

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

**Central Administration Office  
 1910 Fairgrove Avenue  
 Hamilton, Ohio**

**September 16, 2010  
 6:30 p.m.**

**BOARD MEETING  
 MINUTES**

**I. CALL TO ORDER**

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

**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, led by Dwight Finch.

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 James "Nick" Nicholson, a long time attendee of Hamilton Center and Liberty Center; 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 August 12, 2010 Board meeting.

Tony Yocco seconded the motion.

The motion passed unanimously.

#### V. AUDIENCE TO VISITORS

##### 1. Elderly Services Levy

Joyce Kachelres and Leigh Ann Lacey, representatives from LifeSpan, attended the meeting and spoke in support of the Elderly Services Levy, Issue 6. A copy of their presentation is included with the Board minutes. This is a 1.3 mill levy that will not raise taxes.

#### VI. PROGRAM REPORT

##### 1. 2011 Budget Projections presented by Rick Black, Business Director.

A copy of Rick's presentation is included with the minutes. Rick explained that there will be a \$5 to \$8 million deficit in the State of Ohio budget in the next year. Everyone will have to make cuts. We will likely lose our state subsidy over the next couple of years. Rick also reviewed local tax levy values. As property values go up, the rates go down to keep collections consistent during the life of the levy. If we "replace" a levy, the value changes. A "renewal" will keep the same value as the original when the levy was passed. If we run a levy in 2013, we would be at the same values then as values were in 2008 which may not allow us to run a replacement levy. We would probably be in a position to have to ask for new millage.

#### VII. COMMITTEE REPORTS

1. **Finance Committee:** Thursday, September 16 at 5:00 p.m. at Central Administration Office. Tony Yocco reported all items were reviewed and recommended for approval.
  - Vouchers and Expenditure Reports included in **Attachment #1**.
2. **Personnel Committee:** Thursday, September 16 at 5:15 p.m. at Central Administration Office. Kim Katterheinrich reported that the committee reviewed various items, but had none for approval by the Board.
  - Personnel actions and current staff vacancies included in **Attachment #2**.
3. **Program Committee:** Thursday, September 16 at 5:30 p.m. at Central Administration Office. Utawna Leap reported all items were reviewed and recommended for approval.
4. **Ethics Council:** Thursday, September 16 at 6:00 p.m. at Central Administration. Kathy McMahon-Klosterman reported that the list of direct service contractors was reviewed and there were no issues. The Committee recommended approval by the Board.
  - Review staff employed by service providers (**Attachment #3**).

## VIII. OLD BUSINESS

1. Richard Meier made a motion to ratify current expenditures as reviewed and approved by the Superintendent (**Attachment #1**), as reviewed and endorsed by the Finance Committee.

Tony Yocco seconded the motion.

The motion passed unanimously.

## IX. NEW BUSINESS: (7:55 to 8:10 p.m.)

1. Kathy McMahon-Klosterman 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 the Butler County Board of DD (see **Attachment #3** for list), in compliance with Section 5126.033 of the Ohio Revised Code.

Kim Katterheinrich seconded the motion.

The motion passed unanimously.

2. Tony Yocco made a motion to approve local contribution (**#0910-01**) in the amount of \$30,000.00 to The Bridges to Transition Project administered by Ohio Association of County Boards of DD, to draw down federal match of approximately \$111,000.00 (less \$18,000 administration fee) to Ohio Rehabilitation Services Commission to be used for this project, as reviewed and endorsed by the Finance Committee.

Connie Sullivan seconded the motion.

The motion passed unanimously.

3. Richard Meier made a motion to approve renewal agreement with Ohio Department of DD, effective 10/1/10 through 9/30/11, for Title XX grant dollars received by Butler County DD for provision of Day Care Services for Adults, including enabling self-sufficiency, providing recreation, general leisure activities, and personal care services, in the amount of \$239,923.00 as reviewed and endorsed by the Finance Committee.

Kim Katterheinrich seconded the motion.

The motion passed unanimously.

4. Connie Sullivan made a motion to approve the Annual Accreditation Self-Review Survey and Plan of Correction (**Attachment #4**) which reflects overall substantial compliance with current rules, to be submitted to DODD, as reviewed and endorsed by the Program Committee.

Kathy McMahon-Klosterman seconded the motion.

The motion passed unanimously.

5. Tony Yocco made a motion to approve purchase of up to 10 Phoenix buses from Shepard Bros., Inc., over the next 12 months from the Board's capital account, as described in **Attachment #5** pricing and spec sheet, as reviewed and endorsed by the Finance Committee.

**NOTE:** Shepard Bros., Inc. is the primary distributor for Coach & Equipment, based on availability from a state purchasing contract from another state's (Minnesota) purchasing contract pending approval of the process from the county prosecutor's office. (This process has been used by other government entities in Ohio.) We have gathered prices and inspected vehicles from other vendors and we feel this is the best vehicle at the lowest price. They were also the only one to offer discounts for purchase of multiple vehicles.

Kathy McMahon-Klosterman 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

## **X. SUPERINTENDENT'S REPORT: (8:10 to 8:15 p.m.)**

1. Superintendent's Monthly Activity Report
  - A. Direct Support Professionals Day – refreshments were provided to staff to thank them for what they do.
  - B. Budget Meeting for Public – Tuesday, October 19 from 6:30 – 7:30 p.m. at Liberty Center – Board members are asked to attend to hear feedback from families.
 

FYI - December 1 is the delegate assembly in Columbus and we need a representative from our board to attend.
2. Director and Supervisor Reports – written reports included in packets.
  - 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. Transportation and Facility Services Report
- H. Human Resources Report
- I. Training and Staff Development Report
- J. Communications Report

### 3. Upcoming Events

- A. Legislative Advocacy Day at the Statehouse – Tuesday, September 14 beginning at 10:30 a.m.
- B. Rumble in the Jungle Dance – Wednesday, September 15 at Tori's Station from 6:00 to 8:30 p.m.
- C. Liberty Day – Friday, September 24 at Liberty Center from 10:00 a.m. to 2:00 p.m.
- D. Arc Annual Picnic – Sunday, September 26 at Camp Campbell Gard from 3:00 – 7:00 p.m.
- E. Even the Score Golf Outing – Monday, September 27 at Weatherwax Golf Course in Middletown with a shotgun start at 12:30 p.m. (lunch will be served at 11:30 a.m.)
- F. PAC Fundraiser Wine Tasting Event – Friday, September 17 at the home of Rhonda Brown, beginning at 6:00 p.m. – cost is \$25 per person (contact Connie Mehlman for tickets – 867-5923)
- G. Budget Meeting (Open to the Public) – Tuesday, October 19 from 6:30 – 7:30 p.m. at Liberty Center
- H. Family Movie Night at Redeemer Church – 1<sup>st</sup> Saturday of every month at 6:30 p.m. – everyone is welcome
- I. 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 October Committee Meetings:

- A. Finance Committee meeting: Thursday, October 14 at 5:00 p.m. at Central Administration Office.
- B. Personnel Committee meeting: Thursday, October 14 at 5:15 p.m. at Central Administration Office.
- C. Program Committee meeting: Thursday, October 14 at 5:30 p.m. at Central Administration Office.

### 5. Date for next regular meeting: Thursday, October 14, 2010 at 6:30 p.m. at Central Administration Office, 1910 Fairgrove Avenue, Suite E, Hamilton.

## **XI. EXECUTIVE SESSION**

Utawna Leap made a motion to go into Executive Session to discuss personnel issues. Tony Yocco 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

## **XII. ADJOURNMENT**

There being no further business before the Board, Connie Sullivan made a motion to adjourn and Kim Katterheinrich 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