

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

Central Administration
1910 Fairgrove Avenue, Suite E
Hamilton, Ohio

January 13, 2011
6:30 p.m.

**BOARD MEETING
MINUTES**

**THE SWEARING IN OF NEW BOARD MEMBERS, PASTOR DALE FRENCH AND
MR. LADDIE HENNINGER, WAS PERFORMED BY PROBATE COURT JUDGE RANDY ROGERS**

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	Present

The group participated in reciting the Pledge of Allegiance led by Dennis Burger.

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 Peggy and Dick Avey, mother and step-father of Jamie Miller, an Accounting Clerk at the Administration Office, who recently passed away, and to remember those who have experienced serious illness since the last meeting.

III. ADOPTION OF AGENDA

Connie Sullivan made a motion to approve the Order of Business with one change – to remove the tabled item from last meeting, #3 under Old Business.

Dale French seconded the motion.

The motion to approve the amended agenda was approved unanimously.

IV. APPROVAL OF MINUTES

Utawna Leap made a motion to approve minutes of the December 16, 2010 Board meeting.

Richard Meier seconded the motion.

The motion passed unanimously.

V. ORDERS OF THE DAY

Annual reorganization of the Board to be conducted in accordance with O.R.C. Section 5126.022.

1. Election of Officers: The following were nominated as officers, as recommended by the Nominating, By-Laws and Ethics Committee. There were no nominations from the floor.

President: Kathy McMahon-Klosterman

Vice-President: Tony Yocco

Recording Secretary: Richard Meier

Connie Sullivan made a motion to approve the nominations as presented.

Dale French seconded the motion.

The motion passed unanimously.

2. Tony Yocco made a motion to adopt the Schedule of Meetings for 2011 (**Attachment #1**). Richard Meier seconded the motion. The motion passed unanimously.
3. Tony Yocco made a motion to adopt the Order of Business: Recommendation to continue current order of business (**Attachment #2**). Connie Sullivan seconded the motion. The motion passed unanimously.
4. Tony Yocco made a motion to set Committee Appointments and Parliamentary (**Attachment #3**). Connie Sullivan seconded the motion. The motion passed unanimously.
5. Connie Sullivan made a motion to approve the **Resolution #2011-01-01 (Attachment #4)** on continuing Ethics Council and appointments to the Council, in accordance with O.R.C. Section 5126.032. Tony Yocco seconded the motion. The motion passed unanimously.

VI. AUDIENCE TO VISITORS

1. None requested.

VII. PROGRAM REPORT

1. 2011 Annual Action Plan, Risk Assessment and Accessibility Plan

Chris Hurr presented the 2011 Annual Action Plan action statements (a copy of the presentation is included with these minutes.) Chris explained that we follow the state requirements in developing an Action Plan annually, but that we didn't want to "just do it and put it away". Ours is a working document with goals that are measured and reported on a regular basis. She explained the planning process that goes into putting the document together.

Tanya Coffey gave a brief overview of the Risk Assessment and Accessibility Plan. Since 2007, we have looked at many aspects of risk, identified and evaluated those risks and put together plans to minimize them. The Accessibility Plan has been a work in progress since 2004, looking at all kinds of barriers to accessibility and correcting them. Kathy McMahon-Klosterman asked about the plan to deal with cultural barriers, which had been discussed previously. Previous discussions didn't go anywhere, wasn't a priority, but will address again, if needed. A more in-depth presentation will be done on these in the future.

VIII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, January 13 at 5:00 p.m. at Central Administration. Richard Meier reported the committee reviewed and approved all items on their agenda.
 - Vouchers and Expenditure Reports were included in **Attachment #5**.
2. **Personnel Committee:** met Thursday, January 13 at 5:15 p.m. at Central Administration. Connie Sullivan reported the committee reviewed and approved all items on their agenda.
 - Personnel actions and current staff vacancies were included in **Attachment #6**.
3. **Program Committee:** met Thursday, January 13 at 5:30 p.m. at Central Administration. Utawna Leap reported the committee reviewed and approved all items on their agenda.
4. **Evaluation of Superintendent Committee:** Will review Superintendent's Performance Goals for 2011; to be approved at the February Board meeting.

IX. OLD BUSINESS

1. Connie Sullivan made a motion to ratify current expenditures as reviewed and approved by the Superintendent in **Attachment #5**, as reviewed and endorsed by the Finance Committee.

Tony Yocco seconded the motion.

The motion passed unanimously.
2. Utawna Leap made a motion to ratify agreements approved by the Superintendent from 12/1/10 through 12/31/10 included in **Attachment #7**, in accordance with Administrative Policy #1.00, as reviewed and endorsed by the Finance Committee.

Richard Meier seconded the motion.

The motion passed unanimously.

3. **Item removed.**

X. NEW BUSINESS

1. Richard Meier made a motion to approve the CY 2011 Budget for programs and operations of the Butler County Board of Developmental Disabilities, effective 1/1/11 at a total of \$29,100,000.00, as noted in **Attachment #8**, as reviewed and endorsed by the Finance Committee.

Connie Sullivan seconded the motion.

The motion passed unanimously.

2. Tony Yocco made a motion to approve Year 2011 Annual Action Plan Action Statements as presented in **REVISED Attachment #9**, as reviewed and endorsed by the Program, Personnel, and Finance Committees.

Laddie Henninger seconded the motion.

The motion passed unanimously.

3. Richard Meier made a motion to approve agency Table of Organization as presented in **Attachment #10A** (a Summary of changes is included as **Attachment #10B**), effective 1/1/11, in accordance with 2011 Budget and Annual Action Plan, as reviewed and endorsed by the Program, Personnel, and Finance Committees.

Tony Yocco seconded the motion.

The motion passed unanimously.

4. Connie Sullivan made a motion to approve the following agreements, as reviewed and endorsed by the Finance Committee:

- A. Renewal agreement (**#0111-03**) with Primary Solutions, effective 12/23/10 through 12/22/11, for software licensing for client information and Medicaid billing, total cost not to exceed \$29,394.00 for the length of the agreement, which is a decrease from the previous agreement;
- B. Amendment to agreement (**#1110-01A**) with RHC – Host Family Services, effective 9/20/10 to extend end date to 1/10/11, for foster care services for one individual at a rate of \$125.00 per day, total not to exceed \$15,086.05 for the length of the agreement;

Richard Meier seconded the motion.

The motion passed unanimously.

XI. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report

Chris noted that she had sent follow-up letters to the family members who had come to the last Board meeting to speak about the Middletown Center transition. She also noted that there is a private provider looking at the Middletown Center building for possible use for an adult program.

2. Director and Supervisor Reports

- A. EPRO Report – James reported that the EPRO Christmas party went well.
- B. Adult Services Report – Tanya handed out the transition plan for moving Middletown Enrichment Center staff and participants to Liberty Center. She noted there is a program team meeting with all stakeholders to determine priorities for each individual. Possible 115 people participating in the Liberty Center building after moves are made.
- C. Children's Programs and Services Report
- D. Communications Report
- E. Human Resources Report
- F. Medicaid Administration Report
- G. Office of Incident Review and Quality Assurance
- H. Partnerships for Housing Report
- I. Service and Support Administration Report – will begin meetings soon to discuss moving the West Chester Team office to JCC.
- J. Training Report
- K. Transportation and Facility Services Report – 5 of 10 new buses will be received by the end of January and the rest at the end of February.

3. Upcoming Events

- A. Challenger Baseball Registration (ages 5-22) – Saturday, February 5 from 9:00 a.m. to 1:00 p.m. at Janet Clemmons Center
- B. Bingo Night – Saturday, March 19 from 7:00 to 9:00 p.m. at Fairfield Optimist Club House
- C. Community Recognition Dinner – Sunday, March 20 at 5:30 p.m. at the Savannah Center in West Chester
- D. Annual Community Basketball Game – Wednesday, March 30 at 10:30 a.m.

- E. Sock Hop – Friday, April 1 from 7 to 9:00 p.m. at Miami Hamilton Gym
 - F. Dancing with the Stars – a PAC fundraiser – Saturday, November 12 – currently recruiting dance couples
 - G. Family Movie Night at Redeemer Church – 1st Saturday of every month at 6:30 p.m. – everyone is welcome
 - H. Square Dancing at Redeemer Church – 2nd and 4th Tuesdays of each month from 7:00 to 8:30 p.m.
4. Scheduled dates and times for February Committee Meetings:
- A. Finance Committee meeting: Thursday, February 10 at 5:00 p.m. at Central Administration.
 - B. Personnel Committee meeting: Thursday, February 10 at 5:15 p.m. at Central Administration.
 - C. Program Committee meeting: Thursday, February 10 at 5:30 p.m. at Central Administration.
5. Date for next regular meeting February 10, 2011 at 6:30 p.m. at Central Administration.

XII. EXECUTIVE SESSION

Tony Yocco made a motion to go into Executive Session to discuss confidential personnel issues and Utawna Leap 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	Yes
Tony Yocco	Yes

XIII. ADJOURNMENT

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

Kathy McMahon-Klosterman, Board President

Richard Meier, Recording Secretary