervisor, commented that Jill was a dedicated person who has built wonderful relationships with the people she serves. Jill thanked the board for the great years she has worked here, it has been a blessing.

VI. AUDIENCE TO VISITORS

1. None requested.

VII. PROGRAM REPORT

1. Bob Pawlak, Vice President of Program Services for Goodwill Easter Seals, gave background information on the various Goodwill programs in the area and Steve Kopecky, Director of DD Services, explained the plan for the Middletown Center facility. They will move their current operation from Clinton Street in Middletown to the Middletown Center by November 1. They currently serve 16 participants from Butler County here and an additional 6 receive transportation for enclaves. Steve shared their day support curriculum and the plan for a book sorting operation at the new facility. The goal is to double census in 2012, expand the book program, incorporate a sensory room, create an assistive technology lending library, and add competitive employment slots. Handouts were distributed and copies are included with the original minutes.
2. Leia Snyder, Supervisor of Incident Review and QA, presented Trends and Patterns to the Board. Leia reviewed the definitions of UI (Unusual Incident) vs. MUI (Major Unusual Incident) and how incidents are tracked and reviewed locally and by the State Department of DD. A Stakeholder's Committee meets twice a year to review the data from the county and to identify trends and patterns. Leia went over the results of that review with the Board. A handout of the presentation was distributed and a copy is included with the original minutes. Leia also noted that a personal safety course "Being Safe", is being developed and hope to present this to multiple groups locally.

VIII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, October 14 at 5:00 p.m. at Central Administration. Vouchers and Expenditure Reports were included in **Attachment #1**. Richard Meier reported that all items were reviewed and approved.
2. **Personnel Committee:** met Thursday, October 14 at 5:00 p.m. at Central Administration. Personnel actions and current staff vacancies were included in **Attachment #2**. Connie Sullivan reported that all items were reviewed and approved.

3. **Program Committee:** met Thursday, October 14 at 5:00 p.m. at Central Administration. Utawna Leap reported that all items were reviewed and approved.

IX. OLD BUSINESS

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

Connie Sullivan seconded the motion.

The motion passed unanimously.

2. Richard Meier made a motion to ratify agreements approved by the Superintendent from 9/1/10 through 9/30/10 included in **Attachment #3**, in accordance with Administrative Policy #1, as reviewed and endorsed by the Finance Committee. Utawna Leap seconded the motion.

The motion passed unanimously.

X. NEW BUSINESS

1. Connie Sullivan made a motion to approve successor collective bargaining agreement with the Early Intervention unit effective 10/1/11 – 9/30/14, which calls for a 2% wage increase for each year of the agreement and changes as noted in **Attachment #4**, as reviewed and endorsed by the Finance and Personnel Committees.

Dale French seconded the motion.

The motion passed unanimously.

2. Tony Yocco made a motion to approve the following changes to employee health insurance, as reviewed and endorsed by the Finance and Personnel Committees.
 - A. Allow for a one-time incentive of \$500.00 (single), \$1000.00 (single +1), and \$1,500.00 (family), to partially fund the deductible for staff participating in the High Deductible Health Plan;
 - B. Increase employee premium share in the PPO Health Plan and Dental Plan to 10% (an increase of 5%), unless state law requires otherwise.

Laddie Henninger seconded the motion.

The motion passed unanimously.

3. Dale French made a motion to approve program calendars for 2012 for Early Intervention (**Attachment #5**) and for Adult Services (**Attachment #6**), as reviewed and endorsed by the Program and Personnel Committees.

NOTE: Adult Services calendar provides 6 additional training days for staff for 2012.

Richard Meier seconded the motion.

The motion passed unanimously.

4. Tony Yocco made a motion to approve the following revised Program Policies, effective 10/14/11, as reviewed and endorsed by the Program Committee:
- A. Revised **Program Policy #6, County Boards of DD Programs and Services (Attachment #7)**, to reflect changes to Administrative Rule 5123:2-1; this is cleanup only.
 - B. Revised **Program Policy #7, Licensure of Residential Facilities (Attachment #8)**, to reflect changes to Administrative Rule 5123:2-3; this is cleanup only.

Dale French seconded the motion.

The motion passed unanimously.

5. Connie Sullivan made a motion to approve the following agreements, as reviewed and endorsed by the Finance Committee.
- A. Renewal **master** agreement (**#1011-08**) with Hattie Larlham Constant Companions, effective 1/1/12 through 12/31/12, 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 1 individual at an estimated cost of \$4,500.00);
 - B. Renewal **master** agreement (**#1011-10**) with LifeSpan, Inc. effective 1/1/12 through 12/31/12, for payee and guardianship services for individuals served by Butler County DD at a rate of \$233.75 per quarter and payee services at a rate of \$37.00 per person per month (currently serving 50 individuals through guardianship and 7 individuals through payee services at a cost of \$49,858.00);
 - C. Renewal agreement (**#1011-11**) with Graceworks Enhanced, effective 1/1/12 through 12/31/12, for day habilitation services provided by BCBDD for 1 individual for 247 program days at a rate of \$75.50 per day **to be paid to BCBDD**, estimated total revenue will be \$18,648.50;

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
Tony Yocco	Yes

6. Dale French made a motion to approve lease agreement (**#1011-12**) with Goodwill Easter Seals Miami Valley to lease space from BCBDD at 1520 14th Avenue, Middletown, Ohio (Middletown Adult Center) at a rate of \$2.45 per square foot for the first year with a built in increase based upon the CPI for each year. Goodwill will occupy 5300 square feet to begin and have the option to expand. Lease will be for 5 years with three 5 year options, effective 11/1/11 through 10/31/16, as reviewed and endorsed by the Program

and Finance Committees.

Laddie Henninger seconded the motion.

Discussion: Dale French asked how the lease amount we are being paid compares with the cost of the maintenance on the building. Chris Hurr explained that it will cover our costs.

The motion passed unanimously.

7. Richard Meier made a motion to approve lease agreement (**#1011-13**) with Backyard Score Boards, LLC to lease space from BCBDD at 1520 14th Avenue, Middletown, Ohio (Middletown Adult Center), effective 11/1/11 through 12/31/12, at a rate of \$3.00 per square foot for 1000 square feet, a total of \$250.00 per month, \$3500.00 for the length of the agreement, as reviewed and endorsed by the Program and Finance Committees.

Dale French seconded the motion.

The motion passed unanimously.

8. Laddie Henninger made a motion to authorize Superintendent to negotiate and enter into a renewal agreement (**#1011-14**) with Partnerships for Housing, Inc., for management and maintenance of community based housing for consumers, terms to be negotiated, as reviewed and endorsed by the Finance Committee; details to be ratified by the Board at their November 19, 2011 meeting.

Connie Sullivan seconded the motion.

The motion passed unanimously.

9. Connie Sullivan made a motion to approve amendment to agreement (**#0811-03A**) with Southwest Ohio Council of Governments, effective 7/1/11 through 12/31/11, to make agreement a **master** and to expand the scope to include the following, as reviewed and endorsed by the Finance Committee.

- A. Administration of Family Support Service Funds: \$234,000.00 (previously approved)
- B. Payment of County Waiver Match: \$3,812,500.00
- C. Combined Public Relations Services: \$10,000.00
- D. COG Administration: \$10,000.00

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 McMahon-Klosterman	Yes
Richard Meier	Yes

Connie Sullivan
Tony Yocco

Yes
Yes

XI. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report

- Chris Hurr noted that due to the public hearing and the joint meeting with Partnerships for Housing in November, we will begin the meeting early at 6:00 p.m. and each committee was to decide if they needed to start earlier to finish in time.
- Chris also explained that the Mental Health Board will have a renewal levy on the ballot in November. It will not be an increase in taxes if it passes, but they would lose money if it doesn't.

2. Director and Supervisor Reports

- A. EPRO Report – James reported that EPRO's Christmas party will be held in December at Janet Clemmons Center. He will have the exact date and other details at the next meeting.
- B. Adult Services Report – written report in packet.
- C. Communications Report – written report in packet. Reminder that Dancing with the Stars is coming up and you can vote online for your favorite dance team.
- D. Early Intervention Report – no report this month
- E. Human Resources Report – written report in packet.
- F. Medicaid Administration Report – written report in packet.
- G. Office of Incident Review and Quality Assurance – report distributed at Board meeting.
- H. Partnerships for Housing Report – will be doing a comprehensive report at next month's board meeting.
- I. Service and Support Administration Report – written report in packet.
- J. Transportation and Facility Services Report – no report this month

3. Upcoming Events

- A. Halloween Dance – Saturday, October 22 from 7:00 to 9:00 p.m. at Fairfield Optimist Club
- B. "Dancing with the Stars" PAC Event – Saturday, November 12 at Receptions in Fairfield
- C. OACB 28th Annual Convention – November 30 through December 2 at the Hilton at Eaton in Columbus (Delegate Assembly 11/30)

- D. Arc Holiday Dinner Dance – Sunday, December 4 from 2:00 – 7:00 p.m. at Meadowbrook Inn, Ross
 - E. Sno Ball Dance – Wednesday, December 7 from 6 to 8:30 p.m. at Tori’s Station
4. Scheduled dates for November Committee Meetings:
- A. Finance Committee meeting: Thursday, November 10 at Central Administration – time to be determined
 - B. Personnel Committee meeting: Thursday, November 10 at Central Administration – time to be determined
 - C. Program Committee meeting: Thursday, November 10 at Central Administration – time to be determined
5. Date for next regular meeting and **PUBLIC HEARING**: Thursday, **November 10** at Central Administration. **NOTE:** We will begin at 6:00 p.m. (instead of 6:30) so that we can accommodate Partnerships for Housing and Public Hearing.

XII. EXECUTIVE SESSION

Tony Yocco made a motion to go into executive session to discuss confidential personnel issues and 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
Tony Yocco	Yes

XIII. ADJOURNMENT

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

Kathy McMahan-Klosterman, Board President

Richard Meier, Recording Secretary