

BUTLER COUNTY  
*Board of*  
**DEVELOPMENTAL  
 DISABILITIES**  
*Supporting Possibilities*  
**CENTRAL ADMINISTRATION**  
**1910 Fairgrove Avenue, Suite E**  
**Hamilton, Ohio**

**October 14, 2010**

**BOARD MEETING  
 MINUTES**

**Dinner was held with Partnerships for Housing Board from  
 6:00 – 6:45 p.m. prior to Board meeting**

**I. CALL TO ORDER**

The meeting was called to order by Imogene O'Lenick, Board President.

**II. ROLL CALL**

Roll call was conducted:

Kim Katterheinrich	Present
Utawna Leap	Present
Kathy McMahon-Klosterman	Present
Richard Meier	Present
Imogene O'Lenick	Present
Connie Sullivan	Present
Tony Yocco	Present

The group participated in reciting the Pledge of Allegiance.

Imogene O'Lenick 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 Rodney Wagster, an individual receiving SSA services; James Gibbons, father of Emily Gibbons Pradhan, an EI Specialist with the Middletown Team; and Richard Anglin, father-in-law of Jamie Anglin, Program Secretary at JCC; and to remember consumers, families and staff who have experienced serious illness.

**III. ADOPTION OF AGENDA**

Connie Sullivan made a motion to approve the Order of Business.

Richard Meier seconded the motion.

The motion passed unanimously.

#### IV. APPROVAL OF MINUTES

Kathy McMahon-Klosterman made a motion to approve the minutes of the September 16, 2010 Board meeting.

Tony Yocco seconded the motion.

The motion passed unanimously.

#### V. AUDIENCE TO VISITORS

1. None requested.

#### VI. PROGRAM REPORT

1. Partnerships for Housing Update presented by Patrick Maynard, President and CEO, Resident Home Corporation, and Julie Bohl, Executive Director, Housing Resource Group.

Patrick Maynard introduced Partnerships Board members and staff members in attendance and expressed thanks for the good relationship between the Partnerships for Housing and DD Boards. There is a good exchange between the two agencies which helps in getting things done for the individuals we serve. Julie Bohl updated the Board on the recent purchase of 2 properties through the Neighborhood Stabilization Program (a copy of her presentation is included with the original minutes). There are action items on the agenda related to the purchase. Ron Binder reviewed maintenance and renovation projects that have been accomplished and are ongoing on existing properties. Imogene O'Lenick asked if there are residents lined up to move into the new homes. Some will be relocated from Timberman, which will be downsized; still looking for residents for the duplex.

#### VII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, October 14 at 5:00 p.m. at Central Administration. Vouchers and Expenditure Reports included in **Attachment #1**. Richard Meier reported all items were reviewed and recommended for approval.
2. **Personnel Committee:** met Thursday, October 14 at 5:00 p.m. at Central Administration. Personnel actions and current staff vacancies included in **Attachment #2**. Kim Katterheinrich reported all items were reviewed and recommended for approval.
3. **Program Committee:** met Thursday, October 14 at 5:00 p.m. at Central Administration. Utawna Leap reported all items were reviewed and recommended for approval.

## VIII. OLD BUSINESS

Richard Meier made a motion to approve the following 2 items:

1. Ratify current expenditures (**Attachment #1**) as reviewed and approved by the Superintendent, as reviewed and endorsed by the Finance Committee.
2. Ratify agreements approved by the Superintendent from 9/1/10 through 9/30/10 included in **Attachment #3**, in accordance with Administrative Policy #1, as reviewed and endorsed by the Finance Committee.

Utawna Leap seconded the motion.

The motion passed unanimously.

## IX. NEW BUSINESS

1. Kim Katterheinrich made a motion to approve the following personnel items, as reviewed and endorsed by the Personnel Committee:

- A. Employment contract for Leia Snyder for the position of Supervisor of the Office of Incident Review, effective 11/8/10 through 12/31/11;

**NOTE:** The Board must approve any employment contracts longer than one year. This will be a 13½ month contract to allow the successor to work with the current (retiring) supervisor through the end of the year.

- B. New position of Vocational Coordinator (MR 21 salary schedule) to be added to the Table of Organization, effective 11/1/10.

**NOTE:** Position will provide vocational guidance and employment counseling to Rehabilitation Services Commission eligible transition youth and others. Position will be funded in part through a grant, with remainder through transfer in personnel budget. A staff member currently in a QE Coordinator position will make a lateral move into this position and that position will remain vacant and unbudgeted.

Kathy McMahon-Klosterman seconded the motion.

The motion passed unanimously.

2. Kim Katterheinrich made a motion to approve the following Personnel Policies, effective 10/14/10, as reviewed and endorsed by the Personnel Committee.
  - A. Amended policy **#2.35, Calculation of Vacation Time, (Attachment #4)** to make policy consistent with changes in the union contract to increase the schedule of vacation accrual by one year.
  - B. Amended policy **#2.57, Political Activity, (Attachment #5)** to reflect recent legislation that prohibits public employees from participating as a candidate in a partisan election and other partisan activities.

- C. Amended policy **#2.59, Volunteers, (Attachment #6)** to add local high schools and churches to the list of volunteer groups.
- D. Amended policy **#2.66, Public Information, (Attachment #7)** to prohibit the use of personal email accounts to conduct Board business.
- E. New policy **#2.89, Social Networking, (Attachment #8)** which will help to ensure consumer confidentiality with respect to social media and confirm that no representations may be made on behalf of the Board unless specifically approved by the Superintendent or designee.

Richard Meier 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. Renewal agreement (**#1010-02**) with Jewish Vocational Service, effective 1/1/11 through 12/31/11, for administrative and accounting services for the InsideOut Studio, at a total cost not to exceed \$57,000.00, which is a decrease of \$8,000.00 from the previous agreement;
  - B. New **master** agreement (**#1010-03**) with Inclusive Solutions, effective 9/1/10 through 12/31/10, for supported living services at a rate of \$4.80 per unit (currently serving 1 individual at an estimated cost of \$1,168.00);
  - C. Renewal **master** agreement (**#1010-04**) with LifeSpan, Inc. effective 1/1/11 through 12/31/11, for payee and guardianship services for individuals served by Butler County DD at a rate of \$55.00 per hour and payee services at a rate of \$37.00 per person per month (currently serving 50 individuals through guardianship and 6 individuals through payee services at a cost of \$49,414.00);
 

**NOTE:** This is an increase of \$6,114.00 over last year's agreement due to serving more individuals and a \$1.00/month per person increase in the payee fee.
  - D. Renewal agreement (**#1010-05**) with Graceworks Enhanced monthly for day habilitation services provided by BCBDD for 1 individual for 247 program days at a rate of \$75.50 per day for **to be paid to BCBDD**, estimated total revenue will be \$18,648.50;
  - E. Amendment to agreement (**#1006-03AA**) with Partnerships for Housing, Inc., effective 11/1/06 through 10/31/11, to add new subsidy rate for duplex unit at 11 Wesleyan Court, Fairfield, OH 45014, of \$726 per month per unit (\$1452.00 total for the duplex) effective when first occupant moves in.

Connie Sullivan seconded the motion.

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

Kim Katterheinrich	Yes
Utawna Leap	Yes

Kathy McMahon-Klosterman	Yes
Richard Meier	Yes
Imogene O'Lenick	Yes
Connie Sullivan	Yes
Tony Yocco	Yes

4. Kathy McMahon-Klosterman made a motion to approve **Resolution #2010-10-1 (Attachment #9)**, effective 10/15/10, to enter into 20 year commitment for subsidies for properties purchased with Neighborhood Stabilization Program funds, in accordance with the HOME program, as reviewed and endorsed by the Finance and Program Committees.

Tony Yocco seconded the motion.

The motion passed unanimously.

## X. SUPERINTENDENT'S REPORT

1. Superintendent's Monthly Activity Report presented by Chris Hurr.
  - A. Update on Board Membership – 2 Board members' (Kim Katterheinrich and Imogene O'Lenick) terms will be up at the end of the year and they are not seeking reappointment. We are seeking candidates to replace them – 1 parent of an adult eligible for supported living services and one community member.
  - B. Update on Planning Process – our November meeting will also be the Public Hearing where we seek input on our planning for next year.
  - C. Budget Meeting – Tuesday, October 19 from 6:30 – 7:30 p.m. at Liberty Center – Board members are asked to attend, if at all possible, to listen to the discussion and input from families. We need to start making changes and adjust for the future – this will be an important meeting.
  - D. Budget Hearing with Commissioners – Monday, October 25 from 10:00 – 11:00 a.m. at Government Services Center – Chris would also like Board representation at this meeting; Board members: please consider attending. Richard Meier and Kathy McMahon-Klosterman are available and will attend.
2. Director and Supervisor Reports
  - A. EPRO Report – report handed out at the meeting.
  - B. Adult Services Report – written report included in packet. Tanya Coffey reported that 2 local artists were showcased in the Art & Soul calendar this year and they are available for sale for \$10.00.
  - C. Children's Programs and Services Report – written report included in packet.
  - D. Service and Support Administration Report - written report included in packet.
  - E. Quality Assurance and Medicaid Administration Report - written report included in packet.

- F. Partnerships for Housing Report - written report included in packet.
- G. Transportation and Facility Services Report – written report handed out at the meeting. Ted McGuire also reported we again participated in the Hamilton Safety Council rebate program through the Commissioners’ office and were instrumental in a check for \$22,000.00 being presented back to the county.
- H. Human Resources Report - written report included in packet.
- I. Training and Staff Development Report - written report included in packet.
- J. Communications Report - written report included in packet.

### 3. Upcoming Events

- A. Budget Meeting (Open to the Public) – Tuesday, October 19 from 6:30 – 7:30 p.m. at Liberty Center
- B. Halloween Dance at Fairfield Optimist Club (club house) – Saturday, October 23 from 7 to 9:30 p.m.
- C. Challenger Baseball Fundraiser at Walt’s Barbeque (Hamilton-West Side) - Monday, October 25 from 6 to 9 p.m.
- D. Movie and Ice Cream Social – Tuesday, October 26 beginning at 6:30 p.m. – presented by Pi Kappa Phi and Redeemer Church at Redeemer Church
- E. Wine Tasting Fundraiser for Friends of Citizens with Disabilities – Thursday, November 11 in Oxford – more details to follow
- 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. Scheduled dates for November Committee Meetings:

- A. Finance Committee meeting: Thursday, November 18 at 5:00 p.m. at Central Administration
- B. Personnel Committee meeting: Thursday, November 18 at 5:15 p.m. at Central Administration
- C. Program Committee meeting: Thursday, November 18 at 5:30 p.m. at Central Administration

- 5. Date for next regular meeting and **PUBLIC HEARING**: Thursday, **November 18** at Central Administration. ***Note that this is moved back one week due to the Veteran’s Day Holiday.***

**XI. EXECUTIVE SESSION**

Not needed this month.

**XII. ADJOURNMENT**

There being no further business before the Board, Richard Meier made a motion to adjourn and Connie Sullivan seconded the motion. The motion passed unanimously.

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Imogene O'Lenick, Board President

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Kathy McMahon-Klosterman, Recording Secretary