

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

**Central Administration Office  
 1910 Fairgrove Avenue, Suite E  
 Hamilton, OH 45011**

**February 10, 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 (left early)
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 Chris Hurr.

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 Ginger Smith, a former employee in Adult Services; Gary Shepard, father of Jill Taylor, Support Coordinator at the West Chester Team; David Minck, a resident of Takoda Trails; William Rahm, a resident of Takoda Trails; and Sophia Vanostrand, a young child who received Family Support Services; who have passed away; and to remember individuals, families and staff who have experienced serious illness since the last Board meeting.

**III. ADOPTION OF AGENDA**

Laddie Henninger made a motion to approve the Order of Business.

Richard Meier seconded the motion.

The motion passed unanimously.

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

Tony Yocco made a motion to approve the minutes of the January 13, 2011 Board meeting.

Connie Sullivan seconded the motion.

The motion passed unanimously.

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

No requests were made to address the Board.

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

1. 2011 Budget presented by Rick Black, Business Director

Rick began by explaining issues we are facing in regard to tax levies and collections. The last 2 years we have seen less collected in taxes than the previous year – this hasn't happened before in the previous 28 years that Rick has been here. Contributing factors were foreclosures, low new housing starts, delinquency on taxes, and the RIDs (Residential Improvement Districts) and TIFs (Tax Increment Financing Districts) that were enacted in the county.

A recent economic forecast presented in the county expected appraisals will be flat over the next 5 years; values will be below the 2008 levels and will probably continue. (This would have an impact if we do a "replacement" levy, we would get less funding than originally anticipated.) It is also expected that government would be the last to rebound and recover from the financial crisis. In a comparison of other local counties, surrounding counties collected 2% more in sales tax and Butler County actually collected less than the previous year. Unemployment has been high and based on past history, it is expected to take until 2017 to rebound. And, new housing starts and real estate sales are also down, which impacts us as well.

Rick reviewed the agency's cashflow, explaining that revenues were the same in the three versions shown. He explained the Tangible Personal Property Tax; we have been held harmless until now, but that will change. He also noted that the CAT tax was not collecting like expected. In 2012, we expect 0 collections from the state DD. We are being conservative in estimates of revenues and implementing cost saving measures to reduce the budget.

Some things that may impact future budgets/revenues, but we don't have a clear picture of yet are: MAC (Medicaid Administrative Claiming – a funding stream), the State budget, provider rates are expected to increase, TCM (Targeted Case Management – another Medicaid funding category), Personal Property Tax Reduction (not sure if we will continue to be held harmless.)

## VII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, February 11 at 5:00 p.m. at Central Administration. Richard Meier reported that all items were reviewed and recommended for approval.
  - Reviewed Vouchers and Expenditure Reports included in **Attachment #1**.
2. **Personnel Committee:** met Thursday, February 11 at 5:15 p.m. at Central Administration. Connie Sullivan reported that all items were reviewed and recommended for approval.
  - Reviewed Personnel actions and current staff vacancies included in **Attachment #2**.
3. **Program Committee:** met Thursday, February 11 at 5:30 p.m. at Central Administration. Utawna Leap reported that all items were reviewed and recommended for approval.
4. **Ethics Council:** met Thursday, February 11 at 6:00 p.m. at Central Administration. Kathy McMahan-Klosterman reported that all items were reviewed and recommended for approval.
  - Reviewed employees working for other agencies that contract with the Board included in **Attachment #3**.
5. **Evaluation of Superintendent Committee:** met after the Board meeting to review Superintendent's evaluation format and process.
6. **Nominating, By-Laws, and Ethics:** met after the Board meeting to review Board By-Laws and discuss updates.

## 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. Utawna Leap made a motion to ratify agreements approved by the Superintendent from 1/1/11 through 1/31/11 included in **Attachment #4**, in accordance with Administrative Policy #1.00, as reviewed and endorsed by the Finance Committee.
 

Connie Sullivan seconded the motion.

The motion passed unanimously.

## IX. NEW BUSINESS

1. Connie Sullivan made a motion to approve 2011 Performance Goals of Superintendent Christina Hurr (**Attachment #5**), as reviewed and endorsed by the Evaluation of the Superintendent Committee.

Richard Meier seconded the motion.

The motion passed unanimously.

2. Richard Meier made a motion to accept the Board Ethics Council's recommendations regarding direct service contracts and agency employees who are also employed by service providers under contract with BCBDD (see **REVISED Attachment #3** for list), in compliance with Section 5126.033 of the Ohio Revised Code.

Connie Sullivan seconded the motion.

The motion passed unanimously.

3. Tony Yocco made a motion to adjust hours for central phone coverage/office hours at Board offices and facilities from 8:00 a.m. until 4:30 p.m. to 8:00 a.m. until 4:00 p.m. daily, to allow more flexibility in work and break schedules for affected staff with no economic impact, effective 2/14/11, as reviewed and endorsed by the Finance, Personnel, and Program Committees.

Laddie Henninger seconded the motion.

The motion passed unanimously.

4. Connie Sullivan made a motion to increase life insurance benefit for non-unit staff, effective 4/1/11, as described in **Attachment #6** at a cost of \$882.75 per month (current cost is \$856.00 per month), annual cost of \$10,593.00, which is an increase of \$321.00, as reviewed and endorsed by the Finance and Personnel Committees.

**NOTE:** As a result of our ability to purchase life insurance through the Butler Health Plan consortium at a substantially reduced rate, we can increase the life insurance benefit for non-unit staff by 50% at very little additional cost.

Tony Yocco seconded the motion.

The motion passed unanimously.

5. Laddie Henninger made a motion to approve the following amended **Program Policies**, effective 2/11/11, as reviewed and endorsed by the Program, Finance and Personnel Committees:

- A. **#6-3, Research (Attachment #7)** – removes the term mental retardation from policy as well as clarifies Board's stance on confidentiality and

individual rights.

- B. **#12-2, Title XX Federal Assistance Program (Attachment #8)** – removes the term mental retardation from policy and makes minor changes for clean-up purposes only.
- C. **#6-17, Public Awareness (Attachment #9)** – removes the term mental retardation from policy and makes minor changes for clean-up purposes only.

Tony Yocco 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. Amendment to agreement (**#0310-03A**) with the Arc of Hamilton County, effective 4/1/10 through 3/31/11, for Family Support Services funds, to extend end date until 6/30/11 and add \$160,000.00 to the agreement to be used for the first quarter of 2011.
 

**NOTE:** The Southwest Ohio COG is currently working on setting up this service for its member counties; the extension is to cover until we can transfer service to the COG.
  - B. Amendment to **master** agreement (**#1210-28A**) with RHC, effective 1/1/11 through 12/31/11, to add the following services: Adult Foster Care, Child Foster Care, Foster Care Respite at rates not to exceed \$125.00 per day for individuals who don't have a waiver (currently no one is using these services, estimated cost for the year is \$10,000.00).
  - C. Amendment to **master** agreement (**#0410-03A**) with Village Network, effective 4/24/10 through 12/31/10, for foster care services, to adjust rate from \$133.18 to 135.85 per day, which adds \$491.28 to the total of the agreement.
  - D. New **master** agreement (**#0211-04**) with RMS Spectrum Services located at Safe Haven Farms, effective 2/1/11 through 12/31/11, for the following services/rates (currently serving 2 individuals at an estimated cost of \$17,000.00):
    - Adult Day Supports/Vocational Habilitation at rates of \$42.00 per day for Service/Acuity Grouping "A"; \$75.50 per day for Service/Acuity Grouping "B"; \$125.50 per day for Service/Acuity Grouping "C"
    - Non-medical transportation at a rate of \$19.90 per trip
  - E. New **master** agreement (**#0211-05**) with Opportunities to Succeed, Inc., effective 2/1/11 through 12/31/11, for supported living services at a rate of \$4.80 per unit for 1:1 services (currently serving 1 individual at an estimated cost of \$9,867.40).

Tony Yocco 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
Tony Yocco	Yes

## **X. SUPERINTENDENT'S REPORT**

1. Superintendent's Monthly Activity Report
  - A. 2010 Annual Action Plan Goals Final Update – shared with Board.
2. Director and Supervisor Reports – reports were included with Board packets. Additional information noted below:
  - A. EPRO Report – next meeting is March 28. Working on trainings with transition groups.
  - B. Adult Services Report – Tanya Coffey distributed an addendum to adult services board report – a list of recommendations for space at Liberty Center. She will be doing these on a regular basis.
  - C. Children's Programs and Services Report
  - D. Communications Report – the Community Recognition Dinner is March 20 at the Savannah Center in West Chester. Would like Board members to be involved.
  - E. Human Resources Report – 113 staff had perfect attendance the last quarter – over half.
  - F. Medicaid Administration Report
  - G. Office of Incident Review and Quality Assurance
  - H. Partnerships for Housing Report – construction projects are underway – there will be some people moving around.
  - I. Service and Support Administration Report
  - J. Training Report
  - K. Transportation and Facility Services Report – new vehicles were purchased under a state contract at great savings. Rick Black also facilitated some IT upgrades at a savings.

3. Calendar of Upcoming Events

- A. Sweetheart Dance – Wednesday, February 16 from 6 to 8:30 p.m. at Tori’s Station
- 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 Savannah Center in West Chester
- D. Annual Community Basketball Game – Wednesday, March 30 at 10:30 a.m. at the Atrium YMCA in Middletown
- E. Sock Hop – Friday, April 1 from 7 to 9:00 p.m. at Miami Hamilton Gym
- F. Family Movie Night at Redeemer Church – 1<sup>st</sup> Saturday of every month at 6:30 p.m. – everyone is welcome
- G. Square Dancing at Redeemer Church – 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month from 7:00 to 8:30 p.m.

4. Date for next regular meeting: Thursday, March 10 at 6:30 p.m. at Central Administration.

5. Scheduled dates for March Committee Meetings:

- A. Finance Committee meeting: Thursday, March 10 at 5:00 p.m.
- B. Personnel Committee meeting: Thursday, March 10 at 5:15 p.m.
- C. Program Committee meeting: Thursday, March 10 at 5:30 p.m.

**XI. EXECUTIVE SESSION**

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

**XII. ADJOURNMENT**

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

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Kathy McMahon-Klosterman, Board President

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Richard Meier, Recording Secretary