

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

Central Administration
1910 Fairgrove Avenue, Suite E
Hamilton, Ohio

August 12, 2010
6:30 p.m.

**BOARD MEETING
PRELIMINARY 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 Micah Black, a resident of Takoda Trails; Amy Mills, a young woman living in the community; Hayden Vizedom, a young man living in the community; Rod Hilterbran, Special Education Director for Middletown Schools; Stanley Whisman, a young man living in the community; and Alex Schmidt, an individual living in the community; who passed away since the last meeting and to remember consumers, families and staff who have experienced serious illness.

III. ADOPTION OF AGENDA: (6:32 - 6:33 p.m.)

Approval of Order of Business.

IV. APPROVAL OF MINUTES: (6:33 - 6:35 p.m.)

Approval of minutes of the June 10, 2010 Board meeting.

V. SPECIAL RECOGNITION: (6:35 – 6:50 p.m.)

1. Cassandra Fuller – 25 Years of Service
2. Karen Whalen – 25 Years of Service

VI. AUDIENCE TO VISITORS: (6:35 - 6:40 p.m.)

None requested.

VII. PROGRAM REPORT: (6:40 – 7:20 p.m.)

1. Update on 2010 Annual Action Plan Goals and Measures presented by Chris Hurr, Superintendent

VIII. COMMITTEE REPORTS: (7:20 - 7:25 p.m.)

1. **Finance Committee:** August 12 at 5:00 p.m. at Janet Clemmons Center.
 - Vouchers and Expenditure Reports included in **Attachment #1**.
2. **Personnel Committee:** August 12 at 5:15 p.m. at Janet Clemmons Center.
 - Personnel actions and current staff vacancies included in **Attachment #2**.
3. **Program Committee:** August 12 at 5:30 p.m. at Janet Clemmons Center.

IX. OLD BUSINESS: (7:45 – 7:50 p.m.)

1. Consideration of motion to ratify current expenditures as reviewed and approved by the Superintendent in **Attachment #1**, pending review and endorsement by the Finance Committee. (Board action requested)
2. Consideration of motion to ratify agreements approved by the Superintendent from 6/1/10 through 7/31/10 included in **Attachment #3**, in accordance with Administrative Policy #1, pending review and endorsement by the Finance Committee. (Board action requested)

X. NEW BUSINESS: (7:50 – 8:00 p.m.)

1. Consideration of motion to approve addition of “Supervisor of Office of Incident Review” position (Salary Schedule IV) to the Table of Organization, effective 8/13/10, as described in **Attachment #4** position description, pending review and endorsement by the Personnel Committee. (Board action requested)

NOTE: This position is the result of the pending retirement of the Director of Quality Assurance and Medicaid Services at the end of the year. Although many functions of the current position will be disseminated among current administrative positions, the OIR department will remain a separate entity reporting directly to the Superintendent. It is the intent to have the position approved so that it can be posted and filled prior to the retirement for transitional purposes.

2. Consideration of motion to approve revised record retention schedule (**Attachment #5**), effective 8/12/10, to update language, clarify what records are permanent and in what format they must be retained, pending review and endorsement by the Program Committee. (Board action requested)

3. Consideration of motion to approve new **Administrative Policy #2, Authorization to Sign in Superintendent's Absence (Attachment #6)**, effective 8/12/10, which will allow Program Services Administrators to sign off on expenditures and specific payroll forms in the absence of the Superintendent, pending review and endorsement by the Finance Committee. (Board action requested)

NOTE: This will replace Board Resolution #2006-03-02 with a more formal policy and will update language.
4. Consideration of motion to rescind **Program Policy #9, Certification Standards**, effective 8/12/10, as there is no longer a rule that requires this policy; all personnel issues requiring certification standards are kept in personnel policies, pending review and endorsement by the Program Committee. (Board action requested)
5. Consideration of motion to approve the following amendments, pending review and endorsement by the Finance Committee. (Board action requested)
 - A. New **master** agreement (**#0810-12**) with Quest for Independence, effective 7/1/10 through 12/31/10, for adult day/vocational habilitation supports at rates of \$42.00/hour for category "A", \$75.50/hour for category "B", and \$125.50/hour for category "C", and a rate of \$19.90/trip for non-medical transportation (currently serving 1 individual at an anticipated cost of \$5,610.00);
 - B. Amend **master** agreement (**#0610-11A**) with ODODD/SODC, to correct effective dates and rate to read **7/1/10** through **6/30/11** for residential services at a rate of **\$427.46** per day per individual or a rate of 33% of the per diem cost for individuals who have an ICFMR level of care (currently serving 4 individuals – 1 long term and 3 short term);

NOTE: Amount will vary depending on census of developmental center and level of care per individual.
 - C. Amend agreement (**#1109-21A**) with Colleen Mercuri-Johnson, effective 1/1/10 through 12/31/10, to make the agreement a **master**, and to add rate of \$75.00 per hour for individuals receiving services through the START program.

NOTE: These services will be reimbursed through the START grant.
6. Consideration of motion to approve the following renewal agreements with local school districts to provide them with Classroom Management/Behavior Support services at a rate of \$50.00 per hour, as requested by the district, pending BCBDD staff availability, effective 8/1/10 through 7/31/11, pending review and endorsement by the Program Committee. (Board action requested)
 - A. **#0810-01** with Edgewood City School District;
 - B. **#0810-02** with Fairfield City School District;
 - C. **#0810-03** with Hamilton City School District;

- D. **#0810-04** with Madison Local School District;
- E. **#0810-05** with Middletown City School District;
- F. **#0810-06** with Monroe Local School District;
- G. **#0810-07** with New Miami Local School District
- H. **#0810-08** with Talawanda City School District.

XI. SUPERINTENDENT'S REPORT (8:00 – 8:15 p.m.)

1. Superintendent's Monthly Activity Report
 - A. Special Recognition
3. Director and Supervisor Reports – reports not required this month due to updates to the Annual Action Plan.
 - A. EPRO Report
 - B. Adult Services Report
 - C. Children's Programs and Services Report
 - D. Service and Support Administration Report
 - E. Quality Assurance and Medicaid Administration Report
 - F. Partnerships for Housing Report
 - G. Human Resources Report
 - H. Training and Staff Development Report
 - I. Communications Report
 - J. Transportation and Facility Services Report
4. Upcoming Events
 - A. September 12 - Annual "Fishing for Friends" Event at Lake Lyndsey
 - B. Family Movie Night at Redeemer Church – 1st Saturday of every month at 6:30 p.m. – everyone is welcome
 - C. Square Dancing at Redeemer Church – 2nd and 4th Tuesdays of each month from 7:00 to 8:30 p.m.
4. Scheduled dates for September Committee Meetings:

- A. Finance Committee meeting: Thursday, September **16** at 5:00 p.m. at Central Administration Building
 - B. Personnel Committee meeting: Thursday, September **16** at 5:15 p.m. at Central Administration Building
 - C. Program Committee meeting: Thursday, September **16** at 5:30 p.m. at Central Administration Building
5. Date for next regular meeting Thursday, **September 16** (THIS IS MOVED BACK ONE WEEK FOR ROSH HASHANA) at 6:30 p.m. at Central Administration Building

XII. EXECUTIVE SESSION: (8:15 – 8:30 p.m.)

To discuss confidential information.

XIII. ADJOURNMENT: (8:30 p.m.)