

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

Central Administration
1910 Fairgrove Avenue, Suite E
Hamilton, Ohio

January 26, 2012
6:30 p.m.

BOARD MEETING
AGENDA

I. CALL TO ORDER: (6:30 p.m.)

II. ROLL CALL: (6:30 - 6:32 p.m.)

Pledge of Allegiance.

Reading of Mission Statement: To support individuals so they can successfully live, work, and learn in the community.

Moment of silent reflection in memory of Ivena McMahan, mother of Ethel Moore, Family Support Counselor; Patricia Burgemeir, mother of Support Coordinator Christy Ross; and Support Coordinator Jennifer Kisamore's grandmother; who have recently passed away, and to remember those who have experienced serious illness since the last meeting.

III. ADOPTION OF AGENDA: (6:32 - 6:34 p.m.)

Approval of Order of Business.

IV. APPROVAL OF MINUTES: (6:34 - 6:35 p.m.)

Approval of minutes of the December 8, 2011 Board meeting and the December 20, 2011 Special Board meeting.

V. ORDERS OF THE DAY: (6:35 – 6:55 p.m.)

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

1. Election of Officers: Nominate and Approve Slate of Officers:

President:	Kathy McMahon-Klosterman
Vice-President:	Tony Yocco
Recording Secretary:	Richard Meier

2. Adoption of Schedule of Meetings for 2012 (**Attachment #1**): Discussion recommended.
3. Adoption of Order of Business: Recommendation to continue current order of business (**Attachment #2**).
4. Set Committee Appointments and Parliamentarian (**Attachment #3**).
5. Approval of **Resolution #2012-01-01 (Attachment #4)** on continuing Ethics Council and appointments to the Council, in accordance with O.R.C. Section 5126.032.

VI. AUDIENCE TO VISITORS: (6:55 – 6:55 p.m.)

1. None requested.

VII. PROGRAM REPORT: (6:55 – 7:45 p.m.)

1. 2012 Annual Action Plan, Budget, and Table of Organization

VIII. COMMITTEE REPORTS: (7:45 – 7:55 p.m.)

1. **Finance Committee:** Thursday, January 26 at 5:00 p.m. at Central Administration.
 - Vouchers and Expenditure Reports included in **Attachment #5**.
2. **Personnel Committee:** Thursday, January 26 at 5:15 p.m. at Central Administration.
 - Personnel actions and current staff vacancies included in **Attachment #6**.
3. **Program Committee:** Thursday, January 26 at 5:30 p.m. at Central Administration.
4. **Evaluation of Superintendent Committee:** Review Superintendent's Performance Goals for 2012; to be approved at February Board meeting.

IX. OLD BUSINESS: (7:55 – 8:00 p.m.)

1. Consideration of motion to ratify current expenditures as reviewed and approved by the Superintendent in **Attachment #5**, pending review and endorsement by the Finance Committee. (Board action requested)
2. Consideration of motion to ratify agreements approved by the Superintendent from 12/1/11 through 12/31/11 included in **Attachment #7**, in accordance with Administrative Policy #1.00, pending review and endorsement by the Finance Committee. (Board action requested)

X. NEW BUSINESS: (8:00 – 8:15 p.m.)

1. Consideration of motion to approve the CY 2012 Budget for programs and operations of the Butler County Board of Developmental Disabilities, effective 1/1/12 at a total of \$29,100,000.00, as noted in **Attachment #8**, pending review and endorsement by the Finance Committee. (Board action requested)

2. Consideration of motion to approve Year 2012 Annual Action Plan Action Statements as presented in **Attachment #9**, pending review and endorsement by the Program, Personnel, and Finance Committees. (Board action requested)
3. Consideration of motion to approve agency Table of Organization as presented in **Attachment #10A** (a summary of changes is included as **Attachment #10B**), effective 1/1/12, in accordance with 2012 Budget and Annual Action Plan, pending review and endorsement by the Program, Personnel, and Finance Committees. (Board action requested)
4. Consideration of motion to upgrade Accounting Supervisor position from the MR12 salary schedule to schedule III on the classification schedule (**Attachment #11**), effective 1/26/12, pending review and endorsement by the Personnel Committee. (Board action requested)

NOTE: This would not result in a change in salary for the incumbent. The schedule has also been updated to reflect prior changes.

5. Consideration of motion to approve amendment to **Personnel Policy #2.26, Fringe Benefits, (Attachment #12)** to include a description of partial funding for Health Savings Accounts and a schedule for mid-year enrollments, effective 1/26/12, pending review and endorsement by the Personnel Committee. (Board action requested)
6. Consideration of motion to approve **Resolution #2012-01-02, Nonfederal Share of Medicaid Expenditures (Attachment #13)**, to specify the amount of funds, \$8,275,000.00, to be used in the year 2012 to pay the nonfederal share of services required by O.R.C. 5126.057(A), pending review and endorsement by the Finance Committee. (Board action requested)

NOTE: These funds are leveraged to draw down federal funds which allow us to provide \$32 million in Medicaid services.

7. Consideration of motion to approve the following agreements, pending review and endorsement by the Finance Committee: (Board action requested)
 - A. New agreement (**#0112-10**) with Cerner Corporation, effective 1/2/12 through 12/31/14, for installation and implementation of the "CareTracker" system for BCBD adult day habilitation program, at a cost of \$59,548.96 for the length of the agreement;

NOTE: CareTracker replaces manual forms and processes with regard to all paper documentation that is required within the adult day habilitation facility, including but not limited to attendance and goal documentation.
 - B. Amendment to **master** agreement (**#1211-24A**) with Caregivers for Independence, effective 1/1/12 through 12/31/12, to add rate for Supported Employment/Enclave at \$25.00 per hour (currently serving 23 individuals at an estimated cost of \$36,500.00).

XI. SUPERINTENDENT'S REPORT: (8:15 – 8:30 p.m.)

1. Superintendent's Monthly Activity Report – mailed with packets.
2. Director and Supervisor Reports (There will be no reports this month due to Annual Action Plan reporting.)
 - A. EPRO Report
 - B. Adult Services Report
 - 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
 - J. Training Report
 - K. Transportation and Facility Services Report
3. Upcoming Events
 - A. Ice Skating Party at Miami University Oxford – Sunday, February 12 from 5:45 to 7:00 p.m. Contact Connie Mehlman for more information.
 - B. Sweetheart Dance at Tori's Station – Wednesday, February 15 from 6:00 to 8:30 p.m. Contact Cathy Howell for more information.
 - C. Community Recognition Dinner at Savannah Center – Sunday, March 20 at 5:30 p.m.
 - D. Sock Hop at Miami University Hamilton (gym) – Friday, March 30 from 7:00 – 9:00 p.m. Contact Connie Mehlman for more information.
 - E. Fairfield Optimist Bingo Night at Optimist Club House – Saturday, April 7 from 7:00 to 9:00 p.m. Contact Connie Mehlman for more information.
4. Scheduled dates and times for February Committee Meetings:
 - A. Finance Committee meeting: Thursday, February 16 at 5:00 p.m. at Central Administration.

- B. Personnel Committee meeting: Thursday, February 16 at 5:15 p.m. at Central Administration.
- C. Program Committee meeting: Thursday, February 16 at 5:30 p.m. at Central Administration.

5. Date for next regular meeting February 16, 2012 at 6:30 p.m. at Central Administration.

XII. EXECUTIVE SESSION: (8:30 – 8:45 p.m.)

To discuss confidential personnel issues.

XIII. ADJOURNMENT: (8:45 p.m.)