

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

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

**March 10, 2011**

**6:30 p.m.**

**BOARD MEETING  
MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by President Kathy McMahon-Klosterman.

**II. ROLL CALL**

Roll call was conducted:

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

The group recited the Pledge of Allegiance led by Rick Black.

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 Earl Mathews, father of Debbie Trent, EI Specialist; Franklin Dean, cousin of Kris Jones, Support Coordinator; Janet Jones, an individual living at Hawthorne Glenn nursing home; Steve Baker, brother of Tanya Coffey, Program Services Administrator; Charles Jones, Jr.; Eric Roberson, a child in the EI program; and James Brandon Guy; and to remember consumers, 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 as distributed at the meeting.

Connie Sullivan seconded the motion.

The motion passed unanimously.

### IV. APPROVAL OF MINUTES

Richard Meier made a motion to approve the minutes of the February 10, 2011 Board meeting.

Connie Sullivan seconded the motion.

Mr. Henninger asked that the February minutes be corrected to state that he abstained from voting on item #6 under New Business. Correction has been made.

The motion passed unanimously.

### V. AUDIENCE TO VISITORS

None requested.

### VI. PROGRAM REPORT

#### 1. Early Intervention: All the Basics

Dena Barrett, Chris Robinson, and Jenny Vogelgesang, EI Specialists, spoke to the Board about Early Intervention and a copy of their PowerPoint presentation is included with the official minutes of the meeting. A copy of the "Family Outcomes Survey" was also shared with the Board – the survey is given to all EI families when their child withdraws from services; not all return it, they leave for various reasons and we do track that.

The group explained how Help Me Grow and Board of DD work together to provide services, how eligibility is determined, the evaluations they use, and the plan that is put together for families from this information. They reviewed several of the specialty groups that are offered for children and explained how each helps the child. For the future, the focus will be on effectiveness and evidence-based practice and putting the emphasis on family education since parents will be with the child much longer than we will.

### VII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, March 11 at 5:00 p.m. at Administration. Vouchers and Expenditure Reports were included in **Attachment #1**. Richard Meier reported that the committee reviewed and recommended approval on all items.

2. **Personnel Committee:** met Thursday, March 11 at 5:15 p.m. at Administration. Personnel actions and current staff vacancies were included in **Attachment #2**. Connie Sullivan reported that the committee reviewed and recommended approval on all items.
3. **Program Committee:** No meeting needed.
4. **Nominating, By-Laws and Ethics Committee:** Review By-Laws for updating - ongoing.
5. **Evaluation of Superintendent Committee:** Met after the Board meeting to review evaluation process and documentation.

#### VIII. OLD BUSINESS

1. Richard Meier made a motion to ratify current expenditures (**Attachment #1**) 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. Tony Yocco made a motion to ratify agreements approved by the Superintendent from 2/1/11 through 2/28/11 included in **Attachment #3**, in accordance with Administrative Policy #1.00, as reviewed and endorsed by the Finance Committee.

Richard Meier seconded the motion.

The motion passed unanimously.

#### IX. NEW BUSINESS

1. Connie Sullivan made a motion to approve offering retirement incentive of up to three (3) years to eligible employees (**Attachment #4**) beginning June 1, 2011 and ending May 31, 2012, in order to cut personnel costs, as reviewed and endorsed by the Personnel and Finance Committees.

**NOTE:** Employees will have one year to take advantage of this offer. Estimated savings could be up to \$2,150,000.00 over a three year period. Several positions will not need to be replaced and this will help us avert layoffs in the future. The significant savings will help maintain services as we postpone the need to request a replacement levy.

Tony Yocco seconded the motion.

The motion passed unanimously.

2. Richard Meier made a motion to approve the following amended personnel policies, effective 3/11/11, as reviewed and endorsed by the Personnel Committee:
- A. **#2.1, Personnel Policies (Attachment #5)** – amended to adjust distribution of policies to be reviewed each quarter.
  - B. **#2.75a, Cell Phone (Attachment #6)** – amended to remove language about phase out of Board provided cell phones.

Connie Sullivan seconded the motion.

The motion passed unanimously.

3. Tony Yocco made a motion to approve the following agreements, as reviewed and endorsed by the Finance Committee:
- A. Amendment to **master** agreement (**#1210-04A**) with Butler Behavioral Health Services to include the following *additional* rates and services (estimated will serve 30 individuals at a cost of \$40,000.00 – this is not an increase in the contract amount, just approving additional *rates* for School to Adult Life Transition Series):
    - \$15.00 per hour for Mentor Trainer for School to Adult Life Series;
    - \$10.50 per hour for set up for School to Adult Life Series Event (consumer);
    - \$40.00 per hour for professional staff to teach Employment Awareness Class at School to Adult Life Series;
    - \$243.90 per week for Summer Youth “Bridges to Transition” Program (utilized only when Bureau of Vocational Rehabilitation dollars not available/not billable).
  - B. Renewal agreement (**#0311-01**) with YMCA Camp Campbell Gard, effective 4/1/11 through 12/31/11, for resident camp for 50 individuals, at a cost of \$24,316.75, which is the same amount as the previous agreement.
  - C. Renewal agreement (**#0311-02**) with YMCA Camp Campbell Gard, effective 4/1/11 through 12/31/11, for day camp for 30 individuals, at a cost of \$24,316.75, which is the same amount as the previous agreement.
  - D. Renewal agreement (**#0311-03**) with Community Supports Inc., effective 1/1/11 through 12/31/11, for emergency nursing services for 2 individuals, at a rate of \$154.20 per consumer per day, total cost not to exceed \$112,566.00, which is an increase of \$20,053.10 due to increase in rate and additional hours of staffing.

**NOTE:** This agreement supersedes agreement #1109-12A, which was an extension to give time to negotiate a new rate with this provider. The new rate is retroactive to the beginning of the year.

- E. New **master** agreement (**#0311-05**) with Graceworks Enhanced Living, effective 3/1/11 through 12/31/11, for respite care at \$250.00 per consumer per day (currently serving 1 individual at an estimated cost of \$15,000.00).

**NOTE:** This is a unique and temporary situation for an individual who we have supported in Kentucky. He is moving to an ICFMR home and waiting for eligibility in Ohio for Medicaid. After this is established, we will not continue paying for his services.

Laddie Henninger seconded the motion.

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

Laddie Henninger	Yes
Kathy McMahon-Klosterman	Yes
Richard Meier	Yes
Connie Sullivan	Yes
Tony Yocco	Yes

## X. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report – written report included with packets.
2. Director and Supervisor Reports
  - A. EPRO Report – Dennis Burger reported: EPRO is now on Facebook; next meeting is 3/28 at Dayton Lane Apartments and there will be a PAC presentation by Wendy.
  - B. Adult Services Report – written report included with packets. Tanya Coffey also distributed a written update on Adult Services. She showed the Board a glass pin that was made by artists at InsideOut Studio – more will be shared at next month's board meeting at Liberty Center.
  - C. Communications Report – written report included with packets.
  - D. Early Intervention Report – written report included with packets.
  - E. Human Resources Report – written report included with packets.
  - F. Medicaid Administration Report – written report included with packets.
  - G. Office of Incident Review and Quality Assurance – written report included with packets. Leia Snyder also noted that there had been a Trends and Patterns meeting earlier in the day and the results would be shared at the next Board meeting.
  - H. Partnerships for Housing Report – written report included with packets.

- I. Service and Support Administration Report – written report included with packets. Dennis Burger also noted that we are involved with planning and presenting a “positive culture” fair which will be on April 14 at Vineyards Community Church.
  - J. Training Report – written report included with packets.
  - K. Transportation and Facility Services Report – Rick Black reported that the last 5 buses were delivered this week and would be on the road by the following Monday. The Board will get to see them next month when we have our meeting at Liberty Center.
3. Calendar of Upcoming Events
- A. Bingo Night – Saturday, March 19 from 7:00 to 9:00 p.m. at Fairfield Optimist Club House
  - B. Community Recognition Dinner – Sunday, March 20 at Savannah Center in West Chester
  - C. Annual Community Basketball Game – Wednesday, March 30 at 10:30 a.m.
  - D. Sock Hop – Friday, April 1 from 7 to 9:00 p.m. at Miami Hamilton Gym
  - E. Family Movie Night at Redeemer Church – 1<sup>st</sup> Saturday of every month at 6:30 p.m. – everyone is welcome
4. Date for next regular meeting: Thursday, April 14, 2011 at 6:30 p.m. at **Liberty Center.**
5. Scheduled dates for April Committee Meetings:
- A. Finance Committee meeting: Thursday, April 14 at 5:00 p.m. at **Liberty Center.**
  - B. Personnel Committee meeting: Thursday, April 14 at 5:15 p.m. at **Liberty Center.**
  - C. Program Committee meeting: Thursday, April 14 at 5:30 p.m. at **Liberty Center.**

## XI. EXECUTIVE SESSION

Connie Sullivan made a motion to go into executive session to discuss confidential personnel issues. Richard Meier seconded the motion. The motion passed unanimously with a roll call vote as follows:

Laddie Henninger	Yes
Kathy McMahan-Klosterman	Yes
Richard Meier	Yes

Connie Sullivan	Yes
Tony Yocco	Yes

## **XII. ADJOURNMENT**

The Board came out of executive session and since there was no further business before the Board, Richard Meier made a motion to adjourn. Connie Sullivan seconded the motion. The motion passed unanimously.

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Kathy McMahon-Klosterman, Board President

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Richard Meier, Recording Secretary