

BUTLER COUNTY
Board of
**DEVELOPMENTAL
DISABILITIES**

Janet Clemmons Center
282 N. Fair Avenue
Hamilton, OH

January 11, 2018
6:30 p.m.

**BOARD MEETING
MINUTES**

New Board Member Jacquelyn Phillips and Re-appointed Board Member Connie Sullivan were sworn in by T. C. Rogers, County Commissioner before the meeting.

I. CALL TO ORDER

The meeting was called to order by Tony Yocco, Board President.

II. ROLL CALL

Roll call was conducted:

Tony Yocco	Present
Dale French	Present
Richard Meier	Present
Laddie Henninger	Present
Jackie Phillips	Present
Jacqueline Rioja Velarde	Present
Connie Sullivan	Present

The group participated in the Pledge of Allegiance led by Dwight Finch.

Tony Yocco read the Mission Statement: To support individuals so they can successfully live, work, and learn in the community.



Live



Work



Learn



Community
Relations



Operations &
Business

The group participated in a moment of silent reflection in memory of M. Haggard, an individual served by the Board; Alexander Phillips, great nephew of Board Member Richard Meier; and to remember individuals, 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. AUDIENCE TO VISITORS

None Requested.

V. ORDERS OF THE DAY

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: Tony Yocco
Vice-President: Dale French
Recording Secretary: Richard Meier

Tony Yocco read the slate of officers and asked for a motion to approve. Laddie Henninger made a motion to approve the Slate as proposed. Richard Meier seconded the motion. The motion passed unanimously.

2. Dale French made a motion to set Committee Appointments and Parliamentarian (**Attachment**). Laddie Henninger seconded the motion. The motion passed unanimously.
3. Laddie Henninger made a motion to approve **Resolution #2017-01-01 (Attachment)** on continuing Ethics Council and appointments to the Council, in accordance with O.R.C. Section 5126.032. Richard Meier seconded the motion. The motion passed unanimously.

VI. BOARD EDUCATION/COMMUNITY LINKAGE

Law Enforcement Investigative Agent Update – Karen Bessette & Ralph Hernandez

Points covered include:

- Ralph has an extensive background in law enforcement, spending 32 years with the Miami Dade County Sheriff's Department.
- The Law Enforcement IA position has now been in effect since July 1, 2017.
- This position helps to give the Board control over criminal cases which enables the MUI Department to have criminal cases from start to finish.
- ¼ of MUI cases have a criminal component to them.
- Beginning in 2017 all Ohio state law enforcement officers are now required to complete a 6 hour course related to trauma.

VII. COMMITTEE REPORTS

1. **Finance Committee:** met Thursday, January 11 at 5:00 p.m. at Janet Clemmons Center. Richard Meier reported that all items on the agenda were reviewed and recommended for approval.

- Review of 2017 Monthly Cash Reserve Summaries (**Attachment**).
- Review of December Invoice Report (**Attachment**).

- Review of December Revenue and Expenditure Reports (**Attachment**).
2. **Ethics Council:** met Thursday, January 11 at 5:30 p.m. at Janet Clemmons Center. Dale French reported that all items on the agenda were reviewed and recommended for approval.
 - Review of report of payments issued to individuals or families served. (**Attachment**).
 3. **Personnel Committee:** met Thursday, January 11 at 5:30 p.m. at Janet Clemmons Center. Connie Sullivan reported that all items on the agenda were reviewed and recommended for approval.
 - Review of December Personnel actions and current staff vacancies (**Attachment**).

VIII. CONSENT AGENDA – MOTION

Dale French made a motion to approve the Consent Agenda. Connie Sullivan seconded the motion. The motion passed unanimously.

1. **Board**
 - A. Minutes of December 14, 2017 meeting (**Attachment**).
 - B. Ratification of current expenditures, as reviewed and approved by the Superintendent, pending review and endorsement by the Finance Committee. (**Attachment**).
 - C. Report of payments issued to individuals or families served, pending review and endorsement by the Ethics Council (**Attachment**).
 - D. Personnel Policy Revisions (**Attachment**).
 - **Policy #2.21, Overtime & Compensatory Time**, revised to reflect the transition to a standard work week for all Board employees (37.5 hours per week), and minor changes to update wording.

NOTE: The majority of Board staff are on a 37.5 hour schedule. Six employees will be converted from 40 hour to 37.5 hour schedules which reflects deduction for a 30 minute break each day. No change to scheduled shifts or weekly salary.
 - **Policy #2.35, Calculation of Vacation Time**, updated to reflect alignment of accruals to standard work week.

2. Operations

- A. Approval of 2018 Strategic Plan (**Attachment**).

Contracts > \$25,000

- A. Master Contract (**#0118-02**) with Primary Solutions; effective 1/1/18 through 12/31/18; cost not to exceed \$50,196.00 for access to and support for the client database, Gatekeeper.

IX. NEW BUSINESS

Connie Sullivan made a motion to approve the items under New Business. Richard Meier seconded the motion. The motion passed unanimously.

1. Consideration of motion to approve Superintendent Lisa Guliano's evaluation, dated December 14, 2017, along with any subsequent addendum to her contract, as recommended by the evaluation of the Superintendent Committee and reviewed by the Board.

NOTE: All referenced documents will be maintained in the Superintendent's personnel file.

2. Consideration of motion to approve 2018 Performance Goals of Superintendent Lisa Guliano (**Attachment**).

X. BOARD POLICY DISCUSSION

1. Board Governing Policy #4.2 – Accountability of the Superintendent (**Attachment**)
 - No revisions recommended.
2. Board Governing Policy #4.3 – Delegation to the Superintendent (**Attachment**)
 - No revisions recommended.
3. Board Governing Policy #4.5 – Superintendent Compensation & Benefits (**Attachment**)
 - No revisions recommended.

XI. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

1. Monitoring Report: Financial Conditions and Activities (**Attachment**) – report included in the Board packet.
2. Update on the Symmes Road lease
 - Commissioners granted a 5 year lease on the property to Easter Seals TriState – there is 5 years remaining on the state bond debt for this facility.
 - Commissioners will retain title on the property.
3. New Operational Worries (if any). – None noted.

XII. ANNOUNCEMENTS

None noted.

XIII. ITEMS FOR NEXT AGENDA

Dale French inquired about Levy preparation and Lisa noted that it would be covered at the February 8th Board meeting. Lisa has scheduled a meeting with County Administrator & Finance Director to review the financial position and levy options before presenting to the Board.

XIV. ADJOURNMENT

There being no further business before the Board, Dale French made a motion to adjourn and Jackie Phillips seconded the motion. The motion passed unanimously.


Tony Yocco, Board Vice-President


Richard Meier, Recording Secretary

Calendar of Upcoming Events.

Date for next regular meeting: Thursday, February 8, 2018 at 6:30 p.m. at Janet Clemmons Center, 282 N. Fair Avenue, Hamilton.

Scheduled dates for February Committee Meetings:

Finance Committee meeting: Thursday, February 8 at 5:00 p.m. at JCC.
Personnel Committee meeting: Thursday, February 8 at 5:30 p.m. at JCC.
Program Committee meeting: Thursday, February 8 at 5:30 p.m. at JCC.

REFERENCE:

Board Training Schedule for 2018

**Board members are required to participate in at least 4 hours of training annually. The Department of DD will provide webinars covering 2 hours of training. The Board and Superintendent shall jointly develop the annual training calendar which should also include perspectives from outside the county.*

January Board Meeting	✓ Law Enforcement Investigative Agent Update – Karen Bessette & Ralph Hernandez
February Board Meeting	Levy Scenarios, ERIP, Year End Financials – Hailey Quinn
March Board Meeting	Medicaid Waiver Presentation – Ginger Kavalauskas, Sarah Keller, Andrew Riley, Ron Smith
April Board Meeting	
May Board Meeting	
June Board Meeting	
August Board Meeting	
September Board Meeting	

October Board
Meeting

November Board
Meeting

December Board
Meeting